



August 30, 2024

MEMORANDUM

TO: Stakeholders and Management Liaisons

FR: Nathan Reckman, DAS General Counsel

RE: Fall 2024 Retention and Certification Elections – Notices to Employees

State agencies are required to distribute and post certain notices filed by the Employment Appeal Board (EAB) for State executive branch bargaining units pertaining to the upcoming retention and recertification elections. Attached are the Notices to Employees which must be distributed by your agency to affected employees via email or hardcopy. Traditionally, agencies that have employees who do not regularly access email have posted the notices on bulletin boards and in other locations where they would typically post communications to employees.

Attached to each notice is a description of the bargaining unit by classification. Notably, many of the EAB bargaining unit descriptions attached to the notices are outdated and do not accurately reflect current classifications represented by employee organizations. Information concerning current classifications represented by employee organizations is listed in Appendix A of the AFSCME, IUP, and SPOC collective bargaining agreements, respectively.

Agencies must distribute the notices by email or post the notices relevant to its agency depending upon the classifications existing within the agency. For example, an agency may need to distribute and post the AFSCME Clerical, Professional Fiscal and Staff and the IUP Social Services notices if it has employees in classifications in each bargaining unit within the agency.

The notices must be posted through October 22, 2024. The election period is set to run from 7:00 a.m. on October 8, 2024, through 9:00 a.m. on October 22, 2024. In mid-September, EAB will submit notices of election that State agencies will also have to distribute in a similar manner to all affected employees. Those notices of election will provide details to employees concerning how and when to vote. Agencies will receive a second memo from DAS concerning those upcoming notices and posting requirements once they have been submitted by EAB.

As a reminder, if employees have questions concerning this process they must be directed to their union representatives or EAB.

If you have any questions, please contact DAS Labor and Legal Services.

Cc: DAS Human Resources Consultants
DAS Labor and Legal Services