



UNIT CLARIFICATION PETITION

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

PARTIES Include information for both parties involved.

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

TYPE OF REQUEST Select ONE of the following two options.

- AMENDMENT OF CERTIFICATION** to change only the name of a party or position title. (WAC 391-35-085)
 The petitioner requests amendment of an existing certification to reflect job position, union, or employer name change. Do not select this option if the petitioner is seeking to add or remove positions to or from a bargaining unit.
- Request change to PERC Decision #: _____ Describe reason for amendment: _____
- CLARIFY BARGAINING UNIT** due to a change in employee position, status, or eligibility. (WAC 391-35-020)
 The petitioner requests clarification of one or more positions or classifications. Unit clarifications are used to add or remove employees to or from an existing bargaining unit to ensure the unit remains appropriate.

BARGAINING UNIT

Number of Employees in Existing Unit: _____

Number of Employees in Dispute: _____

Collective Bargaining Agreement (CBA):

The parties have never had a CBA.

A copy of the most current CBA is attached.

Are the parties currently in negotiations? Yes No

Describe the existing or proposed bargaining unit:
(Attach additional information in a separate document)

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

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

Who Can File a Petition?

Only the union or employer may file a unit clarification petition. Unit clarification petitions may be submitted jointly. If not submitted jointly, the submitting party must serve a copy on the other party.

Required information: Attach a separate document with information about each position, classification, or group at issue and the number of disputed employees in each position or job class. Also indicate the party proposing the change, and explain the reason for the petition. 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.

For more information please refer to our website at perc.wa.gov/unit-clarification. For applicable rules, visit perc.wa.gov/laws-rules and refer to chapters 10-08, 391-08, and 391-35 WAC.

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.

Timing for Filing

Cases can be filed at any time to add or remove confidential employees or employees eligible for interest arbitration, add a newly created position, or to resolve disputes concerning positions claimed by two or more bargaining units. Requests to change the name of a party or position title on an existing certification may also be filed at any time.

For supervisory or part-time employees:

Petitions to add or remove supervisory or part-time employees to or from an existing bargaining unit will be dismissed as untimely, unless the following criteria are met:

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

For a change of circumstances:

A petition to add or remove positions or employees to or from an existing bargaining unit due to a *change of circumstances that alters the community of interest* for the at-issue employees must be filed within a reasonable time of the change.

1. *Change of circumstances* is any event that alters the duties, skills, or working conditions of the employees in the bargaining unit.
2. *Community of interest* is grouping employees by similar work, duties, skills, or working conditions to create appropriate units.

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
- 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.