



COMMAND OFFICERS ASSOCIATION OF MICHIGAN

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NOTICE TO BARGAINING UNIT EMPLOYEES MEMBERS AND NONMEMBERS

PROCEDURE FOR PAYMENT OF REQUESTED DIRECT REPRESENTATION SERVICES BY A NONMEMBER

In accordance with the Internal Union Operating Procedure, as adopted by the Union in 2018, if you are a bargaining unit employee that has opted-out of being a dues-paying member, you are designated as a nonmember. The pay for services procedure adopted by the Union establishes that a nonmember will be afforded requested direct representation, provided the nonmember pays the fees determined by the Union as the cost of services.

The fees charged to the nonmember for services are as follows:

- **\$200.00 per day for any investigatory interview in which the nonmember has requested the presence of a union representative. The representation fee shall also be applicable to any form of meeting, interview or contact with an employer representative and/or union representative for which the nonmember has requested assistance from the union. The fee shall be paid within three (3) calendar days after completion of each day of representation. In the event the nonmember declines to accept responsibility for the required fee, the union shall withdraw from further representation in the matter. In the event the nonmember fails to make payment of the required fee within the three (3) day period, no further representation will be provided until the past due amount is received by the union. Payment shall be made directly to the local union representative or the Union by personal check payable to the Command Officers Association of Michigan. Upon receipt by the Union of the required fees, a receipt for payment shall be provided to the nonmember.**

- **\$500.00 for the filing and processing of a grievance through the contractual grievance steps. The filing and processing of a grievance does not create a duty, agreement or requirement on the part of the Union to pursue the grievance to arbitration. The Union reserves the right to decline pursuit of a grievance to arbitration. The fee shall be paid prior the filing of a grievance. Refusal to pay the required fee shall result in the Union withdrawing from further representation in the matter. The fee shall not be subject to reduction in the event the nonmember discontinues pursuit of the grievance. In such case, the Union reserves the right to determine if any amount of the fee shall be prorated, based on the amount of service provided to the nonmember. Payment shall be made directly to the local union representative or the Union by personal check payable to the Command Officers Association of Michigan. Upon receipt by the Union of the required fees, a receipt for payment shall be provided to the nonmember.**
- **The fees for any additional requested representation services, including, but not limited to an arbitration proceeding, shall be determined by the Union on a case by case basis.**
- **The Union reserves the right to change the amount of fees for specific services as it deems appropriate.**

NOTICE: It is the policy of the Union that a nonmember will not be denied representation because the nonmember does not pay dues to the Union. To the contrary, the Union will provide representation for services requested by the nonmember, provided the nonmember pays the designated fees for the direct services, as established by the Union.

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General Counsel