***Please distribute this alert to any users within your agency who are responsible for payroll and personnel administration.***

**CIVEA (E4, E7) Union Membership Dues – (DOC Only)**

* Information regarding the collection of union membership dues for CIVEA covered employees in bargaining units E4 and E7.

As announced in [PA Alert 2018-05 (Rescinded)](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Pers%20Admin%20Alerts/PA_Alert_2018_05_CIVEA_DUES.docx), the Commonwealth of Pennsylvania ceased collecting union dues on behalf of the Correctional Institution Vocational Education Association (CIVEA), affiliated with the Pennsylvania State Education Association (PSEA) and National Education Association (NEA), in membership year 2018-2019.

Effective with membership year 2021-2022 (September 2021 to August 2022), the Commonwealth of Pennsylvania will recommence collecting union membership fees via payroll deductions on behalf of CIVEA.

Payroll deductions for 2021-2022 membership fees will begin in Pay Period 22/2021 (10/03/2021 to 10/16/2021) for pay date 10/29/2021 and be taken over 18 pay periods through Pay Period 13/2022 (05/29/2022 to 06/11/2022) for pay date 06/24/2022.

Union membership records on IT0057 (Membership Fees) have been updated for all current employees who were active as of 10/03/2021 according to a member roster provided by CIVEA.

The HR Service Center (HRSC) will continue saving IT0057 for all newly hired CIVEA employees. A non-member record will be presented and saved during transactions.

Going forward employees will enroll directly with the union if they choose to become a member. CIVEA will forward membership authorization cards for dues enrollments to HRSC for processing. As a reminder, CIVEA employees are restricted from enrolling in the union via Employee Self-Service (ESS).

**Questions?**
If you have any questions regarding CIVEA (E4, E7) Union Membership Dues – (DOC Only), please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category.