

Information Concerning Union Membership and Agency Shop Fee Deductions for Instructional Staff Employees in Titles Represented by the Professional Staff Congress/CUNY ("PSC").

Most instructional staff positions -- both teaching and non-teaching -- are included in the unit represented by the Professional Staff Congress/CUNY, Local 2334, AFT, as the exclusive collective bargaining representative. (See "I" below regarding "Included Positions.") A few instructional staff positions are excluded from union representation because of the responsibilities of the position or the functions of the office. (See "II" below regarding "Excluded Positions.")*

Included employees are governed by the terms of the PSC/CUNY collective bargaining agreement and may be represented by the PSC in grievance and disciplinary proceedings. Excluded employees are covered by terms and conditions of employment similar to those of employees represented by the PSC -- such as the same salary schedules, pension options, health plans and supplemental welfare fund benefits (e.g., drug, dental and optical) -- however, there are significant differences. For example, individuals who are excluded from representation do not have access to the grievance and disciplinary procedures contained in the collective bargaining agreement.

I. Included Positions

• PSC Membership

If you wish to become a member of the PSC, you must submit a membership application to the Union. You may contact the PSC at (212) 354-1252. You may also print out an application for membership from the PSC website <http://www.psc-cuny.org/about-us/membership>. Send the filled-out form to the PSC at 61 Broadway, Suite 1500, NY, NY 10006. Union dues will automatically be deducted from your salary and remitted to the PSC. Dues-paying union members have the right to full participation in the union, including voting on proposed contracts and in union elections, as well as running for union office.

• Agency Shop Fee Status

If you do not apply for PSC membership, you will not become a member of the union. Because the PSC represents you for collective bargaining and contract enforcement purposes, State law permits the union to collect an agency fee from you, which is automatically deducted from your salary and remitted to the PSC. Payment of the agency fee does not constitute membership in the union as described above. The amount of the agency fee is the same amount as union dues. Once a year, the union notifies agency fee payers of their ability to request a refund from the PSC for a *pro rata* share of the agency fee paid for expenditures of a political or ideological nature that are only incidentally related to terms and conditions of employment. Further information concerning this partial refund option may be found on the PSC website at <http://www.psc-cuny.org/agency-fee-refund-procedures>.

If you wish to change your status from an agency fee payer to a dues-paying member of the union, you must submit a membership application. (See above.)

II. Excluded Positions

Employees in titles in the PSC bargaining unit excluded from representation by the union because of the responsibilities of the position or the functions of the office are not eligible to join the union and do not pay dues or an agency fee deduction.

*The lists of included and excluded titles are set forth in Article 1 of the PSC/CUNY collective bargaining agreement, which is available on-line at: <http://www.cuny.edu/about/administration/offices/lr/lr-contracts/2007-2010CUNY-PSCcollectivebargainingagreement.pdf>. If you are not certain whether you are appointed to an included or excluded position, you should check with your Human Resources Department, which can also answer any questions you may have concerning the terms and conditions of your employment.