

DUES BASICS

DUES Coordinator

The IUE-CWA Division has a Dues Coordinator assigned to work with all IUE-CWA locals. The Dues Coordinator acts as a liaison between the locals and the CWA so any dues questions or concerns can be addressed and resolved more expediently. The IUE-CWA Dues Coordinator's contact information can be found at the end of this document.



Dues Basic Calculations

The actual dues formula for what should be withheld from each member is $(\text{Weekly Base Wage} \div 40) \times 2.25 = \text{MINIMUM MONTHLY DUES}$. Yes, this is generally the same as Hourly base wage $\times 2.25$. Why then use weekly $\div 40$? CWA does this so that part time employees' dues are lowered correctly. Very few if any IUE-CWA Locals have part-time employees, however, so your hourly base wage $\times 2.25$ should equal minimum monthly dues.

Locals may, per their Local Bylaws, withhold more than the minimum monthly dues. CWA Per capita will only be charged on the minimum monthly dues.

How are Dues withheld?

Minimum Monthly Dues may be withheld from member checks once per month or divided between two or more paychecks per month.

EXAMPLE: $\$20 \text{ HR} \times 2.25 = \$45 / \text{month minimum dues}$

If dues are withheld weekly (4X a month) : $\$11.25$ per week.

If dues are withheld bi-weekly: $\$22.50$ each check.

Monthly Dues payments are tracked and at the end of each month submitted to CWA along with a membership dues report either by the company or by the local.

The Local's portion of minimum monthly dues is 60% (minus the quarter hour to the Member's Relief Fund).

Top Down vs Bottom Up Collection of Local Dues

Company Remits Dues Payment & Reports (commonly referred to as "Top Down")

Under Top Down Dues, the Employer deducts the member's dues through payroll deductions and at the end of each month, the dues withheld are sent to CWA along with a membership report for the CWA Dues Department to process. After processing, the CWA sends the local their portion of the monthly dues via direct deposit into the Local's bank account.

LOCAL Collection & Reporting of Dues (commonly referred to as "Bottom-Up")

Under bottom-up dues, the Employer deducts the member's dues through payroll deductions and at the end of each month, a check and dues report are sent directly to the local. The local then has the responsibility of calculating the International's portion (CWA) and completing the dues report form online and submitting it to CWA electronically utilizing the CWA APTIFY Dues System. This option creates significantly more work and responsibility for Local financial officers.

Flat Dues Rate

IUE-CWA Locals also have the option of having their member's dues deducted utilizing a Flat Dues Rate, as long as that rate is above the minimum monthly dues rate per the members' hourly base wage. Flat rate locals submit a Flat Dues Rate Request Form in December of each year along with a list of their membership's hourly rates. Once the form is completed, it is to be sent to the IUE-CWA Dues Department along with a printout of the local member's hourly rates. After reviewing the information, we will forward the request to the CWA, who will then review the forms and let the local know if the flat rate meets requirements. If the Flat Dues Rate is approved, it will go into effect the following January: (See attached form)

If you have any questions when completing the Flat Dues Rate Form, please contact the IUE-CWA Dues Coordinator at 937-298-9984 ext. 202 for assistance.

Remittance of Dues: Dues payments can be mailed by check to:

CWA DUES
PO Box 79176
Baltimore, MD 21279-0176

Dues payments can be sent electronically (preferred method): Please contact the IUE-CWA Dues Coordinator for electronic payment information.

IMPORTANT ADDRESSES and PHONE NUMBERS

IUE-CWA Main Headquarters

IUE-CWA Dues Dept
2701 Dryden Road
Dayton, OH 45439
937-298-9984 (main number)
937-298-2636 (Fax)
937-298-9984 ext. 202 (Dues Dept.)

CWA Headquarters

501 Third St., NW
Washington, DC 20001
202-434-1100 (main number)

UNDERSTANDING IMPORTANT NUMBERS

Local Union Number - Each local has a five-digit number within the CWA structure. The 5 digits are broken down as follows: the first digit means that your local is part of the Industrial Division (IUE) of CWA, the second digit identifies which CWA District your local falls under and the last three digits identify your local number.

(i.e.) 84755 - 8 means part of IUE division
4 means local is part CWA District 4
755 (generally is old IUE local number)

When contacting the CWA, you must use all 5 digits for your local number.

Per Unit Number for Dues - Commonly called PU#

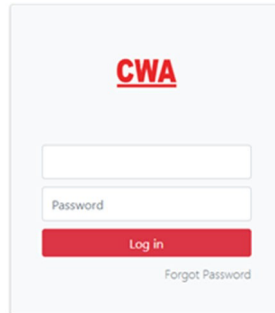
Some IUE-CWA locals have more than one shop, and they are referred to as amalgamated locals (meaning they are one local union with multiple contracts/locations). Each shop within each local has their own 7 digit (0888888) per unit number (PU#) that identifies the dues associated with that location. This helps both the CWA and the local union when working on the dues as it breaks down each location. In the CWA Dues System, each local is identified by their local number and their PU number(s) and when contacting the CWA concerning your dues, you need to have that information on hand so they can look up your information.

Continue below for information on Aptify Dues System and Dues Reports

CWA ONLINE DUES SYSTEM (Aptify)

YOU CAN DOWNLOAD THE FULL APTIFY MANUAL FROM THE TABLE OF CONTENTS.

CWA does not issue paper dues reports. They are available online. You can go online to view your local's dues at <https://portal-cwa.aptify.com/Login.aspx?RedirectTo=/Reports.aspx>



LOG-IN: When you click on login, this screen will come up. Enter your Username followed by your password. It would be in financial officers' best interest to take some time to learn how to navigate through this website as they will be utilizing it frequently

If you do not know your password, please contact Aptify aptifysupport@cwa-union.org (For IT problems, local login issues, etc.)

If a new local or new officer needs a log in, the President of the Local is the ONLY one who can request log in ins for their officers. He/She will need to send an email to Aptify support with **Log in Request** as the subject line. The Email needs to include: Local number (full 5-digit number), personal email address, Name of Officer, Title or Position. Contact info such as a telephone number.

You may also email our IUE-CWA Dues Coordinator, Brittnie Watts, at bwatts@cwa-union.org if you have any questions or would like to set up a time for training on the dues system.

UNDERSTANDING DUES REPORTS

The Aptify dues system has a variety of reports that are easily accessible online (attached are some samples). These reports can be very beneficial to you. You can access these reports by clicking on the **Reports** tab. Listed below are a few of the reports available:

Settlement Reports - Report gives you a report of the breakdown of specific payments made to the local from CWA. It shows the dues received, the specific dues deductions and the amount that the local paid. If this is an amalgamated local with more than one shop, it will break down each location or unit and then give a total. **Settled Transactions By Date Range** will let you select the months for payments made to your local

Dues Summary by PU and Dues Period - Report gives you a breakdown of the dues, wages, international calculations, membership counts, local split and the amount due to the local for each month. (For amalgamated locals, there is a separate report for each location)

Dues Detail Report by PU and Dues Periods - Several different reports can be accessed showing the member's current status, wages, dues payments, demographic information, etc. These reports can be very beneficial to locals when making certain the member's information and dues status is correct.

ISSUES WHICH DELAY DUES PAYMENTS TO LOCALS

- 1) CWA does not have a good contact for the company (Number one Issue)
- 2) The company does not send your local dues or reports on time monthly or not at all. Please note that employers should remit all dues payments with reports at the end of the month in which they were withheld from employees' checks.
- 3) The company report does not match the amount of dues they remitted.
- 4) The company sent a check but no report.
- 5) The company sends a paper report instead of an electronic report (excel)

Does your company still send paper dues reports which must be processed manually? (By mail or PDF)

These paper reports must be manually entered one member payment at a time by CWA dues clerks. This process takes a lot of time and will result in your local not getting the local portion dues quickly.

Alternatively, you can contact your company HR and asked to see if they can get local dues reports on Excel (Electronic). CWA Dues clerks can upload the Excel reports into the Aptify system, which saves time and gets the local portion of dues to you much more quickly.

Settlements (Local Dues Money)

Local dues money is not sent to locals monthly; turnaround time can be two to four months depending on if the company has sent your local dues reports or money on time. Please understand that clerks are processing other Units. There are well over 300 processing units just within IUE, and many hundreds more in CWA at large.

What days do you receive local dues settlements? The 15th and 30th are the CWA settlement days each month. Depending on your bank's policies, the payment could show that day or up to several days later. If your local is not using direct deposit, checks being mailed can take an extra several weeks. There is a direct deposit form if you would like to change for a more convenient deposit – we highly recommend that you do so.

What if I need regular monthly dues payments for my local regardless of processing time?

CWA offers *Local Pay*, which is a regular monthly advancement of a portion of what the local would normally receive in dues. Once your dues are then processed, CWA will deduct your monthly local pay and send you what is left over. Please email the IUE Dues Coordinator with your local and PU# and she will help you get Local pay set up.

What is an advancement?

A one-time advance sent out at any time of the month, with CWA approval. This payment sometimes occurs if a processing error or delay created a financial hardship for a local.

9A Forms

A 9A form must be completed immediately if there is a change in a company name or if there is a deletion or addition of a company/unit in the Local. The form needs to be completed and sent to CWA either via regular mail or via email with a copy sent to IUE-CWA HQ.

For any questions or concerns regarding your dues, please contact the IUE-CWA Dues Department at 937-937-298-9984 Ext 202