

Effective Date: June 5, 2014

**INFORMATION BULLETIN
APPLICATION FOR CERTIFICATION-THE STEPS**

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.