

Effective Date: June 5, 2014

<b>INFORMATION BULLETIN</b> <b>APPLICATION FOR CERTIFICATION-THE STEPS</b>
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**Application for Certification Process (July 2014)**

**Step 1:** Union card signing (cards must be signed 90 days or less prior to the date of filing of an application with the Board).

**Step 2:** Union files an application with the Board, including the original membership cards/evidence for the review of the Board Officer. The membership evidence supplied is strictly confidential and for the Board's use only.

**Step 3:** The Board Officer reviews the application and confirms the validity of the membership cards (as per Section 49 of the *Labour Relations Board Rules of Procedure*). After reviewing the application and cards, the Board will return the original membership cards to the Union and maintain a photocopy for the Board's records. The application for certification must be supported by a majority of employees in the bargaining unit at the time of the application.

**Step 4:** If the application for certification is accepted for processing by the Board, a Board Officer will be assigned and a vote will be taken in no more than five business days, excluding holidays and weekends. (Subject to section 47(5) of the *Act*.)

**Step 5:** A copy of the application is faxed to the Employer (without membership evidence) and a copy is also sent by Express Post.

**Step 6:** The Employer shall upon receipt of the application, immediately supply the Board Officer with a list of employees and their classifications.

**Step 7:** The Employer has ten calendar days from its receipt of the application to file a written reply.

**Step 8:** The Union has five calendar days from its receipt of the Employer's reply to file a written response.

**Step 9:** A Board Officer investigates the matter and files his/her report with the Board.

**Step 10:** The written report of the Board Officer is sent to the Union and the Employer. Parties will

be given 2 business days from the issuance of the report to file a reply.

**Step 11:** The Board meets and renders a decision with respect to a matter and a Board Order will accordingly follow.

**Step 12:** Subject to the decision of the Board, the ballots will be counted.

**Step 13:** A final Board Order will be issued that will either certify the union or reject the application.