

November 15, 2023

Voluntary Card Check

General Information and Requirements For Public Employers and Employee Organizations

Page 1 of 2

1. Voluntary Card Checks are conducted based on a joint written request of an employer and union / employee organization. Parties must submit such request on a form prescribed by the Bureau; “JOINT REQUEST FOR VOLUNTARY CARD CHECK” and are subject to the approval of the Bureau Director.
2. The purpose of a card check is to assist the parties **in making their determination** if a joint request for certification of a proposed bargaining unit by the Pennsylvania Labor Relations Board is appropriate based on a majority interest.
3. The Bureau of Mediation only conducts card checks for public sector entities.
4. The role of the Bureau is to compare the names on signed cards provided from the union / employee organization to the eligible list of employees provided by the employer. The Bureau takes no responsibility and has no role in determining the accuracy of the eligible list or the authenticity of the signatures on cards as provided.
5. The Bureau will accept copies of signed cards in lieu of originals. Copies of cards may be provided on paper in physical form or may be submitted in electronic format. **A Bureau staff member will never take possession of the original signed cards.**
6. The Bureau of Mediation does not interpret the results for the parties nor take any position or give any opinion regarding if a proposed bargaining unit is appropriate.
7. Upon conclusion of a voluntary card check, the Bureau will provide to both parties the following information in a format prescribed by the Bureau.
 - A. Date on which the card check took place
 - B. The name of the employer
 - C. The name of the employer’s representative
 - D. The name of the union / employee organization
 - E. The name of the union’s / employee organization’s representative
 - F. The proposed employee / bargaining unit as described by the parties
 - G. The total number of employees in the proposed unit as determined by the parties
 - H. Total number of signed cards for which matching names appear on the eligible list
 - I. The percentage of signed cards based on the total number on the eligible list. This shall be determined by (Number of signed cards divided by total number on the eligible list). The percentage shall be recorded to one decimal place and **based on standard rounding rules**. IE: 75 – signed cards of 92 on eligible list is .8152 to be recorded as 81.5%. 74 signed cards of 92 on eligible list is .8043 to be recorded as 80.4 %.
 - J. The name of Bureau staff member who conducted the check
 - K. The signature of the Bureau staff member who conducted the check

November 15, 2023

Pennsylvania Bureau of Mediation

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Page 2 of 2

8. Fully remote card checks are permissible by the Bureau if the parties agree on such procedure. In such case the employer shall provide an electronic copy of the eligible list and the employee organization shall provide electronic copies of signed signature cards. In the case of electronic card checks, the Bureau staff member shall conduct the card check on a fully remote basis and neither party may be present to observe.
9. If the card check will be conducted on an in-person basis, both parties must have their representatives physically present. The Bureau shall not conduct in-person card checks without both parties physically present to observe.
10. The parties must acknowledge their receipt and acceptance of the conditions specified prior to the Bureau conducting the card check.
11. If complications or procedural objections arise during the process, the Bureau may suspend the card check process until such time any such complications or procedural objections are resolved.
12. At the Bureau of Mediation's sole discretion, the Bureau may withdraw from a card check process as determined appropriate by the Bureau Director or the Director's designee due to procedural complications, or factual or procedural disputes.