

HUMAN RESOURCES

Employee Organizations

Employee Organization Privileges

I. PURPOSE

To establish guidelines regarding privileges afforded to certified employee organizations.

II. PRIVILEGES

The following privileges are afforded to employee organizations that are certified under the current version of Regulation 4520, Employee Organization Certification Procedure.

A. Membership Payroll Dues Deduction

1. Written requests from employee organizations establishing dues deductions rates will be accepted, on an annual basis, no later than July 31 for implementation beginning September 1. Multiple deduction rates will be permitted, not to exceed 99 various deduction rates for any one organization. Certified organizations must formally indemnify the School Board against any and all claims and provide an affidavit certifying that the dues will not be used for political purposes.
2. Each employee may have only one dues deduction in effect at any given time from his or her pay.
3. Organizations must submit a payroll deduction authorization/revocation card that contains Fairfax County Public Schools (FCPS) required information for each individual initiating an enrollment, change, or termination to payroll dues deductions. Such authorization/revocation card must be submitted to the Office of Payroll Management, Department of Financial Services, on or before the payroll transaction due dates indicated in Notice 5620, Payroll Schedules.
4. Dues deductions from an employee's pay will be made in accordance with the current versions of Regulation 4710, Benefit Plan Contributions and Salary Deductions and Regulation 5610, Pay of Personnel. A monthly deduction register will be provided to the certified organization. Payroll dues deductions, less applicable service fees, will be transmitted via FCPS' preferred payment method by the last business day of the month for all payrolls with pay dates within the month.

B. Distribution of Materials

1. All materials shall be identified as to their source.
2. Partisan political material and/or materials endorsing or opposing a candidate for public office shall not be distributed.
3. Materials distributed via courier service shall be organized for distribution in a manner prescribed by supply operations and shall be delivered by the employee organization to a location designated by the Department of Financial Services with a copy of the materials to the Superintendent; the assistant superintendent, Department of Human Resources; and the director, Office of Employee Performance and Development.
4. Materials distributed via courier service may be sent only to members of the respective organization.
5. Employee organization representatives are responsible for the placement of materials in member mailboxes and providing a copy of the materials to the principal or program manager.

C. School and Work Location Visits

1. Employee organization representatives, with prior approval by the principal or program manager, shall be granted reasonable access to school or work locations for the purpose of providing organization information and conferring with employees. Access shall normally be granted but may be refused if it will interfere with the efficient operation of the school or work location.
2. Employee organization representatives may meet with individual members at school or work locations without prior approval of the principal or program manager. Representatives shall not meet with members while members are teaching, supervising students, or engaging in any other regular work activity requiring their full attention.
3. Upon arrival, the employee organization representatives shall report to the principal or program manager, or his or her designee, and comply with the school or work location's visitor procedures.

D. Meetings in FCPS Facilities

1. Employee organization requests to utilize school or work locations for meetings must be made in advance and in accordance with the provisions of Regulation 8420, Community Use of School Facilities.
2. Meetings for employees shall not be held by employee organizations or their affiliates during the normal workday.

3. Meetings may not interfere with the normal operations of the school or work location.

E. Elections and Referendums

Employee organizations shall, from time to time, have authority to conduct elections and referendums with their membership in the school or work locations so long as there is no interference with the regular work activity.

III. ADMINISTRATION OF GUIDELINES

- A. The assistant superintendent, Department of Human Resources, is responsible for the administration of these privileges and guidelines.
- B. Employee organizations found in violation of these guidelines shall be advised of the violation by the assistant superintendent and given an opportunity to correct the concern.
- C. Failure to respond to the notice or commission of repetitive violations may result in suspension or revocation of privileges.

See current versions of:

Regulation 4215, Identification Badges

Regulation 4520, Employee Organization Certification Procedure

Regulation 4537, Employee Organization Privilege – Leave

Notice 5620, Payroll Schedules

Regulation 4710, Benefit Plan Contributions and Salary Deductions

Regulation 5610, Pay of Personnel