



# REPRESENTATION PETITION

Is this an amended petition?  Yes  No If yes, enter the case number: \_\_\_\_\_

## **PARTIES** Include information for all parties involved.

### **EMPLOYER**

Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ Ext. \_\_\_\_\_  
Email \_\_\_\_\_

### **PETITIONER**

Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ Ext. \_\_\_\_\_  
Email \_\_\_\_\_

### **CURRENT BARGAINING REPRESENTATIVE**

If one exists \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ Ext. \_\_\_\_\_  
Email \_\_\_\_\_

## **TYPE OF REQUEST** Select ONE of the following.

- RECOGNITION** to be certified as the representative of employees currently unrepresented.
- INCLUSION OF UNREPRESENTED EMPLOYEES** to have a group of employees added to an existing bargaining unit as described in WAC 391-25-440.
- CHANGE OF REPRESENTATIVE** to be certified as the representative of employees currently represented by another organization.
- DECERTIFICATION** to no longer be represented by the current organization.
- EMPLOYER PETITION** a determination by the commission according to WAC 391-25-090.

## **BARGAINING UNIT**

**Department or Division** \_\_\_\_\_

**Number of Employees in Bargaining Unit** \_\_\_\_\_

**Describe the existing or proposed bargaining unit:**

### **Collective Bargaining Agreement (CBA):**

If one exists, the bargaining unit's most recent collective bargaining agreement must be filed with this petition.

**CBA Expiration Date** \_\_\_\_\_

## **SHOWING OF INTEREST** The showing of interest cards are confidential and are filed ONLY with PERC.

The petition must be filed with a showing of interest indicating support of at least 30 percent of the employees in the bargaining unit. Showing of interest cards may be submitted electronically, provided the copy is legible.

## **AUTHORIZED CONTACT FOR PETITIONER**

Name	_____	Title	_____
Address	_____	City, State, ZIP	_____
Telephone	_____ Ext. _____	Email	_____
Signature	_____	Date	_____

## Who Can File a Petition?

The petitioner is the party who files the petition and may be an individual employee, a union, or (in rare circumstances) an employer.

For more detailed information please refer to our website at [perc.wa.gov/elections](http://perc.wa.gov/elections). For applicable rules, visit [perc.wa.gov/laws-rules](http://perc.wa.gov/laws-rules) and refer to chapters 10-08, 391-08, and 391-25 WAC.

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## Party Representatives

PERC only sends documents to default contacts currently on file. If a party intends to have another representative as the primary contact that person must file a notice of appearance.

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## Filing Time Frame

A petition may be filed at any time if you (1) intend to organize a new bargaining unit or (2) your contract has expired and a new contract has not yet been signed.

A petition to change representation or decertify can only be filed during a 30-day window period. The 30-day window period is determined by the expiration date of the current contract.

- For employees covered by chapter 41.80 RCW, the window period begins 120 days and ends 90 days before the contract expires.
  - For employees covered by all other statutes, the window period begins 90 days and ends 60 days before the contract expires.
  - If PERC has issued a certification, no petition involving the same employees may be filed for 12 months from the date of the certification.
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## Bargaining Unit

- For petitions to organize a new unit, describe the proposed bargaining unit.
  - For petitions seeking to include unrepresented employees in an existing bargaining unit, describe the existing bargaining unit and the positions the petition is seeking to include in that unit.
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## Showing of Interest

A showing of interest is individual papers/cards from at least 30 percent of the employees in the bargaining unit. Each card must be signed, dated, and clearly state the desired outcome. Example language for the card is as follows:

I want to be represented by [name of union] for the purpose of collective bargaining. (or)  
I no longer want to be represented by [name of union] for the purpose of collective bargaining.

A sheet of paper with multiple signatures will not be accepted. The showing of interest cards should be filed ONLY with PERC. Do not provide copies of the cards to other parties.

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## Filing and Service

Documents may be submitted to PERC by email attachment, by fax, by mail, or in person. Email filing is preferred and no paper copies are required.

- Email to [filing@perc.wa.gov](mailto: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 the document is received by email, fax, or hand delivery or when the document is put into the mail. A certificate of service is required to show when, how, and on whom the document was served. A certificate of service form can be found at [perc.wa.gov/file-a-case](http://perc.wa.gov/file-a-case).