



KIM REYNOLDS, GOVERNOR

Department of
Administrative Services

ADAM STEEN, DIRECTOR

November 8, 2024

MEMORANDUM

TO: Stakeholders and Management Liaisons

FR: Nathan Reckman, DAS General Counsel

RE: Fall 2024 Retention and Recertification Elections – Orders of Retention & Recertification

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 Orders of Retention & Recertification for each bargaining unit, 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.

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 Orders of Retention & Recertification must remain posted for ten days from receipt of this memorandum.

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

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

Cc: DAS Human Resources Consultants
DAS LLS