



United States of America  
National Labor Relations Board



# CORRECTED NOTICE OF ELECTION

## INSTRUCTIONS TO ELIGIBLE EMPLOYEES VOTING MANUALLY

The election will be conducted in part in-person and in part by mail.

**PURPOSE OF ELECTION:** This election is to determine the representative, if any, desired by the eligible employees for purposes of collective bargaining with their employer. A majority of the valid ballots cast will determine the results of the election. Only one valid representation election may be held in a 12-month period.

**SECRET BALLOT:** The election will be by SECRET ballot under the supervision of the Regional Director of the National Labor Relations Board (NLRB). A sample of the official ballot is shown on the next page of this Notice. Voters will be allowed to vote without interference, restraint, or coercion. Electioneering will not be permitted at or near the polling place. Violations of these rules should be reported immediately to an NLRB agent. Your attention is called to Section 12 of the National Labor Relations Act which provides: ANY PERSON WHO SHALL WILLFULLY RESIST, PREVENT, IMPEDE, OR INTERFERE WITH ANY MEMBER OF THE BOARD OR ANY OF ITS AGENTS OR AGENCIES IN THE PERFORMANCE OF DUTIES PURSUANT TO THIS ACT SHALL BE PUNISHED BY A FINE OF NOT MORE THAN \$5,000 OR BY IMPRISONMENT FOR NOT MORE THAN ONE YEAR, OR BOTH.

**ELIGIBILITY RULES:** Employees eligible to vote are those described under the VOTING UNIT on the next page and include employees who did not work during the designated payroll period because they were ill or on vacation or temporarily laid off, and also include employees in the military service of the United States who appear in person at the polls. Employees who have quit or been discharged for cause since the designated payroll period and who have not been rehired or reinstated prior to the date of this election are *not* eligible to vote.

**SPECIAL ASSISTANCE:** Any employee or other participant in this election who has a handicap or needs special assistance such as a sign language interpreter to participate in this election should notify an NLRB Office as soon as possible and request the necessary assistance.

**PROCESS OF VOTING:** Upon arrival at the voting place, voters should proceed to the Board agent and identify themselves by stating their name. The Board agent will hand a ballot to each eligible voter. Voters will enter the voting booth and mark their ballot in secret. DO NOT SIGN YOUR BALLOT. Fold the ballot before leaving the voting booth, then personally deposit it in a ballot box under the supervision of the Board agent and leave the polling area.

**CHALLENGE OF VOTERS:** If your eligibility to vote is challenged, you will be allowed to vote a challenged ballot. Although you may believe you are eligible to vote, the polling area is not the place to resolve the issue. Give the Board agent your name and any other information you are asked to provide. After you receive a ballot, go to the voting booth, mark your ballot and fold it so as to keep the mark secret. DO NOT SIGN YOUR BALLOT. Return to the Board agent who will ask you to place your ballot in a challenge envelope, seal the envelope, place it in the ballot box, and leave the polling area. Your eligibility will be resolved later, if necessary.

**AUTHORIZED OBSERVERS:** Each party may designate an equal number of observers, this number to be determined by the NLRB. These observers (a) act as checkers at the voting place and at the counting of ballots; (b) assist in identifying voters; (c) challenge voters and ballots; and (d) otherwise assist the NLRB.

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WARNING: This is the only official notice of this election and must not be defaced by anyone. Any markings that you may see on any sample ballot or anywhere on this notice have been made by someone other than the National Labor Relations Board, and have not been put there by the National Labor Relations Board. The National Labor Relations Board is an agency of the United States Government, and does not endorse any choice in the election.

# INSTRUCTIONS TO ELIGIBLE EMPLOYEES VOTING MANUALLY

## VOTING UNIT – 04-RC-344879

### EMPLOYEES ELIGIBLE TO VOTE:

Those eligible to vote are: Included: All full-time and regular part-time professional employees in the following positions: Application Architect, Application Developer B, Application Developer C, Application Developer Senior, Archivist A, Archivist A-01, Archivist B, Business Systems Analyst, Data Analyst D, Librarian A, Librarian A-01, Librarian B, Librarian B-01, Librarian C, Processing Archivist, Staff Writer B, and Staff Writer C by the Employer at its University Libraries and Archives and Records Center at the University of Pennsylvania, Philadelphia, PA who were employed by the Employer during the payroll period ending June 30, 2024.

### EMPLOYEES NOT ELIGIBLE TO VOTE:

Those not eligible to vote are: Excluded: All other employees, non-professional employees, employees currently represented by any labor organization, employees employed by other employers, confidential employees, managerial employees, guards and supervisors as defined in the Act.

### OTHERS PERMITTED TO VOTE IN THE UNIT:

At this time, no decision has been made regarding whether Librarians in the Biddle Law Library are included in, or excluded from, the bargaining unit, and these individuals may vote in the election, but their ballot shall be challenged since their eligibility has not been determined. The eligibility or inclusion of these individuals will be resolved, if necessary, following the election.

## DATE, TIME AND PLACE OF ELECTION

Wednesday, August 7, 2024	11:30 a.m. to 1:30 p.m.	In the Van Pelt Library, Room 623 (Vitale II Media Lab) located at the Employer's 3420 Walnut St, Philadelphia, PA campus
Thursday, August 8, 2024	11:30 a.m. to 1:30 p.m.	In the Van Pelt Library, Room 623 (Vitale II Media Lab) located at the Employer's 3420 Walnut St, Philadelphia, PA campus

**EMPLOYEES ARE FREE TO VOTE AT ANY TIME THE POLLS ARE OPEN.**

**ALL BALLOTS WILL BE COMMINGLED AND COUNTED AT THE REGION 04 OFFICE LOCATED AT THE WANAMAKER BUILDING, 100 PENN SQUARE EAST, SUITE 403, PHILADELPHIA, PA 19107 ON WEDNESDAY, AUGUST 21, 2024 AT 2:00 PM**



United States of America  
National Labor Relations Board



**CORRECTED NOTICE OF ELECTION**



**UNITED STATES OF AMERICA  
National Labor Relations Board**

04-RC-344879



**OFFICIAL SECRET BALLOT**

For certain employees of  
**TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA**

Do you wish to be represented for purposes of collective bargaining by  
**AFSCME DISTRICT COUNCIL 47, LOCAL 590, AFL-CIO?**

**MARK AN "X" IN THE SQUARE OF YOUR CHOICE**

**YES**

**NO**

**IF YOU ARE CASTING THIS BALLOT MANUALLY, AT A POLLING PLACE WITH A BOARD AGENT PRESENT,  
follow these Instructions:**

**DO NOT SIGN OR WRITE YOUR NAME OR INCLUDE OTHER MARKINGS THAT WOULD REVEAL YOUR IDENTITY. MARK AN "X" IN THE SQUARE OF YOUR CHOICE ONLY. If you make markings inside, or anywhere around, more than one square,**

**return your ballot to the Board Agent and ask for a new ballot. If you submit a ballot with markings inside, or anywhere around, more than one square, your ballot will not be counted.**

**IF YOU ARE CASTING THIS BALLOT BY MAIL: See enclosed instructions.**

The National Labor Relations Board does not endorse any choice in this election. Any markings that you may see on any sample ballot have not been put there by the National Labor Relations Board.



United States of America  
National Labor Relations Board



## CORRECTED NOTICE OF ELECTION

### **RIGHTS OF EMPLOYEES - FEDERAL LAW GIVES YOU THE RIGHT TO:**

- Form, join, or assist a union
- Choose representatives to bargain with your employer on your behalf
- Act together with other employees for your benefit and protection
- Choose not to engage in any of these protected activities
- In a State where such agreements are permitted, the Union and Employer may enter into a lawful union-security agreement requiring employees to pay periodic dues and initiation fees. Nonmembers who inform the Union that they object to the use of their payments for nonrepresentational purposes may be required to pay only their share of the Union's costs of representational activities (such as collective bargaining, contract administration, and grievance adjustment).

### **It is the responsibility of the National Labor Relations Board to protect employees in the exercise of these rights.**

The Board wants all eligible voters to be fully informed about their rights under Federal law and wants both Employers and Unions to know what is expected of them when it holds an election.

If agents of either Unions or Employers interfere with your right to a free, fair, and honest election the election can be set aside by the Board. When appropriate, the Board provides other remedies, such as reinstatement for employees fired for exercising their rights, including backpay from the party responsible for their discharge.

### **The following are examples of conduct that interfere with the rights of employees and may result in setting aside of the election:**

- Threatening loss of jobs or benefits by an Employer or a Union
- Promising or granting promotions, pay raises, or other benefits, to influence an employee's vote by a party capable of carrying out such promises
- An Employer firing employees to discourage or encourage union activity or a Union causing them to be fired to encourage union activity
- Making campaign speeches to assembled groups of employees on company time, where attendance is mandatory, within the 24-hour period before the polls for the election first open or the mail ballots are dispatched in a mail ballot election
- Incitement by either an Employer or a Union of racial or religious prejudice by inflammatory appeals
- Threatening physical force or violence to employees by a Union or an Employer to influence their votes

### **The National Labor Relations Board protects your right to a free choice.**

Improper conduct will not be permitted. All parties are expected to cooperate fully with this Agency in maintaining basic principles of a fair election as required by law.

Anyone with a question about the election may contact the NLRB Office at (215)597-7601 or visit the NLRB website [www.nlr.gov](http://www.nlr.gov) for assistance.



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## CORRECTED NOTICE OF ELECTION

### INSTRUCTIONS TO ELIGIBLE EMPLOYEES VOTING BY MAIL

The election will be conducted in part in-person and in part by mail.

**PURPOSE OF ELECTION:** This election is to determine the representative, if any, desired by the eligible employees for purposes of collective bargaining with their employer. (See VOTING UNIT in this Notice of Election for description of eligible employees.) A majority of the valid ballots cast will determine the results of the election. Only one valid representation election may be held in a 12-month period.

**SECRET BALLOT:** The election will be by secret ballot carried out through the U.S. mail under the supervision of the Regional Director of the National Labor Relations Board (NLRB). A sample of the official ballot is shown on the next page of this Notice. Voters will be allowed to vote without interference, restraint, or coercion. Employees eligible to vote will receive in the mail *Instructions to Employees Voting by United States Mail*, a ballot, a blue envelope, and a yellow self-addressed envelope needing no postage.

**ELIGIBILITY RULES:** Employees eligible to vote are those described under the VOTING UNIT on the next page and include employees who did not work during the designated payroll period because they were ill or on vacation or temporarily laid off. In a mail ballot election, employees are eligible if they are in the VOTING UNIT during both the designated payroll period and on the date they mail in their ballots. Employees who have quit or been discharged for cause since the designated payroll period and who have not been rehired or reinstated prior to the date of this election, or, in a mail ballot election, before the date they mail in their ballots, are not eligible to vote.

**CHALLENGE OF VOTERS:** An agent of the Board or an authorized observer may question the eligibility of a voter. Such challenge must be made at the time the ballots are counted.

**AUTHORIZED OBSERVERS:** Each party may designate an equal number of observers, this number to be determined by the NLRB. These observers (a) act as checkers at the counting of ballots; (b) assist in identifying voters; (c) challenge voters and ballots; and (d) otherwise assist the NLRB.

### METHOD AND DATE OF ELECTION

The election will be conducted in part by United States mail. The mail ballots will be mailed to employees who are assigned to work 100% remotely from outside the Philadelphia, PA area who are employed in the appropriate collective-bargaining unit. At 5:00 p.m. on Wednesday, August 7, 2024, ballots will be mailed to voters from the National Labor Relations Board, Region 04, The Wanamaker Building, 100 Penn Square East, Suite 403, Philadelphia, PA 19107. Voters must sign the outside of the envelope in which the ballot is returned. Any ballot received in an envelope that is not signed will be automatically void.

Those employees who believe that they are eligible to vote by mail and did not receive a ballot in the mail by Wednesday, August 14, 2024, should communicate immediately with the National Labor Relations Board

by either calling the Region 04 Office at (215)597-7601 or our national toll-free line at 1-844- 762-NLRB (1-844- 762-6572).

All ballots will be commingled and counted at the Region 04 Office located at The Wanamaker Building, 100 Penn Square East, Suite 403, Philadelphia, PA 19107 on Wednesday, August 21, 2024 at 2:00 p.m., or, at the Regional Director's discretion, by videoconference at a date and time to be determined by the Regional Director in consultation with the parties. In order to be valid and counted, the returned ballots must be received in the Region 04 Office prior to the counting of the ballots.



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National Labor Relations Board



# CORRECTED NOTICE OF ELECTION

## INSTRUCTIONS TO ELIGIBLE EMPLOYEES VOTING BY U.S. MAIL

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#### EMPLOYEES NOT ELIGIBLE TO VOTE:

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