



**Long Island University
Faculty Federation**

NYSUT·AFT·AFL-CIO Local 3998

LIUFF ENROLLMENT FORMS

Dear Colleague,

Welcome to LIU! This letter provides information and the **enrollment forms** for you to join the union. If you are a full time tenure or tenure track, non-tenure track, or adjunct faculty member and have previously completed these forms, and are currently enrolled in LIUFF and NYSUT, you do not need to fill them out again. If you are not a member of the LIUFF, it is mandatory under the terms and conditions of employment that you join, either as a voting dues paying member or an agency fee non-voting member. Any questions regarding membership can be directed to:

Mohammed Ghriga, LIUFF Treasurer, Department of Technology, Innovation and Computer Science, H700-D, 718.488.1143.

The Long Island University Faculty Federation (LIUFF) is the union representing the faculty at the Brooklyn Campus of LIU (excluding Pharmacy). The collective bargaining agreement (CBA) is available on our website. It contains important information on wages, working conditions, fringe benefits, procedures for promotion and tenure, grievance procedures, and other information. We recommend that you familiarize yourself with it. The LIUFF office is located in M-602. Our website address is <http://www.liuff.net>.

Union membership requires the submission of three forms:

1. The LIUFF Membership Form (FORM A)
2. The Dues/Agency Fee Check-off (FORM B)
3. The NYSUT Enrollment Form (separate attachment).

Return both the LIUFF Membership (Form A) and the NYSUT Enrollment Form (separate attachment) to Mohammed Ghriga by interoffice mail to H700-D or by email to Mohammed.Ghriga@liu.edu. The Dues/Agency Fee Check-off Form (Form B) must be returned to the Payroll Department. Postal address: 700 Northern Boulevard, Brookville, NY 11548 Attn; Payroll. Interoffice: Payroll University Center.

All Forms are also available on the LIUFF website <http://www.liuff.net>.



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FORM A

LIUFF MEMBERSHIP FORM

This form must be submitted to Mohammed Ghriga, LIUFF Treasurer

Interoffice mail: H700-D or Email Mohammed.Ghriga@liu.edu

Under the ‘agency shop’ provisions of our CBA and as a condition of employment, all faculty members must either become a member of the LIUFF or pay an agency fee. You can choose to decline membership in the union and pay an agency fee to offset the cost of the LIUFF representing faculty interests. In order to decline membership, check the agency fee option below. This option does not entitle you to vote on Union matters or to hold union office. Full-time agency fee payers are permitted to apply for partial rebate of fees. Information about rebate procedures is available at <http://www.liuff.net/nlrp-notices>.

Full-time faculty dues are .80% of the annual salary and are deducted each month, September through June, beginning in the first month of employment. The Agency Fee is the monetary equivalent of dues. For full-time faculty it is 80% of one’s annual salary and deducted monthly. Adjunct faculty dues are \$45 per semester. The Agency Fee for adjunct faculty is \$45 per semester. Adjunct dues are deducted once per semester.

PRINT NAME:

HOME ADDRESS:

HOME PHONE:

Signature:

<p>CHECK ONE: Employment Status Full-Time _____ Part-Time _____</p> <p>CHECK ONE: LIUFF Membership _____ Agency Fee _____</p>
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FORM B

DUES/AGENCY FEE CHECK-OFF

This form must be submitted to Payroll

Postal address: 700 Northern Boulevard, Brookville, NY 11548 Attn; Payroll.

Interoffice Address: Payroll University Center.

I authorize the treasurer of Long Island University to deduct from my salary the appropriate union dues or agency fee and to pay over such amount to the Long Island University Faculty Federation in accordance to the collective bargaining agreement. Full-time faculty dues are .80% of their annual salary and are deducted each month, September through June, beginning in the first month of employment. Adjunct faculty dues are \$45 per semester and are deducted once per semester.

As a Condition of Employment, all faculty must either become a member of the LIUFF or pay and Agency Fee to the Union to offset the cost to the LIUFF for representing faculty interests. The Agency Fee is the monetary equivalent of Union dues. If, for any reason, you do not wish to become a member of the LIUFF, check *either* option 2 (full-time faculty) or option 4 (part-time faculty).

1) LIUFF Membership/Full-Time (Dues Deduction -0.80%) _____

2) Decline Membership in the LIUFF (Agency Fee-0.80%) _____

3) LIUFF Membership/ Part-Time (Dues Deduction \$45/semester) _____

4) Decline Membership in the LIUFF (Agency Fee-\$45/semester)_____

PRINT NAME: _____

Signature _____ Date _____