***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.

Effective with membership year 2018-2019, September 2018 to August 2019, the Correctional Institution Vocational Education Association (CIVEA), affiliated with the Pennsylvania State Education Association (PSEA) and National Education Association (NEA), will no longer utilize payroll deduction to collect union dues. CIVEA has moved to a payment structure where union members will pay dues directly to PSEA.

This means the Commonwealth will not have any business in the collection of union fees for CIVEA employees since fair share fees were previously stopped as outlined in [PA Alert 2018-03 – Fair Share and Initiation Fee Changes](https://www.hrm.oa.pa.gov/_layouts/download.aspx?SourceUrl=https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Pers%20Admin%20Alerts/PA_Alert_2018_03_Fair_Share.docx).

As a result of the changes to membership dues and fair share fees, union membership status on Infotype 0057 (Membership Fees) in SAP will not be maintained for CIVEA employees moving forward. The HR Service Center will no longer receive membership authorization cards and perform union enrollments. There is no impact to membership enrollment via ESS as CIVEA employees could not enroll by that method.

Although membership status will not be maintained, IT0057 must exist for all CIVEA employees. The roster reports generated quarterly for the unions are dependent on the presence of that infotype.

Effective 10/01/2018, the HR Service Center will begin to save IT0057 for all newly hired CIVEA employees. A non-member record will present and be saved during transactions. This supersedes previous direction, that was associated with the prior fair share process, to bypass the infotype.

Existing CIVEA employees will retain their current membership status. There will be no changes to active IT0057 records. This includes all future transactions as well. IT0057 will continue to be saved with the membership status currently on record. For example, an employee who shows as a union member will not be switched to a non-member status upon reassignment between two CIVEA covered positions.

**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.