

## NATIONAL LABOR RELATIONS BOARD UNION MEMBERSHIP APPLICATION AND DUES CHECK-OFF FORMS

(INSTRUCTIONS: Below are two (2) forms. The first form is an application for NLRBU membership which is to be filled out by the employee applicant. The second form is an employee member's authorization for the Agency to deduct the regular dues of the NLRBU from his or her pay. The second form has three (3) sections. The employee member completes Sections A and B. Either or both forms should be given to an appropriate Local Union official who will forward it or them to the NLRBU official who is designated to complete Section C of the Authorization form and forward it to the Agency as appropriate.)

### MEMBERSHIP APPLICATION

<p>I _____ (Name: Last, First, Middle Initial)</p> <p>Name You Wish Used (if different than First Name, above) _____</p> <p><b>BARGAINING UNIT:</b></p> <p>Field-Region (Office) _____</p> <p><input type="checkbox"/> Admin Prof      <input type="checkbox"/> Professional</p> <p>HDQ Location: Board _____</p> <p>G.C. _____</p> <p><input type="checkbox"/> Admin Prof</p>	<p>hereby apply for membership in the National Labor Relation Board Union and, if accepted for membership, agree to abide by the Constitution and Bylaws of the NLRBU and of the Local of which I am a member.</p> <p>Signature of Applicant _____ Date _____</p> <p>Personal Email: _____</p> <p>Emergency Contact (Include Email and Phone) _____</p> <p>_____</p> <p>Home Address: Number, Street, P.O. Box* _____</p> <p>_____</p> <p>City, State, ZIP Code _____ Mobile Number _____</p> <p><small>*Failure to provide your home address pursuant to Department of Labor rules, may prevent you from voting in NLRBU elections</small></p>
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### AUTHORIZATION AND REQUEST FOR DEDUCTIONS FOR NATIONAL LABOR RELATIONS BOARD UNION DUES

#### Section A – Privacy Act Statement and information for Agency by employee

Section 5525 of Title 5 United States Code (*Allotments and Assignments of Pay*) permits Federal agencies to collect this information. This part of the completed form is used to request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. Completing this form is voluntary, but may it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of Treasury to make proper financial adjustments; 2) a Congressional office if you 'make an inquiry to that office related to this record; 3 ) a court or an appropriate Government .agency if the Government is .party to a legal suit; 4) an appropriate law enforcement agency if we become aware of a legal violation; 5) an organization which is a designated collection agent of a particular labor organization; and 6) other Federal agencies for management, statistical and .other official functions (*without your personal Identification*).

Executive Order 9397 allows Federal agencies to use the social security number (SSN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.

\_\_\_\_\_Sm    \_\_\_\_\_Md    \_\_\_\_\_Lg    \_\_\_\_\_XL    \_\_\_\_\_XXL    \_\_\_\_\_XXXL

Name of Employee (*Print – Last, First, Middle Initial*) \_\_\_\_\_

Free Union T-Shirt: Insert Size Above

Home Address (*Street Number/P.O. Box, City, State, ZIP Code*) \_\_\_\_\_

Name of Agency (*Include Bureau, Division, Branch or other Designation*) \_\_\_\_\_

#### Section B – Payroll deduction authorization by employee

I hereby authorize the Agency to deduct from my pay each pay period the amount certified below as the regular dues of the NLRBU, or any change in the amount of such deduction as a result of a uniform change to the amount of NLRBU dues, or any change in the amount of dues as a result of moving a different job classification which has a different dues rate (for example, moving from an AP to professional position), and to remit such amounts to the NLRBU. Consistent with provisions of the applicable collective bargaining agreement, this authorization will be effective the first full pay period after it is completed and signed, provided that the effective date shall not be more than 30 days prior to the date NLRBU Form No. 1 is received by the Payroll Office. It is understood that this authorization may be revoked at any time by filing with the Agency Payroll Office Standard Form No. 1188 available from the Agency upon request, or by other written request. Revocations received during the first year will be effective the first full pay period after the first anniversary of the execution of NLRBU Form No. 1. Revocations received more than one year after the execution of NLRB Form No. 1 will be effective the first full pay period after the following March 1.

Signature of Employee _____	Date _____
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#### Section C – For use by NLRBU Treasurer or designee

I hereby certify that the regular dues of the National Labor Relations Board Union for the above named member are currently established at \$\_\_\_\_\_ per biweekly pay period.

Signature and Title of Authorized Official _____	Date _____
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# Union Member Rights and Officer Responsibilities under the Civil Service Reform Act

U.S. Department of Labor  
Washington, DC 20210

Office of Labor-Management Standards

The standards of conduct provisions of the Civil Service Reform Act of 1978 (CSRA), among other statutes, guarantee certain rights to members of unions representing Federal employees and impose certain responsibilities on officers of these unions to ensure union democracy, financial integrity, and transparency. The Office of Labor-Management Standards (OLMS) is the Federal agency with primary authority to enforce many standards of conduct provisions. If you need additional information or suspect a violation of these rights or responsibilities, please contact OLMS at 1-866-4-USA-DOL. You should also refer to 29 CFR 457.1 – 459.5, and your union's constitution and bylaws for information on union procedures, timelines, and remedies.

## Union Member Rights

**Bill of Rights** – Union members have:

- equal rights to participate in union activities
- freedom of speech and assembly
- voice in setting rates of dues, fees, and assessments
- protection of the right to sue
- safeguards against improper discipline

**Collective Bargaining Agreements** – Union members (and certain nonunion employees) have the right to receive or inspect copies of collective bargaining agreements.

**Constitutions, Bylaws, and Reports** – Unions are required to file an initial information report (Form LM-1), copies of constitutions and bylaws, and an annual financial report (Form LM-2/3/4) with OLMS. Unions must make these documents available to members and permit members to examine the records necessary to verify the financial reports for just cause. The documents are public information and copies of reports are available from OLMS and on the Internet at [www.union-reports.dol.gov](http://www.union-reports.dol.gov).

**Officer Elections** – Union members have the right to:

- nominate candidates for office
- run for office
- cast a secret ballot
- protest the conduct of an election

**Officer Removal** – Local union members have the right to an adequate procedure for the removal of an elected officer guilty of serious misconduct.

**Trusteeships** – A union may not be placed in trusteeship by a parent body except for those reasons specified in the standards of conduct regulations.

**Protection for Exercising CSRA Rights** – A union or any of its officials may not fine, expel, or otherwise discipline a member for exercising any CSRA right.

**Prohibition Against Violence** – No one may use or threaten to use force or violence to interfere with a union member in the exercise of his or her CSRA rights.

## Union Officer Responsibilities

**Financial Safeguards** – Union officers have a duty to manage the funds and property of the union solely for the benefit of the union and its members in accordance with the union's constitution and bylaws. The union must provide accounting and financial controls necessary to assure fiscal integrity.

**Prohibition of Conflicts of Interest** – A union officer or employee may not (1) have any monetary or personal interest or (2) engage in any business or financial transaction that would conflict with his or her fiduciary obligation to the union.

**Bonding** – Union officers or employees who handle union funds or property must be bonded to provide protection against losses if their union has property and annual financial receipts that exceed \$5,000.

**Labor Organization Reports** – Union officers must:

- file an initial information report (Form LM-1) and annual financial reports (Forms LM-2/3/4) with OLMS.
- retain the records necessary to verify the reports for at least five years.

**Officer Elections** – Unions must:

- hold elections of officers of local unions by secret ballot at least every three years.
- conduct regular elections in accordance with their constitution and bylaws and preserve all records for one year.
- mail a notice of election to every member at least 15 days prior to the election.
- comply with a candidate's request to distribute campaign material.
- not use union funds or resources to promote any candidate (nor may employer funds or resources be used).
- permit candidates to have election observers.

**Restrictions on Holding Office** – A person convicted of certain crimes may not serve as a union officer, employee, or other representative of a union for up to 13 years.

**Loans** – A union may not have outstanding loans to any one officer or employee that in total exceed \$2,000 at any time.

# **10 GOOD REASONS TO JOIN THE NLRBU**



- 1** Do you want to expand your rights and protection in such areas as promotions, alternate work schedules, childcare, educational development, transit subsidies, telework opportunities and other family friendly and quality of life benefits?
- 2** Do you want to help protect yourself from unfair discipline or evaluations?
- 3** Is favoritism a problem in your office?
- 4** Do you realize that there is strength in numbers and we will be even more effective with more members?
- 5** Have you ever taken advantage of the rights, benefits or privileges won for you by the NLRBU?

- 6** Are you concerned about unsafe or unhealthy conditions at your workplace?
- 7** Do you realize that if federal employees don't fight for themselves on Capitol Hill no one else will?
- 8** Do you believe that Agency employees should be treated as valuable resources instead of as replaceable machine parts?
- 9** Do you want to prevent Congress from limiting our pay increases, cutting our Agency appropriation and resources, and otherwise threatening the rights and benefits of federal employees?
- 10** Do you believe that **all** employees, regardless of job classification, should have an equal voice in the Union?

**IF YOU CAN SAY "YES" TO ANY OF THESE  
QUESTIONS  
YOU CAN'T SAY "NO" TO THE NLRBU!**