PUBLIC EMPLOYMENT RELATIONS COMMISSION
112 Henry Street NE, Suite 300, Olympia WA 98506
PO Box 40919, Olympia WA 98504-0919
Phone: 360.570.7300 | Fax: 360.570.7334
Email: filing@perc.wa.gov | Web: www.perc.wa.gov

Print Form

UNIT CLARIFICATION PETITION

☐ Amended Petition in Case # _____ Applicable Rules: Chapters 10-08, 391-08 and 391-35 WAC

PARTIES Include information for both parties involved.

EMPLOYER		**UNION**	
Contact		Contact	
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	Ext.	Telephone	Ext.
Email		Email	

TYPE OF REQUEST Select ONE.

☐ **AMENDMENT OF CERTIFICATION** to change only the name of a party or position title. (See WAC 391-35-085)

The petitioner requests that an existing bargaining unit certification be amended due to a change in position title, or the name of the union or employer. Positions cannot be added to or removed from the bargaining unit through this certification amendment process.

Request change to PERC Decision #: _____

Describe reason for amendment:

☐ **CLARIFY BARGAINING UNIT** due to a change of circumstances in employees position, status, or eligibility. (See WAC 391-35-020)

The petitioner requests clarification of one or more employees positions or classifications. Unit clarifications are used to add or remove employees from an existing bargaining unit to ensure the unit remains appropriate.

Number of Employees in Existing Unit: _____

Number of Employees in Dispute: _____

Description of Bargaining Unit: Indicate inclusions / exclusions

Collective Bargaining Agreement:

☐ The parties have never had a contract.

☐ A copy of the most current contract is attached.

Parties are currently in contract negotiations ☐ Yes ☐ No

Explanation of Disputed Positions

On separate sheets of paper include information about:

- each position, job class or group at issue
- number of employees in each job class
- bargaining unit status of each position
- date of change in circumstances, if any
- party proposing the change
- reason for the proposed change
- history of bargaining unit or date of creation
- whether another organization represents, or claims to represent involved employees
- any other relevant facts

AUTHORIZED SIGNATURES If petition is not filed jointly, a copy must be served on the other party.

EMPLOYER		UNION	
Print Name		**Print Name**	
Title		Title	
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	Ext.	Telephone	Ext.
Email		Email	
Signature	Date	Signature	Date

INSTRUCTIONS FOR FILING A UNIT CLARIFICATION PETITION **(Do not file this sheet with PERC)**

COMPLETING THE FORM

- Provide contact information for parties and signing petitioner(s).
- Indicate the type of request and complete all the required fields.
- Describe current bargaining unit including the bargaining history and number of employees.
- Attach a separate sheet of paper with information about the bargaining unit status of each position, classification, or group at issue and the number of disputed employees in each job class. Also indicate the party proposing the change, and explain the reason for the request. If another union claims (or may claim) to represent the employees involved in the petition, include the contact name, address, telephone, and email for all interested parties.

TIMING FOR FILING

The following cases can be filed at any time:

- Amend a certification
- Newly created positions
- Employees eligible for interest arbitration
- Allocation of employees claimed by two or more bargaining units
- Confidential employees

For Supervisory or Part-time employees:

Petitions can only be filed when the following criteria are met, or the petition will be dismissed as untimely.

- The party challenging the status of the employee has put the other party on notice during negotiations for the next collective bargaining agreement and;
- The unit clarification petition is filed prior to the signing of the next collective bargaining agreement.

For a change of circumstances:

Petitions regarding a change of circumstances that alter the community of interest of an existing bargaining unit must be filed within a reasonable time of the change.

Change of circumstances is any event that alters the duties, skills, or working conditions of the employees in the bargaining unit.

Community of interest is grouping employees by similar work, duties, skills, or working conditions to create appropriate units.

CASE REPRESENTATIVES

For the petitioner:

- An individual signing on behalf of the petitioner is considered the representative of that party.
- If the filing party intends to have another representative as the primary contact, that person must file a notice of appearance.

For other parties:

- Until a notice of appearance is received by PERC, only the non-filing party's chief executive officer as listed on PERC's notice of case filing document will be served with papers from PERC.

FILING AND SERVICE

Forms may be submitted by email attachment, fax, mail, or in person.

- Email to filing@perc.wa.gov
- Fax to 360.570.7334
- Mail to P.O. Box 40919, Olympia, WA 98504-0919
- Hand Deliver to 112 Henry St. NE, Olympia, WA 98506

Service is required on all parties to the case and is considered complete when it is received by email or put into the mail. A certificate of service is required to show when and to whom the document was sent. (A certificate of service can be found at perc.wa.gov/file-a-case).