

NOTIFYING THE PARTIES

Notify all affected parties when an application is filed. Phone the employer and tell them about the application. Fax a standard letter to the union, the employer and their counsel (if any). A notice posted at their worksite(s) notifies employees.

NOTICE TO THE EMPLOYER

Officers neither act as advocates nor are to be seen as such. Officers do, however, ensure that employers understand the process. This ensures applications are processed quickly.

An officer calls the employer to convey:

- your name and that you work for the Labour Relations Board;
- that a union has applied to certify a group of their employees;
- that a notice of this application will be faxed to the employer;
- the name of the applicant union;
- the bargaining unit description applied for;
- the date of application;
- the hearing date; and
- the possibility of a representation vote.

Walk the employer through the application process. This includes:

- **The certification process:** The employer may not understand the certification process. Explain the process and the major issues the Board examines before ordering a representation vote. Explain that you will require some information from the employer and will send them a letter. Explain how a report is issued and that they can object to it.
- **Unfair Labour Practices:** The employer will receive copies of these sections. Explain them. Note when this occurred (date and time) and to whom you spoke.
- **Required postings:** Give directions on the posting of the Board Notice to Employer and Employees. Explain that employees who have questions should contact the officer directly.

Confirm the following information with the employer:

- correct mailing address, phone and fax numbers;

- who correspondence should be addressed to and who they want copied;
- the name and position of the person receiving notice of the application;
- the name and address of their legal counsel, if any; and
- the locations of all their work sites.

Arrange a meeting with the employer. Send the employer and the union the same acknowledgement letter. See: [*Standard Letters & Documents, Chapter 21(h)*]. Ask the employer if they will be raising objections to the application and the nature of those objections. Meet with the employer to learn about the nature of the business and to obtain information. See: [*Investigations and Reports, Chapter 21(d)*]. **Do not advise the employer about the number or names of employees who selected the applicant union to be their bargaining agent.** Tell the employer that the Board only releases whether or not the union has met the 40% threshold in the officer's report. The Board always keeps union support confidential. See: [*Section 14(6)*].

If it is not possible to give verbal notice to the employer or someone in a position of authority with the company, conduct an Alberta Corporate Registry Website search to find the registered office address. Send any correspondence by registered mail to the registered office address. See: [*Rules of Procedure 11 and 12*].

NOTICE TO OTHER AFFECTED PARTIES

Search the database for bargaining relationships the employer has with other unions. If the certification application affects any of these relationships, give the other party(s) notice. If the application or later investigation discloses other companies or entities that might be the true employer or otherwise affected, notify them as well. Issue all appropriate standard letters, attachments and notices to all parties.

NOTICE TO EMPLOYEES

The Board notifies bargaining unit employees that the union has made application for certification. It does this by having the employer post the Notice to Employer and Employees at the worksite. See: [*Standard Letters & Documents, Chapter 21(h)*]. This notice describes the application, the hearing date and directs the employees to contact the officer with questions.