

CERTIFICATION PROCESS

In order for a workplace to get certified there is a legal process that has to be followed which is spelled out by the **ALRC**, which is governed and regulated by the **ALRB**.

- At the commencement of a campaign, the union must determine who in fact is eligible and who is not. Members of management are not permitted to join and therefore excluded.
- A union has to obtain the support of at least 40% of the affected and eligible workers in the workplace. This occurs by the signing of a union membership card indicating the desire to be represented by a union. If 65% support is obtained then voting will not be required and Certification is granted.
- Workers signing cards must also pay \$2.00 as an application fee. Cards are valid for 6 Months from the date they are signed.
- Once sufficient support is obtained, the union can then proceed and file an ***Application for Certification*** with the **ALRB**.

Upon filing the application, a series of events will occur:

- A statutory freeze comes into effect. This ensures that all working conditions are frozen by law and, the employer cannot make any changes whatsoever without the consent of the **ALRB**.
- The employer has to provide the union and the Labour Board it's response to the application along with a list of employees.
- The **ALRB** will review and compare the employer list with the cards filed by the union to determine if the Union has reached the minimum level required to order the vote. If 65% support is obtained a vote is not required.
- The union has the right to challenge the employers list if it feels there are individuals on the list who are not entitled to vote. The **ALRB** has the final say if there is still a dispute.

**AT NO TIME DOES THE EMPLOYER EVER
FIND OUT WHO SIGNED A CARD**

That information is confidential and all the parties are mandated by the ALRB to not release the information.

- Once the **ALRB** determines that the union has met the required level of support, a secret ballot representation vote will be ordered to determine if a majority of employees in the bargaining unit favour certification. The **ALRB** will decide the actual time and location for the vote.
- The vote normally occurs within a few business days of the order being made. The vote is conducted at the workplace by an Officer from the **ALRB**. Both union and employer are entitled to have representative's present scrutineering the vote. In order to be eligible to vote the employee must have been an employee at the time of the application and still employed at the time of the taking of the vote.
- A successful Certification Vote requires a majority (50% + 1) of the ballots cast must be in favour of Union Representation.
- At the end of the voting times, the Officer from the **ALRB** counts the ballots in front of both parties to determine the final outcome.

Questions? Concerns?

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