



Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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AGENCY SERVICE FEES

Effective: July 1, 2004

Last Updated: November 1, 2006

Executive Summary

State employees, occupying a bargaining unit position, who elect not to join the union, are required, as a condition of employment, to pay Agency Service Fees. Agency Service Fees are paid to the employee's bargaining unit in lieu of regular union dues. Employees may authorize this post-tax deduction be taken from the employee's pay on a biweekly basis.

Considerations

This policy applies to all Commonwealth Branches and Departments.

Policy

The employee may terminate authorization for agency service fee deductions as long as the employee gives at least sixty (60) days notice in writing to his/her human resources office and files a copy with the treasurer of the union.

Agency Service Fees:

- Are administered by the appropriate human resource authority for unions within its jurisdiction;
- Are required for Commonwealth employees and certain unionized contract faculty employee members appointed to a bargaining unit position who do not pay union dues;
- Are not applicable to employees assigned to positions designated as "confidential";
- Are identified through the appropriate bargaining unit;
- May be deducted in every biweekly pay period; and
- Are available on a post-tax basis.
- Employee must complete form issued by union.

Internal Controls

Information Sources

- Related Procedure – None
- Legal Authority
 - Massachusetts General Laws, Chapter 7A, Sections 3, 7 and 8
 - Massachusetts General Laws, Chapter 150E, Section 12
 - Massachusetts General Laws, Chapter 180, Section 17G
- Attachments - None

- Links - None
- Contacts – [CTR Solution Desk](#)

Revisions

- **November 1, 2006** – Removed language referencing Knowledge Center and updated relevant links to Mass.gov/osc portal site.