

Department of Accounts

Payroll Bulletin

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the Payroll
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✓ **Policy Change – Employee
Associations**

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

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Policy Revision for Employee Association Deductions

Background

State employee associations are defined as organizations that provide programs and services of general benefit to state employees within the context of their employment. Membership in such associations is voluntary, and individual employees who are members of such associations may elect to have membership dues or fees deducted from their pay. All such associations must be non-profit.

Policy guidance was last issued with regard to payroll deductions for state employee associations in 1992, which defined two types of associations, agency-specific and statewide. Generally the Commonwealth of Virginia (COV) does not sponsor or endorse either type of organization in the same manner as employee benefits programs such as Group Life Insurance and Deferred Compensation. However, agency-specific associations were sponsored by individual agencies. For both types, COV facilitates the payment of dues authorized by employees/members through payroll deduction.

Deductions have also been permitted to support contributions to charitable foundations affiliated with state agencies and institutions (e.g., various Community College foundations, Library of Virginia Foundation, etc.). The establishment or support of payroll deductions for agency-sponsored charitable foundations is not impacted by this policy.

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Policy Revision for Employee Association Deductions, cont.

**Effective Date
and
Applicability**

This policy is effective August 1, 2010 and applies to all state agencies, departments, boards, commissions and institutions (hereafter referred to as agencies), including those operating agency-based payroll systems.

Revised Policy

In order to limit the growing administrative workload associated with employee association payroll deductions, payroll deductions for new agency-specific and new statewide employee associations are prohibited. However, organizations currently authorized for payroll deductions will continue to be eligible for payroll deduction through the central payroll system. (See the attached list of employee associations with centrally authorized payroll deductions.) All agencies that process payroll on the central payroll system must accommodate deductions for these organizations when requested.

Agencies operating agency-based payroll systems are required to limit the employee associations supported through payroll deduction to those organizations currently established within their system as of the effective date of this policy. Each agency operating an agency-based payroll system must maintain a list of authorized associations.

Note: There is no requirement that all associations on the list of centrally authorized payroll deductions be included on the lists established by agencies with agency-based payroll systems.

Similarly, the list of employee associations with centrally authorized payroll deductions will not necessarily include all associations on lists established by agencies with agency-based payroll systems.

Attachment – Employee Associations with Centrally Authorized Payroll Deductions

Agency-specific Employee Associations

State Police Death Benefit
DMV Employee Association
VEC Employee Association
VDOT's Virginia State Employee Association/Employee Benefit Association
Virginia Game Warden Association

Statewide Employee Associations

Virginia Governmental Employees Association
Virginia State Police Association
Corrections/Parole Officer Foundation, Inc.
Communication Workers of America
American Federation State, City & Municipal Employees/Virginia Association
of State Employees
American Correctional Association
Virginia Probation and Parole Association
Virginia Public Service Workers Union – Local 160 of the United Electrical,
Radio, and Machine Workers of America
VACE (VA Assoc of Correctional Educators)
Virginia Troopers Alliance
State Police Benevolent Association
National Association Governmental Employees
Virginia Education Association
Correctional Education Association
American Association of University Professors