

AGREEMENT

BETWEEN

SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA

AND

LOCAL NO. 489 OF THE AMERICAN FEDERATION  
OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

NOVEMBER 8, 1994

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## **AGREEMENT**

This agreement entered into on this 8th day of November, 1994, between Southeastern Louisiana University, hereinafter referred to as the Employer or the University, and Council No. 17, American Federation of State, County and Municipal Employees, AFL-CIO, for and in behalf of its affiliated Local No. 489, hereinafter referred to as the Union.

## **PURPOSE**

The purpose of this agreement is to afford the employees of this Employer the opportunity to bargain through the Union regarding the conditions of their employment and other matters hereinafter referred to. It shall also be the purpose of this Agreement to promote the general efficiency of the Employer and to promote the well-being, morale, and security of the employees within the framework of the constitutional or statutory provisions of the state pertaining to Civil Service.

## **ARTICLE I**

### **RECOGNITION**

The Employer recognizes the Union as the sole and exclusive bargaining agent for the employees covered hereunder for the purpose of establishing salaries, wages, hours, and other conditions of employment, insofar as the constitutional and statutory provisions of the State will permit pertaining to State Civil Service.

The term "**employee**" shall include all of the University's Civil Service classified employees. Nothing contained in this agreement shall be considered as preventing any employee from attaining union membership. For purposes of union representation the term "**employee**" shall include all of the University's classified employees.

## **ARTICLE II**

### **CHECK-OFF DUES**

**SECTION 1.** The Employer agrees to deduct from the pay check of each employee who has signed an Authorization for Payroll Deduction Card, the sum certified by the Treasurer of Local No. 489 as the Union dues. A copy of the Authorization Card is made part of this Agreement in Appendix A. The total dues will be delivered with an itemized statement to the AFSCME Joint Account, 7315 Exchange Place, Baton Rouge, Louisiana 70806, not later than fifteen (15) days after the deduction.

**SECTION 2.** The Employer agrees that deduction of Union dues for the prescribed period of time and the termination of such deduction shall be according to the agreement signed by the employee on the Union Authorization Card. Additionally, an employee wishing to terminate the authorization for deduction during the period specified on the Union Authorization Card shall notify the Personnel Office in writing. The Personnel Office shall notify the Union in writing of the request to cancel membership. The Union

shall in turn advise the Personnel Office in writing if the employee is eligible to cancel membership at that time and, if not, on what date membership may be canceled.

### **ARTICLE III**

#### **UNION REPRESENTATION**

**SECTION 1.** The Employer recognizes and shall deal with all accredited Union Stewards, the Union President, the Union Vice President, and accredited representatives of the American Federation of State, County and Municipal Employees, AFL-CIO.

**SECTION 2.** A written list of the Union Stewards, outlining the area to be represented by each Steward, shall be furnished to the Employer immediately after their designation and the Union shall promptly notify the Employer of any changes in Union Stewards.

**SECTION 3.** Union Stewards shall be granted reasonable time off during working hours to investigate and settle grievances within their respective areas of jurisdiction, upon approval of their immediate supervisors. Such time shall be granted without loss of pay.

**SECTION 4.** The Union shall accredit one Steward for each of the following areas: academic buildings, university police, and clerical employees. The Union shall accredit two (2) stewards each for food services and the physical plant. The parties hereto agree

to negotiate for alteration of, additions to or deletions from this list whenever either party deems appropriate.

**SECTION 5.** The Union President, Vice President, Chief Union Steward or the Leading Steward shall be granted reasonable time off during working hours to investigate and/or settle grievances. Such time shall be granted without loss of pay.

**SECTION 6.** The Union President, Vice President, Chief Steward or Leading Steward shall request the approval of their supervisor in advance of leaving their work area to meet with the employees for individual discussion of working conditions. The supervisor and Union President or Vice President and/or Chief Steward shall act in good faith in application of this section.

**SECTION 7.** The Union President, Vice President and Stewards shall exercise care so that they do not interfere with the work performance and duties assigned to the employees. The Union President, Vice President and Stewards shall act in good faith in application of this section.

**SECTION 8.** Members elected as delegates to attend the Union Convention shall be granted time away from their duty station without loss of annual or compensatory leave. The names of the elected delegates and alternates shall be given to the University as soon as possible, but not less than fourteen (14) days prior to

the leave effective date. No member may be given approval for more than twenty-four (24) hours of leave for any one convention. Alternates get special leave if they attend the convention in lieu of an elected delegate. Each local may have a minimum of two (2) delegates and a maximum not to exceed one delegate for each 50 members. Special leave will only be given for two (2) conventions per year without prior approval of the President of the University except in even numbered years to include attendance at the national convention.

#### **ARTICLE IV**

#### **GRIEVANCE**

##### **SECTION 1. EMPLOYEE RELATIONS COMMITTEE:**

The Employee Relations Committee shall be composed of the Union President or his designee, two other Union members and a Representative of Council No. 17, AFSCME, and the appropriate University Vice President or his designee, the delegated appointing authority and two other University representatives.

The Employee Relations Committee shall meet at least once a month, at a mutually convenient time. The Union and the Employer will be required to submit a copy of the agenda items to be discussed five (5) working days in advance of the proposed meeting date to each other. The purpose of these meetings will be to consider pending grievances and to discuss procedures for avoiding

future grievances. In addition, the committee may discuss other issues which would improve the relationship between the parties. All Employee Relations Committee Meetings shall be held during normal working hours, on the University's premises and without loss of pay. However, no overtime or compensatory time shall be allowed for any members of the Committee for attendance at these meetings.

Compliance with the Americans with Disabilities Act (ADA) will take precedence over the Union Agreement and will not be subject to grievance. The University is bound by the terms of the Vietnam Era Veterans Readjustment Assistance Act, and is committed to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era.

**SECTION 2. GRIEVANCE PROCEDURES:**

It is the policy of the University to develop and maintain a satisfied and efficient work force. In furtherance of this policy, when an employee feels he/she has been treated unjustly, the employee has the right to use the grievance procedure without fear of coercion, discrimination, or reprisal because of the action. Only those grievances which are not appealable to the Director of Civil Service or the Civil Service Commission shall be processed through the agency grievance procedure.

For those matters which are only appealable to the Civil Service Director or the Civil Service Commission, the Union can request that the University voluntarily invoke an administrative review of the matter in question. It is the responsibility of the

Union to present evidence that the decision should be reviewed. University officials will decide based on the evidence presented whether or not to voluntarily invoke the administrative review process.

The Grievance Form is to be used if the aggrieved employee is not satisfied with the decision of the immediate supervisor at the first step of the grievance procedure. The form will be completed at each subsequent step at which the appeal is made. If a grievance is settled orally with the immediate supervisor, a memorandum record of the grievance will be prepared only if the employee is represented at that step. It is incumbent upon every supervisor to provide their employees with an opportunity to be heard in accordance with the following procedure:

**STEP ONE:**

The employee (grievant) may present the grievance to the immediate supervisor within five (5) working days after the incident or after receiving written notice of the incident which caused the employee to be aggrieved; or to the department head if the supervisor had no part in the incident.

The employee has the right to have a Union official present at this meeting. If the immediate supervisor and the aggrieved employee cannot resolve the grievance informally at this level, the immediate supervisor will render a written decision in response to the grievance on the grievance form within three (3) working days.

If the grievance does not involve the immediate

supervisor, the immediate supervisor will indicate that on the grievance form and return it to the grievant. The grievant will then proceed to Step Two by submitting the grievance to the Department Head.

**STEP TWO:**

If the employee is not satisfied with the decision of the immediate supervisor in Step One, or if the immediate supervisor had no part in the incident, the grievant may, within five (5) working days of the receipt of such decision or within five (5) working days of the incident, if applicable, submit the grievance in writing to the Department Head. The Department Head will discuss the grievance with the employee, and the employee's representative within five (5) working days and render a decision in writing within five (5) working days thereafter.

If the grievance does not involve the Department Head, the Department Head will indicate that on the grievance form and return it to the grievant within five (5) working days. The grievant will then submit the grievance to the delegated appointing authority within ten (10) working days of receiving it back from the Department Head.

**STEP THREE:**

If the employee is not satisfied with the decision of the department head, or if the department head had no part in the

grievance, the grievant may within ten (10) working days of the receipt of such written decision, submit the written grievance to the delegated appointing authority. The delegated appointing authority will conduct a hearing within five (5) working days.

The delegated appointing authority will render a decision in writing within five (5) working days following the date of the hearing.

**STEP FOUR:**

If the grievant is not satisfied with the decision in Step Three, the grievant may within ten (10) working days, submit the written grievance to the President of the University for a final decision. The President of the University or his appointed representative shall meet with the employee, and the employee's representatives within ten (10) working days of the receipt of the written grievance and shall render a decision within five (5) working days thereafter.

**SECTION 3. GENERAL PROVISIONS:**

The employee may have a local Union Official represent him in Step One of this procedure provided that the employee shall also be present. A Council No. 17 AFSCME Representative, The Union President, and/or the Vice President of Local No. 489, AFSCME, may represent him in Steps Two, Three, and Four.

Non-union employees have the right to designate their own representatives at the various steps.

**SECTION 4. UNION REPRESENTATION:**

A Union member has the right to request union representation at any meeting or discussion between an employee and their supervisor in which matters of common concern are considered.

Nothing herein is in any way intended to deprive any employee of any rights which he/she has to appeal to the State Civil Service Commission or to the Board of Trustees for State Colleges and Universities.

**ARTICLE V**

**PROMOTION POLICY**

**SECTION 1.** In order to encourage career employment and to assist our employees in availing themselves of promotional opportunities, it is the policy of the University to fill vacancies, whenever practical, by promotion; however, in situations in which a well-qualified University employee is not available, appointments will be made of an applicant who is not already a University employee, in accordance with Civil Service Rules. The University reserves and shall have the right to make promotions primarily on the basis of qualifications, demonstrated skills, abilities, and past performance of duty, but shall be governed by seniority when two or more employees, without regard to Union membership, have equal qualifications and have demonstrated equal ability and skill

through past performance of duty and other criteria.

**A. Qualifications:** Qualifications, as referred to in this Article, shall mean the employee meets the qualification requirements as set forth for a position by the University and the State Department of Civil Service. Ability, skill, and past performance of duty shall be judged on the basis of criteria established by the University and the Department of Civil Service.

**B. Seniority:** Seniority referred to in this Article shall mean continuous employment with the University. Employees shall continue to accrue seniority during seasonal lay-off periods or leaves without pay provided such lay-off or leave without pay shall not exceed ninety (90) calendar days. An employee's earned seniority shall not be lost when the employee leaves University employment and returns within five (5) years, without intervening employment.

**C. Promotional Procedure:** The Promotional Procedure shall be in accordance with the provisions of Civil Service Rules as they relate to noncompetitive and competitive promotions. Promotional candidates will be considered on a campus-wide basis in accordance with all Federal and State Laws, and within the spirit and intent of the University's Affirmative Action Plan, developed in accordance with such laws and

Federal guidelines.

If the Union feels that a promotion is not just, the aggrieved employee or the Union may use the Grievance Procedure as outlined in Article IV of this Agreement.

No promotion will be certified to the Department of Civil Service until the Grievance is settled. This does not preclude detailing an employee into a position.

**D. Notice of Position Changes:** There shall be a notice posted on appropriate bulletin boards giving each employee of the University, who can qualify, the opportunity to apply for and take any necessary examination and in-service training course required for promotion. A copy of the vacancy notice shall be posted for at least two (2) weeks prior to the date the position is filled. The classifications of Laborer, Food Service Worker General, Custodian, and clerical employees in academic departments shall be exempt from this provision.

**E. Civil Service Examinations and Registers:** Where a Civil Service Examination is required, it shall be the responsibility of the employee to take the Civil Service Examination for any position in which he might be interested or for which he qualifies. It shall also be the responsibility of the employee to maintain his name on Civil Service Registers on a continuing basis.

**F. In-Service Training:** It is agreed that the University is authorized to conduct in-service training courses for all Civil Service classified positions and to set reasonable standards with the approval of Civil Service for filling such competitive positions above and beyond Civil Service Regulations. A copy of the notice listing in-service training courses shall be posted for at least two weeks. Any such in-service training courses required and any examinations required shall be given during the normal duty hours, with no loss of pay for any employee attending same. It shall be the responsibility of the employee to apply for enrollment in these courses.

Employees shall be given an opportunity to enroll in in-service training courses provided they meet basic Civil Service Qualification Requirements for the next higher class. Seniority shall be considered in the selection of these employees.

**SECTION 3.** Standards for in-service training courses mentioned herein when approved by Civil Service shall be furnished to the President and Secretary of Local No. 489.

## **ARTICLE VI**

### **DISMISSAL**

Before any **permanent** employee is dismissed, if that employee

is a Union member, the Delegated Appointing Authority shall first discuss the dismissal with the Local Union President or, in the Local Union President's absence, with one of the other top officers of Local 489, AFSCME, before said dismissal is submitted to Civil Service. A copy of the notice of removal shall be forwarded to the Union President.

## **ARTICLE VII**

### **SAFETY AND HEALTH**

The Employer and the Union shall cooperate in the enforcement of safety regulations. Should an employee feel that an unsafe or unhealthy situation exists, he shall notify his immediate supervisor at once. The matter shall be considered promptly by the supervisor and the department head.

If the matter is not adjusted to the satisfaction of the employee, it may then become the subject of the Grievance Procedure as set forth in Article IV of this Agreement.

## **ARTICLE VIII**

### **PAY INCREASES**

When an employee becomes eligible for a merit increase, he shall receive the increase unless he is notified, in writing, by

his supervisor of the reason the increase was not effected. However, when funds are not available, a blanket notice to all shall suffice. If the employee feels the reason given is not just cause for denial, he may use the Grievance Procedure, as outlined in Article IV of this Agreement.

## **ARTICLE IX**

### **WAGE DETERMINATION**

It is agreed that any pay plan submitted by either party hereto to the State Department of Civil Service, pertaining to any classification under this Agreement, shall be discussed by the Employer and the Union before submission to Civil Service.

## **ARTICLE X**

### **HOURS OF WORK**

The sole purpose of this section is to provide a basis for the computation of straight time and overtime. Nothing contained in this Agreement shall be construed as a guarantee or commitment by the University to any employee of a minimum or maximum number of hours of work per day, per week, or per year. The University's pay records, practices, and procedures shall govern the payment of all wages. The workweek shall consist of seven (7) days beginning at 12:00 midnight on Saturday and ending at 12:00 midnight the following Saturday. A workday is a period of twenty-four (24) consecutive hours beginning immediately after midnight on one day

and ending at midnight the following day. Employees who are required to work overtime shall be compensated at the appropriate overtime rate in accordance with Chapter 6 of the Civil Service Rules and the Fair Labor Standards Act with the Fair Labor Standards Act taking precedence. Exceptions to this policy will be made in order to comply with the Fair Labor Standards Act as necessary.

If funds are available, at his/her discretion, the employee may request overtime payment in lieu of compensatory leave earned credits. Overtime shall be divided and rotated as equally as possible.

## **ARTICLE XI**

### **MANAGEMENT RIGHTS**

It is understood and agreed by the parties that management possesses the sole right to operate the University so as to carry out the legislative mandate and goals assigned to the University, and that all management rights repose in management. However, such rights must be exercised consistent with all the provisions of this Agreement. These management rights include, but are not limited to the following:

1. To utilize personnel and methods in the most efficient manner possible.
2. To manage and direct the employees of the University.

3. To hire, promote, classify, transfer, assign, or retain employees in positions within the University.
4. To negotiate with the Union reasonable work rules and rules of conduct for employees covered by this Agreement.
5. To suspend, demote, discharge, reprimand, or take other appropriate disciplinary action against employees for just cause, as defined in the Civil Service Rules and the Constitution.
6. To determine the size and composition of the work force.
7. To determine organizational and staffing requirements.
8. To determine methods, technology and personnel by which all University operations are to be conducted, including introduction of new equipment and increased standards and qualifications for new employees.
9. To contract and sub-contract any work and to curtail or discontinue any services. It is understood and agreed that Local No. 489 has the right to use the Grievance Procedure and/or to appeal to the Board of Trustees for State Colleges and Universities and/or appeal to the Civil Service Commission regarding this provision of this Article.
10. To take whatever action may be necessary in any emergency. It is understood and agreed that nothing contained in this Article XI, Management Rights, shall supersede or alter in any way the other specific provisions or the spirit and intent of the Agreement.

**ARTICLE XII**

**PAY PERIOD**

The salaries and wages of employees covered under this Agreement shall be paid bi-weekly on Friday of the appropriate week unless changed by Executive Order. In the event this day is a holiday, the preceding day shall be pay day. The parties hereto agree to re-negotiate the provisions of this Article at any time either party desires a change upon thirty (30) days written notice to the other party.

**ARTICLE XIII**

**PAID HOLIDAYS**

An employee who is required by his Appointing Authority to work on any of the paid holidays observed by the University shall be paid in accordance with Chapter 6 of the Civil Service Rules. Paid holidays shall include all holidays established by the President of the University in accordance with Act 139 of the 1991 Regular Session of the Legislature.

**ARTICLE XIV**

**ANNUAL, SICK, AND COMPENSATORY LEAVE**

Each year all employees shall be given the opportunity to select vacations. Annual leave for vacation purposes shall be selected in order of most seniority by employees within their respective work groups. Should an employee elect to split his vacation, he may exercise his seniority only for the first segment, until others in his group have made their first selection. Each employee shall be given a report of his accumulated sick and annual leave hours on his biweekly payroll check stub.

#### **ARTICLE XV**

##### **STRIKES AND LOCKOUTS**

In the interest of all parties to this Agreement in maintaining uninterrupted service to the University, it is expressly agreed that there will be no strikes, work stoppages, slowdowns, or sick outs caused or sanctioned by the Union during the terms of this Agreement. Employees shall not be locked out by the University as a result of a Union sanctioned labor dispute during the terms of this Agreement.

#### **ARTICLE XVI**

##### **LAYOFF**

When it becomes necessary to reduce the work force, layoffs shall be in accordance with Civil Service Layoff Rules. When the University considers scheduling a layoff, the University will make

every effort to reduce the impact of any layoff. However, University requirements and Civil Service Rules will be the final determining factor. Moving employees with the potential of being laid off will take precedence over all other methods of filling positions providing the employees meet the minimum qualification requirements. Prior to a layoff, the University will discuss any proposed layoffs with the exception of those mandated by Executive Order with the Local Union President or in his absence one of the other top officers of Local 489. Before solicitation of a bid which will result in a layoff, the University will discuss the plan with the Union.

## **ARTICLE XVII**

### **MISCELLANEOUS**

**SECTION 1. BULLETIN BOARDS:** Notices shall be posted in conspicuous places where employees enter or leave the premises. Parties to this Agreement, both of whom may use the bulletin boards for notices of a routine nature, agree that it would be improper to post denunciatory or inflammatory materials written on such bulletin boards.

**SECTION 2. FACULTY BOXES:** The Union shall be entitled to use the department head's faculty boxes to route communications to its officers, stewards, and committee members.

**SECTION 3. NON-DISCRIMINATION:** The provisions of this Agreement

shall be applied equally to all employees covered by this Agreement without discrimination as to age, sex, marital status, race, color, creed, national origin, disability, or political affiliation. The parties to this Agreement agree not to interfere with the rights of the employees to become or to refrain from becoming members of the Union, and there shall be no discrimination, restraint, or coercion by the Employer, and the Employer Representative, the Union, or any Union Representative against any employee activity authorized in this Contract.

**SECTION 4. ACCESS TO PREMISES:** The Employer agrees to permit representatives of the American Federation of State, County, and Municipal Employees, AFL-CIO, and representatives of Local No. 489, AFSCME, to enter the premises at any time during normal working hours of employment with permission of the President of the University or the Delegated Appointing Authority, for individual discussion of working conditions with the employees, provided that care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employees.

If neither the President of the University nor the Delegated Appointing Authority is available, notice to the secretary of either shall be sufficient.

The Employer agrees to permit representatives of the American Federation of State, County, and Municipal Employees, AFL-CIO and representatives of Local No. 489, AFSCME, to have access to exclusive audiences during normal working hours of employees for the purpose of membership promotion. Such access shall not exceed

one (1) week every six (6) months upon approval of the President of the University or the Delegated Appointing Authority. Special care shall be exercised by such representatives that schedules will not interfere with the performance of duties assigned to the employees.

**SECTION 5. SPECIAL LEAVE:**

As stipulated in Civil Service Rule No. 11.23 (d), an employee shall be given time off without loss of pay, annual leave, or sick leave when his Appointing Authority determines that he is prevented by an **ACT OF GOD** from performing duty. Only the President of the University or his official designee has the authority to advise any supervisor as to whether or not an employee will be required to work because of existing conditions.

**SECTION 6. PERSONNEL RECORDS:** Union Representatives shall have access to Personnel Records upon written approval by the employee directly involved.

**SECTION 7. UNION OFFICES ON CAMPUS:**

The University shall provide AFSCME Local No. 489 suitable office space on campus and shall furnish and maintain these offices to the same degree as any other University affiliates. This shall include but not be limited to, furnishings (a desk, chairs, and a filing cabinet). The Union President and Vice President, as well as the Chief Steward shall be allowed up to a combined maximum of four (4) hours of verifiable office time per week. This office is provided with the understanding that it will be utilized

specifically for the purpose of open communication with the University Administration and University Employees so as to meet the guidelines of the contract and fulfilling its contractual obligations, as well as serving the public in whatever needs deemed necessary by the president of the Union in conjunction with the President of the University or his designee. The Union officials and Union representatives will have access to this office as it relates to SLU business only.

#### **ARTICLE XVIII**

##### **ALTERATION OF AGREEMENT**

**SECTION 1.** No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or conditions of covenants contained herein shall be made by any employee or group of employees covered by this contract or by the Union or by the University, to be binding upon the parties hereto unless such is made and executed in writing and signed before two (2) witnesses by the President of the University and the President and Vice President of the Union.

**SECTION 2.** The waiver of any breach or condition of this agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

**SECTION 3.** It is understood and agreed that if any part of this agreement is in conflict with federal or state laws, that such part shall be suspended as long as such conflict exists, and the appropriated provision shall prevail, and the remainder of this agreement shall not be affected thereby.

**SECTION 4.** Nothing in this agreement shall be construed in such a way as to violate applicable State laws.

ARTICLE XIX

DURATION OF THIS AGREEMENT

SECTION 1. This Agreement becomes effective on April 12, 1994, and shall remain in full force and effective until June 30, 1995.

SECTION 2. This Agreement shall automatically be renewed from year to year thereafter unless either party shall notify the other in writing not less than forty-five days prior to the anniversary date that such party desires to modify this agreement. In the event that such notice is given, negotiations shall begin not later than thirty days prior to the anniversary date.

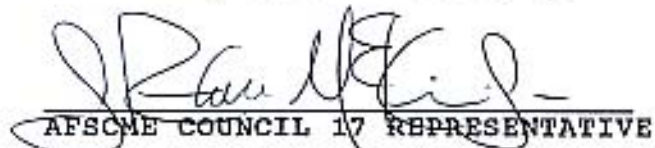
LOCAL NO. 489, AMERICAN  
FEDERATION OF STATE, COUNTY, &  
MUNICIPAL EMPLOYEES, AFL-CIO



PRESIDENT, LOCAL NO. 489

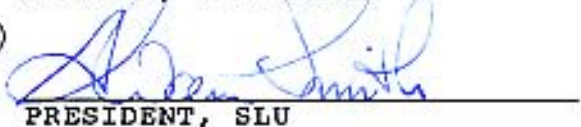


VICE PRESIDENT, LOCAL NO. 489

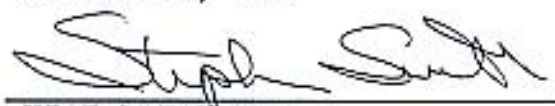


AFSCME COUNCIL 17 REPRESENTATIVE

SOUTHEASTERN LA UNIVERSITY  
HAMMOND, LOUISIANA



PRESIDENT, SLU



VICE PRESIDENT,  
ADMINISTRATION & FINANCE,  
SLU

APPENDIX A

**American Federation of State, County and Municipal Employees  
(AFSCME Council No. 17, AFL-CIO)  
MEMBERSHIP APPLICATION AND PAYROLL DEDUCTION AUTHORIZATION**

PLEASE PRINT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial 489 Street Address \_\_\_\_\_  
 Date \_\_\_\_\_ AFSCME Local No. \_\_\_\_\_ City and State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Local Name \_\_\_\_\_ Job Title \_\_\_\_\_ Telephone No. \_\_\_\_\_

I, the undersigned, hereby apply for membership in the American Federation of State, County and Municipal Employees (AFSCME, AFL-CIO). I further request and authorize you to deduct from my earnings each payroll period (\$ 10.95 ) an amount sufficient to provide for the regular payment of the current rate of monthly dues. This Authorization shall also apply to any change in such amount, which shall be so certified by the Union. The amount deducted shall be transmitted to AFSCME Council No. 17.

Dues to AFSCME are not deductible as charitable contributions for federal income tax purposes. Dues paid to AFSCME, however, may qualify as business expenses, and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Code.


These deductions shall be irrevocable for the period of one (1) year from the date hereof and shall be automatically renewed and irrevocable for successive similar periods, unless revoked by written notice to the Employer and to AFSCME Council No. 17 within thirty (30) days of the expiration of the anniversary of its signing.

SED (UD)-4	STATE OF LOUISIANA EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION	AFSCME
EMPLOYEE NAME	SOC. SEC. NO.	PAYROLL REPORTING NO.
DEPARTMENT/AGENCY/Section	PAYROLL CODE U D _____	

I hereby authorize my employer to deduct \$ 10.95 from my salary until further notice and remit same to COUNCIL #17. Begin bi-weekly deduction (Date) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(THIS FORM SUPERCEDES AND REPLACES ALL OTHER AUTHORITY FOR THIS DEDUCTION)



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**

FIRST CLASS MAIL PERMIT NO. 1863 BATON ROUGE, LA

POSTAGE WILL BE PAID BY ADDRESSEE

AFSCME Council 17, AFL-CIO  
7315 Exchange Place  
Baton Rouge, Louisiana 70806-9946

