

Fair Share Service Fee
Challenge Procedures: Challenge to the Determination of the Nonchargeable Amount

Introduction: The purpose of filing a Challenge to the Determination of the Nonchargeable Amount (“Challenge”) is to question the results of the independent audit report that establishes the proportion of chargeable and non-chargeable expenses and to establish a different proportion of chargeable/non-chargeable expenses.

Note: This Challenge does not accomplish the refund of money for the payment of the proportion of non-chargeable expenses that you may object to paying. To get a refund of the proportion of nonchargeable expenses, and to prevent them from being deducted from your paycheck for the year, you must file a Request for Reduction of Fair Share Fee.

Challenge Procedures:

1. Each year, the College of the Redwoods Faculty Organization (CRFO) shall send a Notice to non-members informing them of its determination of the fair share fee.
2. Included with this Notice shall be a detailed written description of the expenditures of CRFO, including the delineation of which expenses are “chargeable” and which are “nonchargeable.” This information shall be verified by a Certified Public Accountant.
3. A statement of anticipated proportion of chargeable and non-chargeable expenses for the following year shall be made, based on the actual expenditures made during the previous (audited) year.
4. Non-members who wish to challenge CRFO’s calculation of the non-chargeable amount must inform CRFO of their Challenge to the Determination of the Non-Chargeable Amount by the date specified on the Notice. A minimum of 30 days from the date of the Notice will be provided before the specified date. The Challenge must: (1) be in writing; (2) be directed to the Treasurer of CRFO; (3) include your name, address, employee status (full- or part-time) and signature; and (4) set forth the basis for the challenge to CRFO’s determination of the non-chargeable amount.

This Challenge must be mailed to the Treasurer of CRFO, c/o CRFO:

Treasurer of CRFO
College of the Redwoods Faculty Organization
P.O. Box 176
Fields Landing, California 95537

5. Upon receipt of the Challenge, the amount in dispute shall be placed in a separate interest-bearing escrow account, until the matter has been resolved.
6. CRFO shall review each Challenge within 15 days after the specified deadline for filing a Challenge. CRFO will respond to each Challenge in writing within 15 days of the meeting held to review the Challenge.

7. CRFO reserves the sole right to resolve any such Challenge by refunding the entire disputed amount, plus interest from the escrow account, and henceforth not deducting the disputed amount from your paycheck for the academic year of the Challenge.
8. If, after CRFO reviews your Challenge, a satisfactory settlement or resolution cannot be reached, the dispute may be referred to arbitration with the American Arbitration Association.
9. You may withdraw a Challenge at any time.