

## **Fair Share Service Fee Request Procedures: Request for Reduction of Fair Share Fee**

**Introduction:** The purpose of filing a Request for Reduction of Fair Share Fee (“Request”) is to object to paying the non-chargeable expense proportion of the College of the Redwoods Faculty Organization (CRFO) fair share fee as determined by the independent auditor. The objective is: (1) to prevent the deduction of the portion of the fair share fee that represents the non-chargeable proportion of CRFO’s expenses from your future paychecks, and (2) to receive a refund of any money collected for non-chargeable expenses that may have been deducted from any paycheck issued after the receipt of the Request, if that next paycheck has already been processed by the Payroll Department. Refunds or reductions are only available to non-members who file a Request in writing within the specified time period during the current term of employment.

### **Request Procedures:**

1. Each year, the College of the Redwoods Faculty Organization (CRFO) shall send a Notice to non-members informing them of its determination of the fair share fee.
2. Included with this Notice shall be a detailed written description of the expenditures of CRFO, including the delineation of which expenses are “chargeable” and which are “nonchargeable.” This information shall be verified by a Certified Public Accountant.
3. A statement of anticipated proportion of chargeable and non-chargeable expenses for the following year shall be made, based on the actual expenditures made during the previous (audited) year.
4. Non-members who object to paying the nonchargeable portion of the fair share fee may request a reduction in that fee by filing a Request for Reduction of Fair Share Fee by the date specified on the Notice. A minimum of 30 days from the date of the Notice will be provided before the specified date. The Request must: (1) be in writing; (2) be directed to the Treasure of CRFO; (3) include your name, address, employee status (full- or part-time) and signature; and (4) state your objection to paying the nonchargeable portion of the fair share fee.

This Request must be mailed to the Treasure of CRFO, c/o CRFO:

Treasurer of CRFO  
College of the Redwoods Faculty Organization  
P.O. Box 176  
Fields Landing, California 95537

5. Within 15 days after receipt of the Request, CRFO shall instruct the Payroll Department to reduce the amount of the monthly automatic payroll deduction for all future paychecks to the rate that reflects only the chargeable portion of the fair share fee. In addition, CRFO shall refund the amount of the nonchargeable portion of the fair share fee that has been deducted, during the current term of employment, from any paycheck issued after the receipt of the Request, if that next paycheck has already been processed by the Payroll Department.

6. Within 15 days after receipt of the Request, CRFO shall notify you in writing of the actions taken, as described above in Item #5.

7. You may withdraw your Request at any time. Otherwise, your Request will remain in force for the duration of your employment at RCCD.