

**EMPLOYEE ORGANIZATION APPLICATION
FOR PAYROLL DEDUCTIONS OF MEMBERSHIP DUES**

In accordance with K.S.A. 75-5501, Section 3 (a) and (b), application is hereby made to the Director of Accounts and Reports for payroll deduction of employee organization membership dues.

	<u>Local</u>	<u>State Affiliation</u>	<u>National or International Affiliation</u>
1. Employee Organization Name	_____	_____	_____
Address	_____	_____	_____
Phone	_____	_____	_____
Official to Contact (show title)	_____	_____	_____

2. Names and official title of officers and registered business agent(s). If more room is required attach additional sheet:

3. Does the above employee organization have a business agent registered with the Kansas Secretary of State in accordance with K.S.A. 75-4336 or K.S.A. 44-804?

Yes No Date of Registration _____

4. Number of State employees in above (Kansas) employee organization. _____

5. Does this application apply to one or more appropriate unit(s) determined by the Kansas Public Employee Relations Board? Yes No If yes, state the agency or agencies, position titles covered, and the name, location and address for each unit. (If necessary, attach additional sheets.)

6. Has the above employee organization been certified by the Kansas Public Employee Relations Board to represent employees in the appropriate unit(s) mentioned in the preceding question?

Yes No Date Certified _____

7. The DA-193 Authorization for Payroll Deduction Employee Organization Membership Dues form is available on-line under Payroll Forms at <https://www.admin.ks.gov/resources/document-center>. If paper copies of the form are requested, what is the estimated number of DA-193 authorization forms required for employees in this unit or units? _____
Where and to whom should they be sent?

8. What are the current bi-weekly membership dues (excluding fines, assessments, contribution fees or other such payment)? _____

9. We certify that this information is complete and accurate to the best of our knowledge.
Employee Organization _____

President _____
Signature Date

Business Agent _____
Signature Date

INSTRUCTIONS

1. This application should be returned to the Department of Administration Statewide Payroll, 700 SW Harrison Suite 300, Eisenhower State Office Building, Topeka, KS 66603.

Upon receipt and acceptance of this completed DA-191 application Statewide Payroll will furnish the above organization the quantity of DA-193 employee authorization forms for dues deductions indicated in #7, along with DA-192 Membership Dues Deduction Agreement form to be completed and submitted by officials of the involved employee organization.

2. The Department of Administration Statewide Payroll will adhere to the provisions of K.S.A. 75-5501, Section 3(b), in the administration of employee organization dues deductions. These provisions are printed below for your information.

K.S.A. 75-5501, Section 3(B):

"(b) The director of Accounts and Reports shall provide, as part of the system of payroll accounting, a plan for the deduction from the salary or wages of an amount equal to regular membership dues for state officers and employees who are members of the Kansas trooper association or who are in any employee organization which has filed an annual report pursuant to K.S.A. 75-4337 or which has a business agent registered pursuant to K.S.A. 75-4336. Such plan, in addition to such provisions as are negotiated by the director of accounts and reports and the employee organization shall provide for:

"(1) A written authorization-assignment by a state officer or employee prior to any dues deduction from the salary or wages of such officer or employee, which authorization-assignment shall remain effective for not less than one hundred eighty (180) days and shall be terminated at any time thereafter upon thirty (30) days prior notice by the state officer or employee of termination of the authorization-assignment;

"(2) change in the amount of regular membership dues to be deducted but not more often than twice in any fiscal year;

"(3) renewal of an authorization-assignment by an officer or employee after termination of a prior authorization-assignment upon ninety (90) days prior to notice by the officer or the employee who has terminated a membership dues deduction; and

"(4) payment of all moneys deducted each payroll period pursuant to this section to the employee organization less the amount of the actual direct expenses incurred by this state for the membership dues deduction."