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CENTRAL WASHINGTON UNIVERSITY

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Representation Petition has been filed with  
Public Employment Relations Commission (PERC)

## TOOLS & TIPS

As an employee or supervisor, you *are* CWU. This sheet seeks to provide you with guidance with how to represent CWU during a unionizing campaign.



### What you can do!

#### **T—Truthful**

Provide employees with correct facts. Refute untrue statements. Respond to employees' questions about compensation and personnel policies. If you are unsure or unable to provide the appropriate assistance refer questions or concerns to Human Resources.

#### **O—Objective**

Objectively enforce non-solicitation policies. Require any solicitation for membership or discussion of union affairs, regardless of an individual's stance, be conducted outside work time. (An employee can solicit and discuss unionization on his/her own time, on CWU premises in accordance with CWU policy, when it does not interrupt work.)

#### **O—Open**

Be open. Do not avoid employee's questions. Tell employees that you and other members of management are always willing to discuss any work-related matters of interest to them, but that the employer is legally barred from making or promising any improvements prior to a union election.

#### **L—Listen**

Listen to what employees have to say about the organizing efforts and activities. Address their concerns and questions. If you are unsure or unable to provide the appropriate assistance refer questions or concerns to Human Resources.

#### **S—Supervise**

Continue to supervise and conduct business as usual. Expect Employees to fulfill the duties of their position. Enforce CWU rules and policies impartially and in accord with customary practices.

#### **Human Resources**

400 E University Way | Ellensburg WA 98926-7425 | Office: 509-963-1202

Mitchell Hall, First Floor | Email: [HR@cwu.edu](mailto:HR@cwu.edu) | Web: [cwu.edu/hr](http://cwu.edu/hr)

CWU is an EEO/AA/Title IX Institution. For accommodation email: [DS@cwu.edu](mailto:DS@cwu.edu).

This is an electronic communication from Central Washington University.

## What you must not do!

### **T—Threaten**

Threaten employees with adverse action if they support or do not support a union. CWU cannot retaliate against employees who demonstrate union leanings or participate in Public Employment Relations Commission (PERC) proceedings, such as reducing privileges, suddenly cracking down on tardiness or absenteeism, instituting tougher rules, or otherwise punishing employees for union activity.

### **I—Interrogate**

Question employees about their views or activities with regard to unionization. CWU cannot ask employees whether they have signed union authorization cards or attended union meetings, or who and whether their co-workers have done so, or how they will vote in a union election.

### **P—Promise**

Promise to or grant new benefits to employees if they vote for or against a union. CWU cannot promise to or grant pay increases during a union drive for purposes of making unionization more or less attractive to them.

### **S—Surveillance**

Spy on employees concerning their union activities, such as standing or parking outside a union meeting place with the intent of monitoring activities. CWU cannot visit employees at their homes to solicit their support for or against a union. Employers cannot attend union meetings, even if invited.





### **Can CWU make changes to my working conditions after a petition regarding representation has been filed?**

No. Per [WAC 391-25-140](#), “...changes of the status quo concerning wages, hours or other terms and conditions of employment of employees in the Bargaining Unit or proposed Bargaining Unit are prohibited during the period that a petition is pending before the PERC.”

When a petition is filed that involves employees who are currently represented:

- CWU is required to suspend negotiations with the union on a successor contract involving employees affected by the petition.
- CWU and the union may proceed with negotiations covering employees not affected by the petition, and will resume negotiations on a successor agreement covering the affected employees after the question concerning representation is resolved if the current union retains its exclusive status.

### **What are my rights if a union representative wants to talk to me about joining a union during working hours at my work location?**

You have the right to accept literature from the union representative, and set up a time to discuss in detail joining a union during your breaks or meal periods. You may also a) ask the union representative to leave, or b) contact your supervisor, or c) contact Human Resources at 509-963-1202 for assistance.

Union representatives may meet with or contact employees in areas on University property. Union representatives may not be in restricted areas without permission. University policies and procedures and all CWU CBAs state that employee rest and meal periods are non-work time for the purposes of union access to employees. As with any conversations involving an outside entity, conversations and other activity may not negatively impact the productivity of university staff while they are performing their duties for CWU.

Additionally, in accordance with [WAC 391-25-430](#), while a notice of election is posted, individuals can only conduct union activities in public/non-work areas during non-work time and as long as they do not disrupt operations. The State of Washington also prohibits the use of University resources for personal gain ([RCW 42.52.160](#)). So, when a university employee is participating in union activity, they may not borrow or use University property for union-related activity. This includes employee time. University property can only be used for official University business.

**If my coworkers voted for a union and PERC certifies a bargaining unit that includes my position, will I automatically become a member of the union?** Yes. Employees within the certified Bargaining Unit will become bargaining unit members, regardless of how they voted or if they voted in the election.

Questions? Please contact:

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Human Resources

Front Desk

509-963-1202

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