



STATE OF MARYLAND  
PUBLIC EMPLOYEE RELATIONS BOARD

UNIT CLARIFICATION / CHALLENGE OF UNIT DESIGNATION

45 Calvert Street  
Room 102  
Annapolis, MD 21401  
(410) 260-7291

Complete Sections 1 through 4. Please type or clearly print.  
See instructions on final page.

**DO NOT WRITE IN THIS SPACE**

CASE NUMBER:

DATE FILED:

**1. PUBLIC EMPLOYER**

Full Name:		County:
Address of Employer (Full street address):	Name and Title of Representative to Contact:	Telephone No. & Email:
Attorney or Other Representative of Public Employer (if any):	Attorney or Other Representative Address (Full street address):	Telephone No. & Email:

**2. CERTIFIED ORGANIZATION**

Full Name:		
Address of Certified Organization (Full street address):	Name and Title of Representative to Contact:	Telephone No. & Email:
Attorney/Representative for Certified Organization (if any):	Attorney/Representative Address (Full street address):	Telephone No. & Email:

**3. BARGAINING UNIT**

<p>Included:</p>   <p>Excluded:</p>	
<p>Expiration date of current contract, if any: _____</p>	<p>Approximate number of employees in unit _____</p>
<p>Titles/Positions to be _____ included _____ excluded (check one):</p>	<p>Number of employees: _____</p>
<p>Reasons for the proposed clarification or unit or contest of unit designation:</p>	

<p><b>4. DECLARATION</b></p>
<p><b>Name of Petitioner:</b> _____</p>
<p>I declare that I have read the above petition and that, understanding the penalties of perjury, the information is true, based upon knowledge, information, and belief.</p>
<p><b>By</b> _____ <b>Date:</b> _____</p> <p><b>(Signature of Authorized Representative), (Title)</b></p>

**INSTRUCTIONS FOR FILING A  
UNIT CLARIFICATION / CHALLENGE OF UNIT DESIGNATION PETITION**

1. The purpose of filing this petition is to: (1) seek clarification of the composition of an existing collective bargaining unit or (2) challenge exclusion(s) from, or inclusion(s) in, a represented bargaining unit. ONLY the exclusive representative (employee organization) or the Public Employer of the unit in which clarification is sought may file a petition.
2. Type or clearly print all required information. Fill in all sections of the petition. Failure to provide all information required may delay processing of the petition. If you believe that a section of the petition does not apply to your situation, mark the section "N/A" or "none." If you need more space to complete any section, attach additional sheets and number them accordingly.
3. List and explain fully the reasons for the proposed clarification/challenge which may include:
  - a) To resolve eligibility or inclusion issues that were deferred in the preelection process and thus not agreed to by the parties or determined by the Board, or its designee
  - b) Changes in the definition of managerial, supervisory or confidential employee pursuant to State Personnel and Pensions Article, Title 3, §3-102(b)(11)
  - c) Changed circumstances
  - d) Creation of a new position or title
  - e) The addition or elimination of duties or responsibilities
  - f) Statutory exclusions or inclusions
  - g) Any other reasons why you believe this petition is appropriate
4. Failure to state the reasons in support of this petition will result in its dismissal.
5. Sign the petition, and submit it to:

**Erica L. Snipes, Executive Director**  
**Maryland Public Employee Relations Board**  
45 Calvert Street, Suite 102 Annapolis, MD 21401  
[erica.snipes@maryland.gov](mailto:erica.snipes@maryland.gov)