



**PUBLIC EMPLOYMENT
RELATIONS COMMISSION**

BALLOT INSTRUCTIONS
for a
REPRESENTATION ELECTION

A petition has been filed to ORGANIZE certain employees for collective bargaining at:

WASHINGTON STATE UNIVERSITY

Your name is on the list of employees eligible to vote in this election. The election includes employees in a bargaining unit described as follows:

All full-time and regular part-time non-supervisory employees employed by Washington State University Facilities Services, Waste Management, excluding supervisors, confidential employees, and all other employees.

The purpose of the election is to determine the desires of the employees.

- **A majority of YES votes will result in the selection of the union as the employees' representative.**
- **A tie vote or a majority of NO votes will result the employees remaining unrepresented.**
- **The election is determined by a majority of votes returned. Failure to vote is not the same as a "No" vote.**

The election will be conducted by SECRET MAIL BALLOT and the tally of ballots will occur at 9:00 a.m. on

AUGUST 25, 2016

INSTRUCTIONS TO VOTERS: To participate in the election, you must return your ballot as instructed.

AN OFFICIAL SECRET BALLOT IS ENCLOSED for you to indicate your vote on the question stated on the ballot.

DO NOT SIGN YOUR BALLOT OR MAKE ANY EXTRA MARKS. Your ballot may be rejected if you put any message on it, or make any marks other than your vote within the boxes provided.

SEAL YOUR MARKED BALLOT IN THE "SECURITY ENVELOPE" ENCLOSED.

SEAL THE SECURITY ENVELOPE IN THE "RETURN ENVELOPE" addressed to the Commission.

DO NOT REMOVE OR OBSCURE YOUR NAME FROM THE "RETURN ENVELOPE." Your name on the return envelope is used to verify eligibility. **If you remove or obscure your name from the Return Envelope, your ballot will not be counted.** The secrecy of your vote is preserved by:

- Keeping all return envelopes sealed until the time established for the tally of ballots;
- Using the employee names on return envelopes only to check against the eligibility list;
- Removing the return envelopes and mixing the Security Envelopes to preserve secrecy; and
- Removing all of the Security Envelopes and mixing the ballots before any ballots are counted.

MAIL THE RETURN ENVELOPE. Postage is prepaid. Employees can also deliver their own ballots to the Commission's Olympia office (with proper identification). A ballot will not be accepted by any other means.

THE DEADLINE FOR RETURN OF BALLOTS is:

AUGUST 24, 2015, BEFORE 5:00 P.M.

Your ballot will only be counted if it is received by PERC on or before this date. Because this is a mail ballot election, you should mail your ballot at a time that ensures it will arrive at the PERC Olympia Office by the deadline. Inquiries concerning this notice and election should reference Case 128222-E-16 and be directed to:

Dario de la Rosa, Public Employment Relations Commission, 112 Henry Street NE, Suite 300,
PO Box 40919, Olympia, WA 98504-0919. Telephone 360.570.7328.