VERMONT LABOR RELATIONS BOARD

Notice of Election

Pursuant to an order of the Vermont Labor Relations Board dated November 5, 2014, an election will be conducted by the Vermont Labor Relations Board among all full-time and regular part-time employees (9, 10, 11 or 12 month employees) in the C Family (Administrative Support or Clerical), T Family (Technical) and Sp Family (Specialized) in the University of Vermont classification system in the following positions:

Business Support Assistant (Job Code # 2061, 2063), Business Support Generalist (Job Code # 2071, 2072), Library Support Assistant (Job Code # 2081), Library Support Generalist (Job Code # 2091), Library Support Senior (Job Code # 2101), Office/Program Outreach Support (Job Code # 2111), Office/Program Support Assistant (Job Code # 2021, 2022), Office Program Support Generalist (Job Code # 2031, 2032, 2033), Services Support Material Specialist (Job Code # 2121), Technical Support Generalist (Job Code # 2151), Technical Support Specialist (Job Code # 2171, 2172), Scientific Equipment Technician (Job Code # 4141), Scientific Electronics Technician (Job Code # 4131), Biomedical Equipment Technician (Job Code # 4091), Biomedical Equipment Technician Senior (Job Code # 4101), Equipment Technician (Job Code # 4111), Equipment Technician Senior (Job Code # 4121), Media Broadcast Technician (Job Code # 4151), Media Technician (Job Code # 4161), Media Technician Senior (Job Code # 4271), Research Assistant (Job Code # 4181), Research Project Assistant (Job Code # 4191), Laboratory/Research Technician (Job Code # 4201, 4202, 4203), Laboratory Research Technician Senior (Job Code # 4211), Safety Technician (Job Code # 4231), Environmental Safety Technician (Job Code # 4221), Business/Accounting Specialist (Job Code # 4261, 4262), Facilities Analyst (Job Code # 4011), Information Technology Assistant/Programmer (Job Code # 4031), Medical Laboratory Specialist (Job Code # 4291), Medical Technologist (Job Code # 4051), Nursing Specialist (Job Code # 4061), Process Coordinator (Job Code # 4071, 4073), Program Specialist (Job Code # 4081, 4082), Student Services Specialist (Job Code # 4251), and Interpreter/Translator Specialist (Job Code # 4043; excluding all temporary employees, work-study students, confidential employees, supervisory employees, professional employees and managers.

The employees voting in the election will be asked two questions: 1) whether they wish to be in a collective bargaining unit consisting of the above-described employees; and 2) whether they wish to be represented for exclusive bargaining purposes by the Vermont State Employees Association.

The secret ballot election will take place on December 16 and 17, 2014, from 7:30 a.m. to 5:30 p.m. in the Marsh Lounge in Billings, 48 University Place, on the University of Vermont campus. There will be limited reserved parking spaces on University Place and in the parking lot closest to Billings designated for employees voting in the election.

Provision for Listing of Eligible Voters

By November 10, 2014, the University of Vermont shall post at all places normally used for employer-employee communications a list of employees eligible to vote in the election. Any person whose name is not on the list and believes that it should appear on the list may apply to the Labor Relations Board (mailing address: 133 State Street, Montpelier, VT 05633-6101; facsimile number 802-828-2392; email address: tim.noonan@state.vt.us) for a ruling as to whether he or she will be permitted to have his or her name added to the list of persons eligible to vote in the election. Such application shall be filed with the Board by November 17, 2014.

Provision for Certain Employees to Vote by Mail Ballot

Extension employees, biomedical equipment technicians and biomedical equipment technician seniors, employees who work in Colchester, and other employees whose primary work location is outside of Burlington eligible to vote in the election shall be permitted to vote by mail ballot. On November 24, 2014, the Labor Relations Board shall mail ballots to all employees eligible to vote by mail ballot, and shall include instructions for returning the ballots. The Board must receive mail ballots no later than 4:30 p.m. on December 15, 2014.

Provision for Absentee Ballots

Any employee who will not be present at the time and place set for the election as a result of a long-term illness, previously-scheduled vacation, paid or unpaid leave of absence, or scheduled assignment away from the University of Vermont campus may secure an absentee ballot by making a written request to the Labor Relations Board, setting forth the reason why he or she will be unable to cast the ballot in person. The employee may make such request by a visit to the Labor Relations Board office, by mail or by facsimile machine. The Labor Relations Board is located at 13 Baldwin Street. The Board's mailing address is 133 State Street, Montpelier, VT 05633-6101. The facsimile number of the Board is 802-828-2392. Such request must be made in a timely manner to allow the Board to mail the absentee ballot and for the voter to return the absentee ballot prior to the deadline for receiving absentee ballots. The Board must receive absentee ballots no later than 4:30 p.m. on December 15, 2014.

***IMPORTANT – PLEASE NOTE – THIS IS PAGE ONE OF TWO PAGES***
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QUESTION 1:

Do you wish to be in a collective bargaining unit consisting of all full-time and regular part-time employees (9, 10, 11 or 12 month employees) in the C Family (Administrative Support or Clerical), T Family (Technical) and Sp Family (Specialized) in the University of Vermont classification system in the following positions:
- Business Support Assistant (Job Code # 2061, 2063), Business Support Generalist (Job Code # 2071, 2072), Library Support Assistant (Job Code # 2081), Library Support Generalist (Job Code # 2091), Library Support Senior (Job Code #2101), Office/Program Outreach Support (Job Code # 2111), Office/Program Support Assistant (Job Code # 2121), Office Program Support Generalist (Job Code # 2031, 2032, 2033)
- Services Support Material Specialist (Job Code # 2141), Technical Support Generalist (Job Code # 2151), Technical Support Specialist (Job Code #2171, 2172), Scientific Equipment Technician (Job Code # 4111), Scientific Electronics Technician (Job Code # 4131), Biomedical Equipment Technician (Job Code # 4091), Biomedical Equipment Technician Senior (Job Code # 4101), Equipment Technician (Job Code # 4111), Equipment Technician Senior (Job Code # 4121), Media Broadcast Technician (Job Code # 4151), Media Technician (Job Code # 4161), Media Technician Senior (Job Code # 4271), Research Assistant (Job Code # 4181), Research Project Assistant (Job Code # 4191), Laboratory/Research Technician (Job Code # 4201, 4202, 4203), Laboratory Research Technician Senior (Job Code # 4211), Safety Technician (Job Code # 4231)
- Environmental Safety Technician (Job Code # 4221), Business/Accounting Specialist (Job Code # 4261, 4262), Facilities Analyst (Job Code # 4011), Information Technology Assistant/Programmer (Job Code # 4031), Medical Laboratory Specialist (Job Code # 4291), Medical Technologist (Job Code # 4051), Nursing Specialist (Job Code # 4061), Process Coordinator (Job Code # 4071, 4073), Program Specialist (Job Code # 4081, 4082)
- Student Services Specialist (Job Code # 4251), Interpreter/Translator Specialist (Job Code # 4043; excluding all temporary employees, work-study students, confidential employees, supervisory employees, professional employees and managers)

[ ] YES [ ] NO

QUESTION 2:

Do you wish to be represented for exclusive bargaining purposes by the Vermont State Employees’ Association?

[ ] YES [ ] NO

Both Questions 1 and 2 should be answered. Please indicate your choice by placing an “X” in the proper square, then fold your ballot and place it in the ballot box.

Procedure for Counting Ballots

If fifty percent or more of the votes on Question 1 on the ballots is “no”, then no tally will be made of Question 2, and the employees will be deemed to have voted not to be organized into the bargaining unit. If the majority of votes on Question 1 on the ballots are “yes”, then the results of Question 2 on the ballots will be tallied to determine whether the employees desire to be represented by the Vermont State Employees’ Association.

VERMONT LABOR RELATIONS BOARD

Timothy J. Noonan, Executive Director