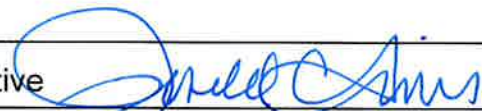




<small>Title</small> King County policy and procedure for special assessment union dues consistent with state Public Disclosure Law RCW 42.17	<small>Document Code No.</small> INF 17-3 (AEP)
<small>Department/Issuing Agency</small> Department of Transportation	<small>Effective Date</small> October 28, 2002
<small>Approved</small> Ron Sims, King County Executive 	

1.0 SUBJECT TITLE: Special Assessment Union Dues Authorization

1.1 EFFECTIVE DATE: 10 days after the date of Executive's approval

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: (1) Special Assessment Dues

3.0 PURPOSE:

To establish a procedure for special assessment union dues consistent with state Public Disclosure Law. This policy does not address the proper authorization procedure or forms to be used for deductions made for the purpose of making political expenditures solely in connection with federal elections. Nor does this policy address the proper authorization procedure or forms to be used for ongoing deductions for political contributions.

3.0 ORGANIZATIONS AFFECTED:

All Executive departments, offices and agencies.

4.0 REFERENCES:

4.1 RCW 42.17.680

5.0 DEFINITIONS:

5.1 "Special Assessment Union Dues" means union dues which are not regular initiation fees, ongoing regular dues, or ongoing contributions to a Committee on Political Education or similar committee.

6.0 POLICIES:

6.1 King County shall deduct special assessment union dues from employee wages only under the procedures set forth in this Administrative Policy and Procedure.

7.0 PROCEDURES:

Action By:

King County
Department of
Executive Services,
Finance and Business
Operations Division

Action:

7.1 Ensure, prior to deducting special assessment union dues from the wages of any employee, that one of the following items is provided to the Finance and Business Operations Division of the Department of Executive Services:

1. A memorandum from the Union in the form set forth in Appendix A certifying that the special assessment funds will not be used for any of the following purposes:
 - a) Contribution to any political committee required to report campaign or election contributions pursuant to Ch. 42.17 RCW.
 - b) Contribution to any candidate for state or local elected office; or
 - c) Contribution or expenditure in support of or in opposition to any state or local candidate or state or local ballot proposition;
2. An authorization in the form set forth in Appendix B signed by each employee who will be subject to the special assessment union dues deduction.

8.0 RESPONSIBILITIES:

8.1 King County Department of Executive Services, Finance and Business Operations Division shall be responsible for ensuring that, prior to deducting special assessment union dues from the wages of any employee, the requirements set forth above are satisfied.

9.0 APPENDICES:

9.1 Memorandum From Union To King County Payroll (Form)

Division
Effective Date:

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9.2 Political Contribution Withholding Authorization (Form)

Attachment A

MEMORANDUM FROM UNION
FOR SPECIAL ASSESSMENT AUTHORIZATION

[Date]

To: King County Payroll Administrators

From: Authorized Union Representatives

Re: Special Assessments Fund

_____ union is requesting a special assessment of its membership of \$_____ beginning _____ (month/year) and ending _____ (month/year). I understand that if the special assessment funds are to be used for any of the purposes set forth in (a), (b) or (c) below, then each union employee must sign a separate form authorizing King County payroll to deduct the special assessment unless King County has on file an effective authorization from the employee authorizing the deduction.

I certify that funds from this special assessment will not be used for the following purposes:

- a. Contribution to any political committee required to report campaign or election contributions pursuant to Ch. 42.17 RCW.
- b. Contribution to any candidate for state or local elected office; or
- c. Contribution or expenditure in support of or in opposition to any state or local candidate or state or local ballot proposition.

Signature

Attachment B

Political Contribution Withholding Authorization

I, _____, authorize _____
First Name Middle Initial Last Name Name of Employer or Other Person
to withhold \$ _____ per pay period from my earnings _____
Amount Time Period of Withholding
to make political contributions to _____
Name, City and State of Labor Union

This authorization is effective as of the date signed by me and continues to be valid until
revoked in writing by me. I understand that I may revoke this authorization at any time
in writing.

Signature: _____ **Date:** _____

*According to state law, no employer or labor organization may discriminate against an
officer or employee in the terms or conditions of employment for (a) the failure to contribute to,
(b) the failure in any way to support or oppose, or (c) in any way supporting or opposing a
candidate, ballot proposition, political party, or political committee.*