

## **WWU'S PROPOSAL RE VCAP**

**11/21/23**

# **Voluntary Community Action Program (VCAP)**

- Section 1. Upon presentation of a signed authorization form executed by an ESE, the University agrees to provide a voluntary check off for the UAW Voluntary Community Action Program (VCAP) in accordance with the following provisions:
- 1.1. The authorization form must be mutually agreed upon by the parties and contain specific WWU payroll language as determined by the University.
  - 1.2. The UAW will verify the ESE is an active dues paying member prior to submitting the VCAP authorization form to WWU Payroll Services.
  - 1.3. The VCAP deduction will be divided equally between the two monthly paychecks.
  - 1.4. This provision is for regular recurring payroll deductions and shall not be used for one-time deductions.
  - 1.5. An ESE may discontinue the VCAP deductions at any time upon written notification to WWU Payroll Services. WWU Payroll will update VCAP deductions within two pay periods of receipt of request.
  - 1.6. VCAP collections less any processing charges will be remitted to the UAW VCAP on a per pay period basis