

PURPOSE OF THE PETITION AND STANDING TO FILE:

(A) Only a labor organization may file a petition to request:

(1) an election to determine if employees in an appropriate unit wish to be represented for the purpose of collective bargaining by an exclusive representative, and/or

(2) a determination of eligibility for dues allotment in an appropriate unit without an exclusive representative.

(B) Only an individual may file a petition to request an election to determine if employees in a unit no longer wish to be represented for the purpose of collective bargaining by an exclusive representative. You must submit with the petition a showing of interest or evidence of membership, as appropriate.

(C) An agency or a labor organization, or an agency and a labor organization jointly, may file a petition:

(1) to clarify and/or amend:

(i) a recognition or certification then in effect (for example, to change the name or affiliation of the recognized or certified exclusive representative or the name of the agency; or to resolve questions related to the eligibility of employees for inclusion in the unit); and/or

(ii) any other matter relating to representation (for example, to resolve representation questions related to a reorganization or realignment of agency operations or issues related to the majority status of the currently recognized or certified labor organization); or

(2) to consolidate two or more units, with or without an election, in an agency and for which a labor organization is the exclusive representative.

INSTRUCTIONS:

1. Provide a clear and concise statement of the purpose of the petition, the issues raised, and the results the petitioner seeks.

2. Describe the unit(s) affected by issues raised in the petition. If the petitioner is seeking an election to determine the exclusive representative of an appropriate unit of employees and/or a determination for dues allotment, the description should include the geographic location and classifications of the employees sought to be included in, or sought to be excluded from, the unit. If the petitioner is seeking an election to determine if employees no longer wish to be represented for purposes of collective bargaining by an exclusive representative or to clarify, amend or consolidate existing units, the petitioner should provide a description of the existing certification(s) or recognition(s). **Any petition seeking an election or determination for dues allotment must be accompanied by a showing of interest and alphabetical list of names constituting the showing.** Do not provide a copy of the showing of interest and alphabetical list of names to any other party.

3. State the approximate number of employees in the existing unit or the unit claimed to be appropriate; in a clarification or amendment, state the approximate number of employees in the units affected by issues raised in the petition.
4. State whether a petition seeking an election is accompanied by a showing of interest of 30% of the employees in the unit claimed to be appropriate.
5. Provide the name, mailing address and other requested information for the petitioner and the contact person. If a labor organization petitioner is affiliated with a national organization, provide the local designation and the national affiliation. If an activity or agency is affiliated with an executive department, provide the name of the department.
6. Provide the name, mailing address, and other requested information for each activity or agency, other than the petitioner, affected by issues raised in the petition. If an activity or agency is affiliated with an executive department, provide the name of the department.
7. Provide the name, mailing address, and other requested information for each labor organization, other than the petitioner, affected by issues raised in the petition. If a labor organization is affiliated with a national organization, provide the local designation and the national affiliation.
8. If the labor organization(s) named in #7 is an exclusive representative of any of the employees affected by issues raised in the petition, provide the date(s) of the recognition or certification and the date(s) any collective bargaining agreement covering the unit(s) will expire, or the most recent agreement did expire, if known.
9. Type or print the name and title of the person filing the petition. The person filing the petition must also sign and date the petition. You must serve a copy of the petition and accompanying materials (except the showing of interest and list of names) on all affected parties. After your initial filing, do not submit additional documents until you have a case number to reference. Refer to the Rules and Regulations of the Federal Labor Relations Authority (FLRA), Part 2422 of 5 C.F.R., for additional information on how to file a petition.