



United States of America  
National Labor Relations Board  
**NOTICE OF ELECTION**



**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. Employees eligible to vote via mail 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. 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. 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.

**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:** For those voting manually, 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.

**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.



**United States of America  
National Labor Relations Board  
NOTICE OF ELECTION**



**DATE, TIME AND PLACE OF ELECTION**

A secret-ballot election under the Board's Rules and Regulations shall be held under the supervision of the Regional Director in part, on the date and at the hours and places specified below, for all eligible employees in the Student Affairs Division.

Wednesday, May 22, 2024	11:00 a.m. - 2:00 p.m.	The American University Butler Boardroom, Room 600, located at 4400 Massachusetts Avenue, NW, Washington, DC 20016
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**EMPLOYEES ARE FREE TO VOTE AT ANY TIME THE POLLS ARE OPEN.**

**THE MAIL BALLOT PORTION OF THE ELECTION WILL BE CONDUCTED AS FOLLOWS:**

Ballots will be mailed to all eligible employees in the Information Technology and University Communications & Marketing Divisions. Those ballots will be mailed from the office of the National Labor Relations Board, Region 05, Washington Resident Office, 1015 Half Street SE, 6<sup>th</sup> Floor, Washington, DC 20003 at 3:00 p.m. on Wednesday, May 22, 2024.

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 and did not receive a ballot in the mail by Wednesday, May 29, 2024, as well as those employees who require a duplicate mail ballot kit, should communicate immediately with the National Labor Relations Board by either calling the Washington Resident Office at (202) 208-3000 or our national toll-free line at 1-844-762-NLRB (1-844- 762-6572).

All ballots, both manual and mail, will be opened, mingled and counted at the National Labor Relations Board, Region 05, Washington Resident Office, 1015 Half Street SE, 6<sup>th</sup> Floor, Washington, DC 20003 on Wednesday, June 12, 2024, at 3:00 p.m.



United States of America  
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**VOTING GROUP A – PROFESSIONAL EMPLOYEES**

**EMPLOYEES ELIGIBLE TO VOTE:** All full-time and regular part-time professional employees employed below the level of Associate Director in the Student Affairs, Information Technology, and University Communications & Marketing Divisions by American University in Washington, DC, who were employed by the Employer in the above classifications as of April 30, 2024.

**EMPLOYEES NOT ELIGIBLE TO VOTE:** All other employees, faculty other than staff holding adjunct appointments, students at the University paid from budget lines for student wages or Federal Work Study funds or who are employees of University as part of their role as students, employees who are working in positions funded partly or totally through external sources where the University does not control their wages; Senior Manager, Web Strategy; Assistant Director, Finance and Administration; Social Media Manager; Manager, Budget and Administration; confidential employees, non-professional employees, managers, guards, and supervisors as defined by the National Labor Relations Act.

**OTHERS PERMITTED TO VOTE:** The parties have agreed that the following classifications in Group A may vote in the election, but their ballots will be challenged since their eligibility has not yet been resolved: Community Director, Community Director for Diversity and Inclusion Programs, Editor/Writer, and Marketing Account Director. No decision has been made regarding whether the individuals in these classifications or groups are included in, or excluded from, the bargaining unit. The eligibility and inclusion of these individuals will be resolved, if necessary, following the election.

If a majority of valid ballots are cast for Service Employees International Union, Local 500 a/w Service Employees International Union, SOC, CLC, they will be taken to have indicated the employees' desire to be included in the following existing unit currently represented by Service Employees International Union, Local 500 a/w Service Employees International Union, SOC, CLC:

All full-time and regular part-time professional and non-professional employees employed below the level of Associate Director in the Provost's Division (also referred to as the Academic Affairs Division) by American University in Washington, DC, and all full-time and regular part-time non-professional employees employed below the level of Associate Director in the Office of Enrollment by American University in Washington, DC; but excluding all other employees, faculty other than staff holding adjunct appointments, students at the University paid from budget lines for student wages or Federal Work Study funds or who are employees of the University as part of their role as students, employees who are working in positions funded partly or totally through external sources where the University does not control their wages, confidential employees, managers, guards, and supervisors as defined by the National Labor Relations Act.

If a majority of valid ballots are not cast for representation, they will be taken to have indicated the employees' desire to remain unrepresented.

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**Ballot for Voting Group A**

	<p><b>UNITED STATES OF AMERICA</b> National Labor Relations Board 05-RC-341134 <b>OFFICIAL SECRET BALLOT</b> For certain employees of <b>THE AMERICAN UNIVERSITY</b></p>	
Do you wish to be included with non-professional employees in a unit for the purpose of collective bargaining?		
<b>MARK AN "X" IN THE SQUARE OF YOUR CHOICE</b>		
<p><b>YES</b></p> <input type="checkbox"/>		<p><b>NO</b></p> <input type="checkbox"/>
Do you wish to be represented for purposes of collective bargaining by <b>SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 500 A/W SERVICE EMPLOYEES INTERNATIONAL UNION, SOC, CLC?</b>		
<b>MARK AN "X" IN THE SQUARE OF YOUR CHOICE</b>		
<p><b>YES</b></p> <input type="checkbox"/>		<p><b>NO</b></p> <input type="checkbox"/>
<p><b>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.</b></p> <p><b>IF YOU ARE CASTING THIS BALLOT BY MAIL: See enclosed instructions.</b></p> <p>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.</p>		

If a majority of the professional employees voting in Group A vote "Yes" to the first question, indicating their desire to be included in a unit with non-professional employees, they will be so included, and their votes on the second question will be counted together with the votes of the non-professional employees in Group B to decide the question concerning representation for the overall unit consisting of the employees in Groups A and B. If on the other hand, a majority of the professional employees voting in Group A do not vote "Yes" to the first question, their ballots will be counted separately to decide the question concerning representation in a separate Group A.

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National Labor Relations Board**  
**NOTICE OF ELECTION**



**VOTING GROUP B – NON-PROFESSIONAL EMPLOYEES**

**EMPLOYEES ELIGIBLE TO VOTE:** All full-time and regular part-time non-professional employees employed below the level of Associate Director in the Student Affairs, Information Technology, and University Communications & Marketing Divisions by American University in Washington, DC, who were employed by the Employer in the above classifications as of April 30, 2024.

**EMPLOYEES NOT ELIGIBLE TO VOTE:** All other employees, faculty other than staff holding adjunct appointments, students at the University paid from budget lines for student wages or Federal Work Study funds or who are employees of University as part of their role as students, employees who are working in positions funded partly or totally through external sources where the University does not control their wages; Senior Manager, Web Strategy; Assistant Director, Finance and Administration; Social Media Manager; Manager, Budget and Administration; confidential employees, professional employees, managers, guards, and supervisors as defined by the National Labor Relations Act.

**OTHERS PERMITTED TO VOTE:** The parties have agreed that the following individuals or classifications in Group B may vote in the election, but their ballots will be challenged since their eligibility has not yet been resolved: Writer Editor Digital News, Hayley Baugham, and Filemon Palero. No decision has been made regarding whether the individuals in these classifications or groups are included in, or excluded from, the bargaining unit. The eligibility and inclusion of these individuals will be resolved, if necessary, following the election.

If a majority of valid ballots are cast for Service Employees International Union, Local 500 a/w Service Employees International Union, SOC, CLC, they will be taken to have indicated the employees' desire to be included in the following existing unit currently represented by Service Employees International Union, Local 500 a/w Service Employees International Union, SOC, CLC:

All full-time and regular part-time professional and non-professional employees employed below the level of Associate Director in the Provost's Division (also referred to as the Academic Affairs Division) by American University in Washington, DC, and all full-time and regular part-time non-professional employees employed below the level of Associate Director in the Office of Enrollment by American University in Washington, DC; but excluding all other employees, faculty other than staff holding adjunct appointments, students at the University paid from budget lines for student wages or Federal Work Study funds or who are employees of the University as part of their role as students, employees who are working in positions funded partly or totally through external sources where the University does not control their wages, confidential employees, managers, guards, and supervisors as defined by the National Labor Relations Act.

If a majority of valid ballots are not cast for representation, they will be taken to have indicated the employees' desire to remain unrepresented.

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Ballot for Voting Group B



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

05-RC-341134

**OFFICIAL SECRET BALLOT**

For certain employees of  
**THE AMERICAN UNIVERSITY**



Do you wish to be represented for purposes of collective bargaining by  
**SERVICE EMPLOYEES INTERNATIONAL UNION,  
LOCAL 500 A/W SERVICE EMPLOYEES  
INTERNATIONAL UNION, SOC, CLC?**

**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.

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

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**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 (202)208-3000 or visit the NLRB website [www.nlr.gov](http://www.nlr.gov) for assistance.

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UNITED STATES OF AMERICA  
NATIONAL LABOR RELATIONS BOARD  
**INSTRUCTIONS TO ELECTION OBSERVERS**

The role of observers in an NLRB election is an important one. You are here to see that the election is conducted in a fair and impartial manner, so that each eligible voter has a fair and equal opportunity to express him or herself freely and in secret. As official representatives of the parties in this election, you should undertake your role with a fair and open mind. Conduct yourself so that no one can find fault with your actions during the election. The NLRB appreciates your assistance in this democratic process.

**PRINCIPAL FUNCTIONS**

- Monitor the election process.
- Help identify voters.
- Challenge voters and ballots.
- Assist Board Agent in the conduct of election.

**DUTIES**

- **BE ON TIME:** Observers should report one-half hour before the polls open.
- Identify voters.
- Check off the name of the person seeking to vote. One check before the voter's name is made by one party's observer. One check after the name is made by the other party's observer.
- See that only one voter occupies a booth at any one time.
- See that each voter deposits the ballot in the ballot box.
- See that each voter leaves the voting area immediately after depositing the ballot.
- Report any conflict regarding an individual's right to vote to the Board Agent at your table **before** the individual votes.
- **Challenge of Voters:** An observer has the right to challenge a voter for cause. A Board Agent may also question the eligibility of a voter. Any challenge **must** be made before the voter's ballot has been placed in the ballot box.
- Report any unusual activity to the Board Agent as soon as you notice it.
- Wear your observer badge at all times during the election.
- Remain in the voting place until all ballots are counted in order to check on the fairness of the count. If the ballots are not counted immediately after the polls close, you will be informed as to when and where the ballots will be counted.

**DO NOT**

- Keep any list of individuals who have or have not voted.
- Talk to any voter waiting in line to vote, except as instructed by the Board Agent. (Greeting voters as they approach to vote is acceptable.)



- Give any help to any voter. Only a Board Agent can assist the voter.
- Electioneer at any place during the hours of the election.
- Discuss or argue about the election.
- Leave the election area without the Board Agent's permission.
- Use any electronic device including cell phones, laptop computers, personal digital assistants (PDAs), mobile e-mail devices, wired or wireless data transmission and recording devices, etc. (Please turn off or disable these devices before entering the polling area).