

2020-21 Membership Roster Cancellation Guide

Teacher/Faculty/ESP



**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**

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Here are step by step instructions on how to process membership changes by situation.
Proceed to the situation that matches all of the leave criteria.

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Cancellations – Leave of Absence, Resignation, Retirement, Termination

There is no reduction in membership level when a member leaves mid-year because their contracted FTE did not change. For example, the AC-1-100 per check deduction amount is \$50. The member should have \$50 deducted through their final paycheck. The member is then cancelled with the amount of national and state dues collected.

Situation 1: Individual resigned/retired at the beginning of the membership year and no dues were collected

1. Reason canceled: leave of absence, resigned, retired, terminated.
2. Cancel effective date – Sept. 1 (because no dues were collected)
3. Amount of dues were collected through their final paycheck – \$0 (because no dues were collected)
4. Email your local field office the individual's name, reason (leave of absence, resigned, retired, terminated), cancel date - 9.1.20, amount collected - \$0.

Situation 2: Individual resigned/retired after the beginning of the membership year and some dues were collected

1. Reason canceled – leave of absence, resigned, retired, terminated.
2. Cancel effective date – 1.27.21 (write their last date of employment)
3. The total dues obligation if the individual would have worked the full year.
4. The total amount collected through their final paycheck.
5. Email your field office the individual's name, reason (leave of absence, resigned, retired, terminated), cancel date -1.27.21, amount collected through their final paycheck - \$313.24.

Situation 3: Individual resigned or retired at the end of the membership year and the full dues were collected

1. Reason canceled – leave of absence, resigned, retired, terminated.
2. Cancel effective date – 6.10.21 (list the last date of employment) Note: When the full obligation is collected for the person his/her membership continues through the end of the membership year, which is 8.31.21.
3. FAC/full obligation collected (because the entire national and state obligations were collected)
4. Email your field office the individual's name, reason (leave of absence, resigned, retired, terminated), 8.31.21, FAC.

Non-renewed, Unrequested Leave of Absence (ULA)

Situation 1: Individual was non-renewed, or ULA at the beginning of the membership year and no dues were collected

1. Reason canceled – non-renewed or ULA.
2. Cancel effective date – Sept. 1 because no dues were collected.
3. Amount collected through their final paycheck – \$0 because no dues were collected.
4. Email your field office the individual's name, reason (non-renewed or ULA), 9.1.20, \$0.

Situation 2: Individual was non-renewed, or ULA after the beginning of the membership year and some dues were collected

1. Reason canceled – non-renewed or ULA
2. Cancel effective date – their last date of employment – 1.27.21.
3. The total dues obligation if the individual would have worked the full year.
4. The total amount collected through their final paycheck.
5. Email your field office the individual's name, reason (non-renewed or ULA), cancel date - 1.27.21, amount collected through their final paycheck \$313.24.

Situation 3: Individual was non-renewed or ULA at the end of the membership year and the full dues were collected

1. Reason canceled – non-renewed or ULA.
2. Cancel effective date – 6.10.21 (list the last date of employment) Note: When the full obligation is collected his/her membership continues through the end of the membership year, which is 8.31.21.
3. FAC (full obligation collected) because the full national and state obligation was collected.
4. Email your field office the individual's name, reason (non-renewed or ULA), cancel date 8.31.18, FAC.

Military Leave of Absence

Situation 1: Individual is on a military leave at the beginning of the membership year and no dues were collected.

1. Reason – military leave.
2. Effective dates – leave start and end dates – 9.1.20–1.15.21.
3. Amount collected through their final paycheck –\$0 because no dues were collected.
4. They remain on the roster and their obligation will be changed to zero because the nationals and Education Minnesota maintain their membership while on military leave.
5. Email your field office the individual's name, reason - military leave, leave dates - 9.1.20–1.15.21, amount collected - \$0.

Situation 2: Individual is on a military leave after the beginning of the membership year and some dues were collected

1. Reason – military leave.
2. Effective dates – leave start and end dates – 11.1.20–2.15.21.
3. The total dues obligation if the individual would have worked the full year.
4. The total amount collected through their final paycheck.
5. They remain on the roster and their obligation will be changed to reflect the national and state obligation amounts indicated by the local.
6. Email your field office the individual's name, reason - military leave, leave dates -11.1.18–2.15.20, amount collected through their final paycheck \$313.24.

Situation 3: Individual is on military leave at the end of the membership year and the full dues were collected

1. Reason – military leave.
2. Effective date – leave start and end dates – 5.1.18–2.15.20.
3. Amount collected through their final paycheck – FAC (full obligation collected) – they remain on the roster.
4. Email your field office the individual's name, reason - military leave, leave dates - 5.1.18–2.15.20, amount collected - FAC.

Deceased – Teacher/Faculty/ESP

Situation 1: Individual was deceased before a dues deductions occurred

1. Reason canceled – deceased
2. Cancel effective date – date of death.
3. Amount collected through their final paycheck –\$0 because no dues/fee obligations were collected.
4. Email your field office this information – member's name, local name, deceased, date of death, amount collected -\$0.

Situation 2: Individual was deceased and some dues were collected

1. Reason canceled – deceased
2. Cancel effective date – 1.27.21 (date of death)
3. The total dues obligation if the individual would have worked the full year.
4. The total amount collected through their final paycheck.
5. Email your field office the individual's name, local name, reason - deceased, date of death - 1.27.21, amount collected through their final paycheck - \$313.24.

Situation 3: Individual was deceased at the end of the membership year and the full dues were collected

1. Cancel reason – deceased
2. Cancel effective date – date of death – 7.30.21
3. Amount of national and state dues collected through their final paycheck - FAC (full obligation collected) because the entire national and state obligation was collected.
4. Email your field office the individual's name, local name, deceased, date of death, FAC.



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*Education Minnesota is an affiliate of the American Federation of Teachers,
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