



Telephone: (302) 577-5070
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State of Delaware
Public Employment Relations Board
4th Floor, Carvel State Office Building
820 N. French Street
Wilmington, Delaware 19801

NOTICE OF CERTIFICATION ELECTION

BALLOTS TO BE CAST THROUGH UNITED STATES MAIL

RE: DHSS/DSAAPD Senior Social Workers/Case Managers
(Rep. Pet. 16-08-1073)

PURPOSE OF ELECTION

AN ELECTION BY SECRET BALLOT WILL BE CONDUCTED, under the supervision of the Public Employment Relations Board, among Senior Social Workers/Case Managers employed by DHSS/Division of Services for Aging and Adults with Physical Disabilities to determine whether those employees desire to be represented for purposes of collective bargaining by Communications Workers of America, AFL-CIO, Local 13101 (CWA Local 13101).

ELIGIBLE VOTERS

ALL FULL-TIME AND PART-TIME SENIOR SOCIAL WORKERS/CASE MANAGERS EMPLOYED BY DHSS/DIVISION OF SERVICES FOR AGING AND ADULTS WITH PHYSICAL DISABILITIES

ELIGIBILITY RULES

Employees defined under ELIGIBLE VOTERS in this Notice of Certification Election who did not work during the payroll period because they were ill or on vacation or temporarily laid-off and employees in the military service of the United States are eligible to vote.

Secret Ballot Election Procedures Through U.S. Mail

The election will be conducted by SECRET ballot through U.S. Mail. Eligible employees will receive a Secret Ballot, Instructions, and a stamped, addressed return envelope at their home addresses. Ballots will be mailed on or before 5:00 p.m., on **Monday, October 10, 2016**.

In order for a ballot to be valid, the instructions must be carefully followed and the ballot must be received in the PERB Offices by no later than 12:00 noon on Wednesday, October 26, 2016.

The marked ballot must be sealed in the OFFICIAL SECRET BALLOT envelope provided. The voter will return the sealed ballot to the PERB in the stamped, addressed return envelope provided. The return envelope must contain the signature of the voting employee in the space provided in order to be valid. The signed envelopes will be separated from the sealed ballot envelopes prior to the opening of the sealed ballots in order to maintain secrecy.

IF YOU BELIEVE YOU ARE AN ELIGIBLE VOTER AND DO NOT RECEIVE AN ELECTION PACKET AT YOUR HOME BY FRIDAY, OCTOBER 14, 2016, PLEASE CONTACT THE PUBLIC EMPLOYMENT RELATIONS Bd. IMMEDIATELY TO REQUEST A BALLOT BY PERSONALLY CALLING (302) 577-5070.

AUTHORIZED OBSERVERS

Both the employer and the union (CWA Local 13101) will be permitted to appoint one representative to observe the official counting of the ballots.

INFORMATION CONCERNING ELECTION

The Public Employment Relations Act provides that only one valid representation election may be held in a twelve (12) month period.

Any employee who desires to obtain further information concerning the terms and conditions under which this election is to be held or who desires to raise any question concerning the holding of an election, the voting unit, or eligibility rules may do so by communicating directly with the Public Employment Relations Board at its offices located at:

**Public Employment Relations Board, 4th Floor, Carvel State Office Building,
820 N. French Street, Wilmington, DE 19801, (302) 577-5070.**

IMPORTANT MAIL BALLOT ELECTION DATES

BALLOTS MAILED TO VOTERS:	Monday, October 10, 2016
BALLOTS MUST BE RETURNED BY:	12:00 noon, Wednesday, October 26, 2016
BALLOTS WILL BE COUNTED ON:	Wednesday, October 26, 2016 (2:00 p.m.) PERB Hearing Room 4 th Floor, Carvel State Office Building 820 N. French Street Wilmington, DE 19801

Sample - **OFFICIAL SECRET BALLOT**

The purpose of this election is to determine whether **All Full-Time and Part-Time Senior Social Workers/Case Managers employed by DHSS/Division of Services for Aging and Adults with Physical Disabilities (DSAAPD)** desire to be represented for purposes of collective bargaining pursuant to 19 Del.C. §1311.

DO YOU WISH TO BE REPRESENTED FOR PURPOSES OF COLLECTIVE BARGAINING BY:

CWA Local 13101

No Representative

Mark only one X on your ballot, inside one square. Do not sign your name on this ballot.

Fold your ballot and seal it in the enclosed Secret Ballot envelope. Place the sealed envelope inside of the stamped, addressed return envelope.

Sign the back of the return envelope and mail it.

This ballot must be received in the PERB offices by 12:00 noon on Wednesday, October 26, 2016.