

DTU

Duval Teachers United eDues Policy

Membership shall take effect upon the completion of all membership forms, electronic and paper, in addition to the FEA eDues on-line system, but legal services and representation shall not be available until the first payment of dues. To be a member in good standing, a member must complete all membership forms and be up to date with the payment of dues. If a MEMBER requires legal services or has a pending case, a dues deduction or cash payment must be received before any service can continue or begin.

New membership:

To become a **new member** of DTU, individuals must submit a membership application (paper or on-line) and complete the Fasttrack enrollment form on-line to create their FEA eDues account. Once that account has been set up with banking, then the individual will be added as a DTU member.

Payment Methods: There shall be two payment methods for Duval Teachers United members: eDues or cash payments by cashier's check/money order.

eDues: Membership dues are payable through FEA's online system eDues by ACH bank withdrawal. Payment dates coincide with pay dates for Duval County Public School employees. While it is intended for the withdrawal to occur on the pay date, some banks process these withdrawals one to two business days after the actual pay date. The number of payments is determined by the months a member is employed. Teachers and paraprofessionals that are 10-month employees, payments shall be 22 times per year. For 10-month UOPD members, payments are 23 times per year. For 11-month employees, payments are 25 times per year and for 12-month employees, payments are 26 times per year. If a member joins after the school year has started and is on eDues, dues will start from the join date. If a member changes positions within one of the three DTU bargaining units, it is the member's responsibility to notify DTU of the change in position.

Cash payments: Money orders or cashier's check made payable to DTU are accepted for those wishing to not enter their banking information into eDues. There shall be two payments per year for this method, one in August and one in January. Notification will be made by email to the members who use this method of payment. Exactly one half of the annual dues is payable at each installment. Members that join after September 15th, will have their first payment prorated based on the number of remaining pay dates.

Leave of Absence: If a member goes on leave of absence and wants to suspend their dues bank draft payment, it is the sole responsibility of the individual member to inform DTU in writing of this request. Individuals on leave of absence and dues are not being paid, shall not be a member of Duval Teachers United and all benefits and services incidental to membership shall cease until the office is notified of the return from leave of absence. Upon their notification to the DTU office and first dues payment, all rights and responsibilities shall be restored as a member of Duval Teachers United.

Defaults/Insufficient Funds

Should a member not timely submit a cash payment, or if a default occurs for eDues or the eDues installment is otherwise declined, DTU will send notification to the member with an intent to rectify. This notification shall be in the form of an email to the member's email address on file with DTU. The member will have a grace period of 14 calendar days from the date of the defaulted payment to rectify nonpayment. If a second payment is missed within this period, the member will relinquish all rights and benefits of membership until such time as they complete a new membership/payment form. All representation and coverage are excluded for an event which originates prior to or during a lapse in membership. Any member who has habitual eDues' defaults may be asked, at the discretion of the president of DTU, to submit a cashier's check/money order for the entire annual balance due for the rest of the year to retain membership.

Drops in Membership:

Dropping membership is the sole responsibility of the member. Any member who wishes to cancel their membership must submit in writing to DTU their intent. The letter must have their name, personnel number, and the school they work at. The letter can be mailed to the DTU office or emailed to karen.jones@floridaea.org. A member's union relationship will stop immediately upon receipt of notification. However, to stop the dues draft, notification must be in by Monday of the week of the bank draft/pay day week. Therefore, any notifications received after Monday during the week of an eDues deduction may not be entitled to a refund. If a member resigns from Duval County Public Schools, it is the member's responsibility to inform DTU in writing to cancel their dues.

Dues refund:

If it is found that a member is due a refund for a dues payment, DTU will notify the individual how the refund will be processed.

Promotion outside of DTU Bargaining Units (Teacher, Para, UOPD):

If a member promotes to a position outside of the three DTU bargaining units, it is the member's responsibility to notify DTU of the change in position.

The above provisions may be waived by the DTU Board of Directors upon a showing of extenuating circumstances. The request must be made in writing.

Adopted by DTU Board of Directors on Monday, September 11, 2023.

Revised by DTU Board of Directors on Monday, September 9, 2024.