

MEMORANDUM

Campus Human Resources
Healthcare Human Resources



January 14, 2004

PLEASE POST

DEANS, DIRECTORS, DEPARTMENT CHAIRS, ADMINISTRATIVE OFFICERS

Re: Union Petition for Administrative Professional Staff – Election Update

As we informed you last year, the University Professional and Technical Employees/Communication Workers of America (UPTE/CWA), one of UC's labor unions, filed a petition with the Public Employment Relations Board (PERB) requesting an election to unionize the University's approximately 12,000 Administrative Professionals systemwide. An election has been sanctioned and is in the process of being scheduled.

Timeline

Depending on the administrative process chosen by PERB, ballots may be mailed as early as February 11, 2004 or as late as March 3, 2004. The voter period lasts three weeks and votes will be counted on the day following the end of the voter period.

The Election Process

Employees will receive ballots at home. In order to be eligible to vote, employees must have been in a title included in the petition as of October 31, 2003 and must still have been in the unit as of January 4, 2004. In addition to being asked whether or not they want to be exclusively represented by UPTE, Medical Center employees will also be asked whether they prefer to form a separate collective bargaining unit, should the overall vote be in favor of representation.

A simple majority of votes cast decides the election. If the union is elected, it becomes the exclusive agent to negotiate the terms and conditions of employment, such as wages, benefits and work hours, for all employees in the unit.

Importance of Voting

The University encourages all eligible employees to decide for themselves whether they want to be exclusively represented by a union. **A simple majority of those who vote decides the outcome of the election for all members of the bargaining unit, including those who have not voted.** Consequently, it is critical that your staff understand how important their vote is and that they have access to the information they need to make an informed decision. In previous systemwide elections, large numbers of eligible employees did not vote.

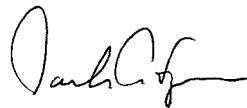
Managers and Supervisors can play a vital role in the election process by encouraging employees to vote. Prior to talking to employees about the election, all managers and supervisors should familiarize themselves with the [Statement of Principles](#) adopted by the University and UPTe for the election. Please ensure that the attached Statement is circulated widely among your managers and supervisors. A copy can be found at Campus Human Resources' Web site at: <http://www.chr.ucla.edu/index.html> under the *Decide for Yourself* button, where you can also find additional information about the election.

Your departmental HR representatives have been trained to provide your managers and supervisors with the resources needed to understand the election process and their role in it. For additional help, please contact Campus Human Resources Employee/Labor Relations at (310) 794-0860 or Healthcare Human Resources at (310) 794-0500.

More information regarding the timeline of the election will be provided as soon as we receive those details.



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