

IMPORTANT INFORMATION FOR APPLICANTS

Representation Fee Requirements *for* Employees Covered by HCEA or HCEA ESP

(Including but not limited to clerks, counselors, instructional assistants, secretaries, security assistants, teachers, speech language pathologists, occupational/physical therapists)

The contracts between the Howard County Education Association (HCEA) and the Howard County Education Association (HCEA ESP) and the Board of Education permit the Association to charge a representation fee when Association membership reaches a majority of eligible employees. The required membership percentages are as follows:

- HCEA - 75 percent plus one employee
- HCEA ESP - 51 percent plus one employee

A representation fee is a charge to employees who are represented by the Association but are not members. Sometimes referred to as a "fair share" fee, the charge covers the cost of services that the Association is required to provide to non-members, such as negotiations and contract administration. Funds collected through the fee cannot be used to finance political activities of the Association. The Board of Education does not set the representation fee; it is calculated by an independent audit.

Beginning in the 2007/2008 school year, both HCEA and HCEA ESP met the required membership percentage. **As a result, new hires on or after December 1, 2007 will have three options:**

1. Become a dues-paying member of the Association (HCEA or HCEA ESP)
2. Pay the representation fee
3. Individuals with religious objections to Union membership may pay an amount equivalent to the representation fee amount to a nonreligious, nonunion charity.

Student assistants, food service workers and all school system employees with annual salaries of \$20,000 or less are exempt from the representation fee.

Upon hire, HCEA will provide forms and information for use in choosing among your options.

An employee who is subject to a representation fee may contest the amount of that fee. Specific protest procedures are outlined in the representation fee agreement.

At this time, employees covered under the American Federation of State, County, and Municipal Employees (AFSCME) contract are not subject to a representation fee. AFSCME employees include custodians, groundskeepers, and maintenance and warehouse employees.

For additional information regarding representation fee, contact the HCPSS Office of Staff Relations at 410-313-7498.

My signature below confirms that I have read and understand the above information regarding representation fee requirements.

Applicant's Signature

Date