

# UTILITY WORKERS UNION OF AMERICA

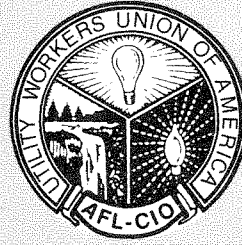
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EXECUTIVE VICE PRESIDENT

**GARY M. RUFFNER**  
SECRETARY-TREASURER

**JOSEPH F. FLAHERTY**  
VICE PRESIDENT

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October 31, 2000

TO: ALL LOCAL UNION TREASURERS  
FROM: GARY M. RUFFNER, NATIONAL SECRETARY-TREASURER  
RE: PER CAPITA VERIFICATION AND REPORTING PROGRAM

The National Union recently embarked on a new project to develop a nation-wide database on multiple criteria which we believe will be of great assistance to the National Union and our local unions. When we began to examine our records to set up the program for the database, it became apparent that there has been some confusion and difficulty in the accurate reporting and verification of the number of members to the National Union. We appreciate that these difficulties have arisen largely from the fluctuations in the numbers in the workforce and the many changes in company ownership due to deregulation, as well as the many obligations each of you have now that your local membership numbers have become so much more complicated.

At the recent meeting of the National Executive Board, the Board voted to establish a Per Capita Verification and Reporting Program so that the National Union would be able to establish a more precise system to track member companies, in this era of mergers and acquisitions, and to get a more accurate accounting of members we have.

The Board unanimously adopted the enclosed resolution. As National Secretary-Treasurer, I have been authorized to implement this resolution.

Under the resolution, verification of the number of members you have on a monthly basis can be made in one of the four following ways:

1. A copy of each dues check-off check transmitted by the employer to the local, along with a statement of the amount of local union dues; or
2. A copy of each letter from the employer to the local union indicating the amount of the dues checked-off; or

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3. A copy of the summary page of the check-off list which shows the total amount of dues deducted; or
4. A different form of verification pre-approved by my office in writing.

The transmittal of this information and the actual per capita payment can be accomplished in one of two ways:

1. If your local wants to receive the dues check from the employer(s) and then send the per capita to the National Union, it can do so, along with verification by one of the above listed methods of the actual number of members.
2. If it would be easier or preferable, you can have the employer(s) send the verification information along with the full dues check-off amount directly to the National Union. We will then verify the number of members, keep the amount due for per capita, and return to each local the balance of the amount received from the employer(s) which represents local union dues. Although there is no obligation on any local to have the dues-check off amount and the verification sent directly to the National Union from the employer(s), we believe it could well save you and your local a significant amount of time and inconvenience.

As you can see, the Board's resolution was retroactive to January 1, 2000. Therefore, you will need to send to my attention, as soon as possible, but no later than November 30, 2000, verification of the number of members for all prior months. Once we receive these reports, we will calculate the per capita owed, if any, and advise you of any necessary adjustments. Should there be any outstanding per capita owed to the National, it should be paid no later than December 31, 2000.

Once the system is in place, the verification and per capita payment each month should go very smoothly.

Thank you for your anticipated cooperation in this matter. The National is pleased that we will be able to have a more accurate reporting of all of our members and companies from this time forward.

Feel free to call me if you have any questions or would like assistance in setting up your verification program or the direct forwarding of the information and dues check off to the National Union.

GMR:rmf  
opeiu #2 afl-cio

Enclosure

