

FORMS

INTRODUCTION

Individuals or parties with a problem under the [Labour Relations Code](#) make their application, complaint or reference to the Board in writing. The Board provides [forms](#) for this purpose. This policy deals with:

- the purpose of the forms; and
- how to update and order the forms.

THE PURPOSE OF THE FORMS

The Board provides forms to help applicants provide the information necessary under the Rules of Procedure to initiate an application, complaint or reference. The use of some forms is mandatory while others are optional.

Parties **must** use Board forms to apply for certification, proposal votes, strike and lockout votes and notices to attend and produce. The Board strongly recommends employee-initiated revocations are submitted on a Board form to ensure all required information is present.

Those with other types of applications or complaints such as unfair labour practices complaints, duty of fair representation complaints and applications for redirection of union dues for religious purposes can apply using the Board's optional forms or by letter.

The Board will provide parties with a supply of printed forms on request. Forms are also available to download off the Board's website at www3.gov.ab.ca/alrb.

The form files are not to be altered or changed by any person other than Board personnel. Any application filed on an amended or changed form may not be in compliance with the Rules.

The forms are prepared in Word 2000. It is important that parties rely upon their own organization's expertise and/or knowledge of the software to fill in the forms as the Board does not have the resources or expertise to provide telephone or other support for computer programs or files.

Word 2000: By using the "Insert" key, parties can fill out the form with as little disruption to the form itself. The forms must be kept in a format as close to the original as possible.

There is a "readme" file available to download with any Board Form. It is intended to provide users with important information about the use of the file.

All applications and complaints must follow the procedure as set out in the Board's [Rule of Procedure 4](#).

Although the forms are available through the Internet, the Board will not accept applications or complaints through electronic e-mail.

Application/Complaint Forms

Word 2000 Files	Form Number
Application for Certification	LRB 01
Employee Petition - Application for Certification	LRB 06-2
Application for Board Conducted Proposal Vote	LRB 02
Application for Board-Supervised Strike or Lockout Vote	LRB 03
Unfair Labour Practice	LRB 04
Employee Application for Revocation of Bargaining Rights	LRB 05
Employee Petition - Application for Revocation	LRB 6-3
Employee Petition - General	LRB 6-1
Trade Union Filing	LRB 07
Application for Redirection of Union Dues for Religious Reasons	LRB 08
Duty of Fair Representation Complaint	LRB 09
Application for Registration	LRB 12

Declaration of Strike Vote	LRB 14
Strike Vote Notice	-
Sample Ballot	-
Application for Notice to Attend / Notice to Attend and Produce	LRB 15
Application and Ballot for Single Employer Lockout Poll	LRB 16
Application for Arbitration Board	LRB 23
Declaration of Lockout Vote	-
Lockout Vote Notice	-
Sample Ballot	-
Application for Cease and Desist Order	-
readme file	-

HOW TO UPDATE AND ORDER THE FORMS

The management team must approve revisions to the forms. Make suggested revisions on an existing form and submit it to the management team with an explanation of why the revision is required. Follow the same process if there is a need to create a new form.

Once approved, the publications officer/webmaster will follow up with the changes and/or printing of the forms for the office and website. The Administration Clerk in Edmonton coordinates form ordering. If the supply of forms is low in the Edmonton or Calgary office, contact the Administration Clerk. Once the Rules have been updated, inform the staff by email and the public via notice on the Board's website and in the Board's newsletter