

# USD Election Guide

Your guide to voting in the upcoming National Labor Relations Board (NLRB) election.

Soon, the NLRB will conduct a secret ballot election for eligible non-tenure track (NTT) faculty to vote on whether they wish to be represented by the union. This guide includes information about the election and how to ensure your vote is counted.

Your voice is important, and your vote matters.

## WHO'S ELIGIBLE TO VOTE?

All regular full- and part-time NTT faculty who are employed by the University of San Diego, including those with the title of Lecturer, Lecturer I, Lecturer II, Adjunct Instructor, Adjunct Assistant Professor, Professor of Practice, Visiting Assistant Professor and Applied Music Instructor, who teach at least one credit-earning class, section, lesson or lab within the academic unit known as the USD College of Arts and Sciences.

NTT faculty members who meet these criteria and who were employed during the 2023 Spring Semester, 2023 Fall Semester or 2024 Spring Semester are considered eligible to vote. This includes those who did not work during that period because they were ill, on vacation or were temporarily laid off.

## DATES TO KNOW

**23** APRIL 23

The NLRB's Region 21 Office will mail ballots to eligible voters at **2:30 p.m. PT on Tuesday, April 23.**

**30** APRIL 30

Employees who believe they are eligible to vote and do not receive a ballot in the mail by **Tuesday, April 30**, should communicate immediately with the NLRB by calling the Region 21 Office at (213) 894-5200 (8:30 a.m. – 5:00 p.m. PT).

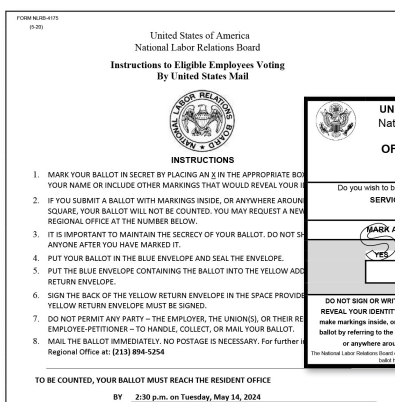
**13** MAY 13

To be valid and counted, your ballot must reach the regional office by **end of day on Monday, May 13.**

**14** MAY 14

All ballots will be comingled and counted by the Region 21 San Diego Resident Office at **2:30 p.m. PT on Tuesday, May 14.**

## INSIDE YOUR VOTER KIT

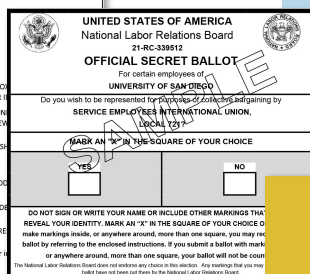


United States of America  
National Labor Relations Board  
Instructions to Eligible Employees Voting  
By United States Mail

**INSTRUCTIONS**

- MARK YOUR BALLOT IN SECRET BY PLACING AN X IN THE APPROPRIATE BOX. YOUR NAME OR INCLUDE OTHER MARKINGS THAT WOULD REVEAL YOUR IDENTITY.
- IF YOU SUBMIT A BALLOT WITH MARKINGS INSIDE, OR ANYWHERE AROUND THE SQUARE, YOUR BALLOT WILL NOT BE COUNTED. YOU MAY REQUEST A NEW BALLOT FROM THE REGIONAL OFFICE AT THE NUMBER BELOW.
- IT IS IMPORTANT TO MAINTAIN THE SECRECY OF YOUR BALLOT. DO NOT SHOW YOUR BALLOT TO ANYONE AFTER YOU HAVE MARKED IT.
- PUT YOUR BALLOT IN THE BLUE ENVELOPE AND SEAL THE ENVELOPE.
- PUT THE BLUE ENVELOPE CONTAINING THE BALLOT INTO THE YELLOW ADDRESS RETURN ENVELOPE.
- SIGN THE BACK OF THE YELLOW RETURN ENVELOPE IN THE SPACE PROVIDED. THE YELLOW RETURN ENVELOPE MUST BE SIGNED.
- DO NOT PERMIT ANY PARTY – THE EMPLOYER, THE UNION(S), OR THEIR REPRESENTATIVE(S) – TO HANDLE, COLLECT, OR MAIL YOUR BALLOT.
- MAIL THE BALLOT IMMEDIATELY. NO POSTAGE IS NECESSARY. For Further Information, Contact the Regional Office at: (213) 894-5254

TO BE COUNTED, YOUR BALLOT MUST REACH THE RESIDENT OFFICE  
BY 2:30 p.m. on Tuesday, May 14, 2024



UNITED STATES OF AMERICA  
National Labor Relations Board  
21-RC-339512  
OFFICIAL SECRET BALLOT

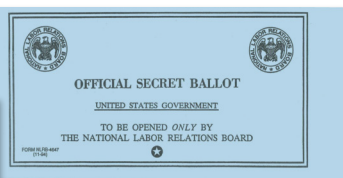
For certain employees of  
**UNIVERSITY OF SAN DIEGO**  
Do you wish to be represented by the union(s) bargaining with  
**SERVICE EMPLOYEES INTERNATIONAL UNION**  
Local 1237?

MARK AN "X" IN THE SQUARE OF YOUR CHOICE

YES	NO
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DO NOT SIGN OR WRITE YOUR NAME OR INCLUDE OTHER MARKINGS THAT REVEAL YOUR IDENTITY. MARK AN "X" IN THE SQUARE OF YOUR CHOICE OR make markings inside, or anywhere around, more than one square, you may request a new ballot by referring to the enclosed instructions. If you submit a ballot with mark or anywhere around, more than one square, your ballot will not be counted.

The National Labor Relations Board does not endorse any union in this election. Any markings that you may have on this ballot will not be counted by the National Labor Relations Board.



OFFICIAL SECRET BALLOT  
UNITED STATES GOVERNMENT  
TO BE OPENED ONLY BY  
THE NATIONAL LABOR RELATIONS BOARD



NATIONAL LABOR RELATIONS BOARD  
REGION 00  
123 AVENUE A  
CITY, STATE 00000-1234

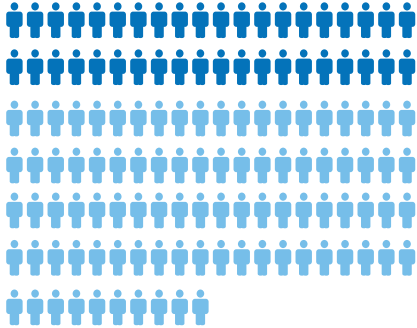
- Detailed voting instructions
- A ballot
- A blue envelope
- A yellow envelope with postage

# YOUR VOTE MATTERS

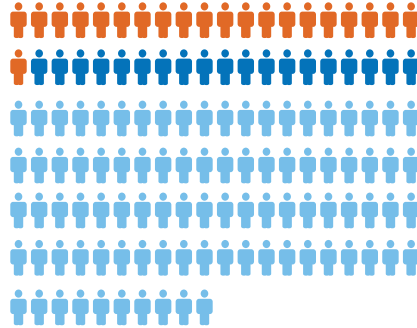
The election is determined by a simple majority of those who participate in the election. But the election outcome will apply to everyone in the unit, regardless of whether they voted.

**This is your decision. Don't let someone else make it for you.**

If only **80** of the 260+ eligible faculty cast a ballot

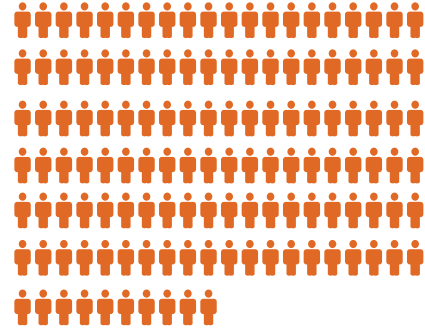


And **41** vote “yes”



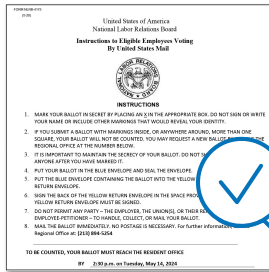
Then **all 260+** NTT faculty would be unionized

=2



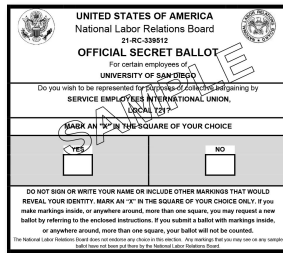
## HOW TO VOTE

1



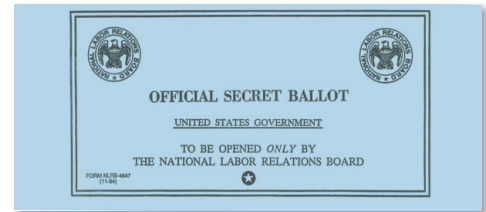
Review the instructions provided by the NLRB.

2



Mark “No” or “Yes” on your ballot. Please **do not** write your name or make any other markings on your ballot.

3



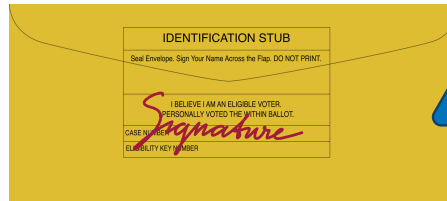
Place the completed ballot in the blue envelope and seal it. Please **do not** write your name or make any other markings on the blue envelope. This helps ensure your vote is completely confidential.

4



Place the sealed blue envelope into the yellow envelope.

5



Sign your name across the seal on the yellow envelope. You must do this in order for your vote to be included in the NLRB's ballot count.

The NLRB needs your signature here to ensure only eligible voters are participating in the election. Before the ballot count, the NLRB will remove the unmarked blue envelopes from the yellow envelopes and combine all ballots to maintain voter anonymity.

6



The NLRB must receive your ballot by end of day on **Monday, May 13**, to be valid and counted.

### REMEMBER

» Ballots **do not** include names, titles or any other identifying information. Your vote is completely secret – **no one** will know how you vote.

» You can vote even if you **did not sign** a union authorization card or petition.

» Signing a union authorization card or petition **does not** mean you have to vote in favor of the union.

# THE CHOICE IS YOURS. NO MATTER WHAT YOU DECIDE, PLEASE VOTE.