



Timeline for Opt-In/Opt-Out Process and Procedures

September 26, 2019

1. Administrative Order completed and issued
2. Letter to unions goes out
3. Discussions with unions begin
4. DOA begins the process of creating the opt-in/opt-out system for State employees to use
5. FAQs will be available and posted online

October 30, 2019

1. Discussions with unions completed
2. DOA completes process of creating the opt-in/opt-out system
3. 30-days notification is given prior to the system going live

December 2, 2019 (Est.)

1. Opt-In/Opt-Out system will be deployed
 - a. Legacy process of dues collection will be discontinued; pre-existing authorizations will be voided
 - b. State employees can opt-in or out using the new system
2. New Opt-In/Opt-Out will be processed within 30 days of receipt
 - a. Opt-In/Opt-Out will take effect beginning of next regularly scheduled pay period.
 - b. Opt-In/Opt-Out system will remain in place throughout the year, allowing for maximum flexibility for state workers.
 - c. All state workers represented by a union must opt-in for dues to be taken from their paychecks.