

**ARTICLE 23**  
**VOLUNTARY COMMUNITY ACTION PROGRAM (VCAP)**

- 23.1** Upon presentation of a legible signed authorization form executed by an ASE, the University agrees to provide a voluntary check off for the UAW Voluntary Community Action Program (VCAP) in accordance with the following provisions:
- 23.2** The authorization form must be mutually agreed upon by the parties and contain specific WSU payroll language as determined by the University. If the authorization form is not legible, as determined at the sole discretion of the University, the form will be returned for clarification.
- 23.3** The UAW will verify the ASE is an active dues paying member prior to submitting the VCAP authorization form to WSU Payroll Services.
- 23.4** The VCAP deduction will be divided equally between the two monthly paychecks.
- 23.5** This provision is for regular recurring payroll deductions and shall not be used for one-time deductions.
- 23.6** An ASE may discontinue the VCAP deductions at any time upon written notification to WSU Payroll Services. WSU Payroll will update VCAP deductions within two pay periods of receipt of request.
- 23.7** VCAP collections less any processing charges will be remitted to the UAW VCAP on a per pay period basis.