

# Palm Beach County School District Staff Association

## Membership Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Mid. Init: \_\_\_\_\_

Position Title: \_\_\_\_\_

School/Department Name: \_\_\_\_\_ Dept. # \_\_\_\_\_

Employee ID Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Check Appropriate Level:

	Code	Annual Deduction / Per Pay Deduction
_____ Level 8 – 16 and Confidentials	UD3	<b>\$120.00 / \$5.00</b>
_____ Administrators Professional & Managerial	UD8	<b>\$168.00/ \$7.00</b>

### Membership Policy

A **new member** is any eligible employee who has never been a member of the Staff Association. New members will be assessed dues as follows:

- The fiscal year shall be July 1 – June 30 of each school year;
- Dues are paid by payroll deduction and will be assessed from the date of the first payroll deduction.
- New Association members shall submit a signed application/payroll deduction form to the Association Treasurer. Association benefits shall commence upon the date of the first payroll deduction. Incidents or issues occurring prior to this date are not eligible for representation.

A **continuing member** is any eligible employee who has been a member of the Staff Association.

- Continuing members will be assessed dues at the current yearly rate. The fiscal year shall be July 1 – June 30 of each school year.  
If an Association member opts to terminate membership, member shall submit a written request for such to the Association Treasurer. Payroll deductions for Association dues shall cease as of the next payroll period following the date the request was received. Association benefits shall cease as of the date of the last payroll deduction. **IT IS THE MEMBER'S RESPONSIBILITY TO INFORM THE ASSOCIATION IF MEMBERSHIP IS DISCONTINUED FOR ANY REASON TO ENSURE THAT DUES ARE CANCELED.**
- A continuing member choosing to drop out of the Association for any reason and then returning will be assessed dues from the first payroll deduction period in which they are returning.
- Continuing members leaving under extenuating circumstances will have their status evaluated by the Board on an individual basis upon their return to the Association.
- Any member having a break in service for more than one year as a result of a School District approved leave of absence will be considered a new member upon their return. Members on unpaid leave may continue their membership benefits by paying their dues by check for the months that they are on unpaid leave.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete Forms may be scanned or sent via Pony to: Kim Haugen, Hagen Road Elementary – kim.haugen@palmbeachschools.org**