

Congratulations on your new position! SCAPA has been notified that you are now in a classification represented by SCAPA.

Please see the attached membership form, dues authorization form and fair share form. You will need to make a choice between dues or fair share. Dues are \$12.50 per pay period and give the member voting rights. Fair share is \$11.25 per pay period but does not include voting rights. Once you have made a choice, please complete the appropriate form by filling in your name, department, personnel #, position title and the next pay period #, such as PP 3.

- **Do not put an amount in the “amount” box, because it could result in double deductions of dues. HR will deduct \$12.50 if the Unit Code is 34A. HR will deduct \$11.25 if the Unit Code is 34B.**
- Do not make any entries in the Parking section. Check the box in the Union Deductions section, sign and date the form.
- Please also complete the member form and include a personal email address, if you have one.

Email is the most efficient way for SCAPA to keep you updated on SCAPA issues, such as changing county policies, and notify you of any outside benefits available to SCAPA members.

We encourage you to take a look at SCAPA’s website: <https://www.scapaonline.org>. Our website was developed to assist our members, and includes Resources, Member News, and Member Benefit information.

- On the Home page, you can peruse benefits offered to SCAPA members and find the latest news. We also include member meeting information, and the occasional member poll.
- Click on the Learn About Scapa link to read about our history and mission. We also include our current board of directors and their contact information.
- Click on the Member News for a listing of all of our actions.
- The Resources link provides a multitude of resources, from SCAPA as well as County, State and Federal agencies. This page also provides SCAPA forms.

Please feel free to contact us with questions.