

MEMBER FORMS GUIDE FOR LOCAL 95 STEWARDS

*Stewards must hand out to ALL members when any of the following takes place, after they are filled out, return them to the Hall and copy the employer:

When an employee is hired, fired, dies, is on any type of disability, on FMLA, on active duty serving our Country, quits, retires, changes their email address, changes their mailing address or any phone numbers.

FORMS TO BE USED;

New Hires (full time)

Application (circle Full Time)

All Full Time members must COMPLETELY fill out the application form and submit it to the Union Hall.

Dues authorization (choose the correct form for your site, Public Employer, Allegheny County/ NVSA, \$125 or \$300)

The member must choose their initiation fee payment schedule and sign the form prior to submitting it. Employee does not become a member until initiation fee is paid in full.

PAC Fund

This is a voluntary monthly \$5 deduction from the members' pay. You are asked to encourage participation in the PAC fund as this is the ONLY monies that are used for political contributions. **NO DUES ARE USED FOR POLITICAL CONTRIBUTIONS; WE RELY ON THE PAC FUND FOR THIS. (Despite what the right (not) to work commercials say)**

Temporary Employees (Full or part time)

Application (circle Temporary)

If the Temp is eventually hired Full Time, you must fill out a Member status form and submit it all new information.

Dues authorization- permit fee (choose the correct form for your site, \$125 or \$300)

Temporary employees are not members of the Union.

The temp employee will not pay an initiation fee unless they choose to or become a full time member. If they choose to pay their initiation fee while being a temp, it does not change their temp status.

They will pay a permit fee equal to the dues at your facility.

They must sign the form prior to submitting it.

PAC Fund

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Disability - Member Status forms need to be filled out and turned into the Hall when a member both goes out on a disability and when he returns to work.

***MEMBER IS RESPONSIBLE FOR MINIMUM MONTHLY DUES WHILE ON A DISABILITY IF EMPLOYER IS NOT PAYING THEM. PAYMENT MUST BE SUBMITTED TO DUES DEPARTMENT ON A MONTHLY BASIS.**

Active Duty - Member Status forms need to be filled out and turned into the Hall when a member both goes on active duty and when he returns to work.

***ACTIVE DUTY MEMBERS' DUES ARE WAIVED WHILE ON ACTIVE DUTY**

FMLA - Member Status forms need to be filled out and turned into the Hall when a member both goes out on FMLA and when he returns to work.

***MEMBER IS RESPONSIBLE FOR MINIMUM MONTHLY DUES WHILE ON FMLA IF EMPLOYER IS NOT PAYING THEM. PAYMENT MUST BE SUBMITTED TO DUES DEPARTMENT ON A MONTHLY BASIS.**

Email or mailing address or phone number(s) - Member Status forms need to be filled out and turned into the Hall when a member changes their email or mailing address as well as their phone numbers.

Deceased - Member Status forms need to be filled out and turned into the Hall when a member passes away.

Discharged - Member Status forms need to be filled out and turned into the Hall when a member is discharged.

Quit or retires - Member Status forms need to be filled out and turned into the Hall when a member either quits or retires.

***MEMBER IS RESPONSIBLE FOR MINIMUM MONTHLY DUES IF THEY CHOOSE TO REMAIN A MEMBER OF LOCAL 95. PAYMENT MUST BE SUBMITTED TO DUES DEPARTMENT ON A MONTHLY BASIS.**

***RETIRES MUST REMAIN MEMBERS TO BE ELIGIBLE FOR RETIREE HEALTH & WELFARE PLAN**