

USD Election Guide

This guide was updated May 20, 2024, for the rescheduled election dates set by the NLRB.

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

The NLRB is conducting 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

20 May 20

The NLRB's Region 21 Office will mail ballots to eligible voters at **May 20**.

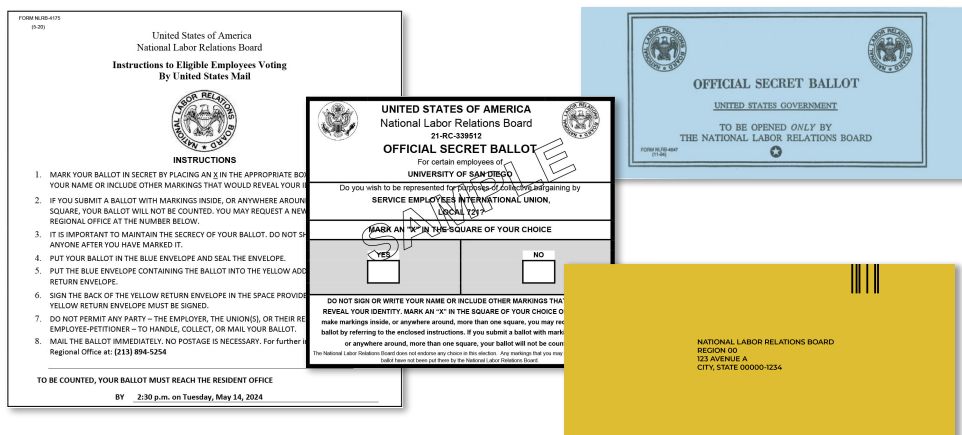
28 May 28

Employees who believe they are eligible to vote and do not receive a ballot in the mail by **May 28**, 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).

18 June 18

All ballots will be comingled and counted by the Region 21 San Diego Resident Office at **2:30 p.m. June 18**.

INSIDE YOUR VOTER KIT



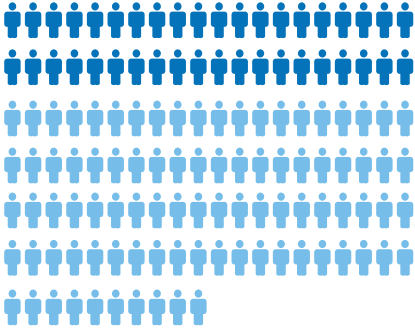
- Detailed voting instructions
- A ballot
- A blue envelope
- A yellow envelope with postage

YOUR VOTE MATTERS

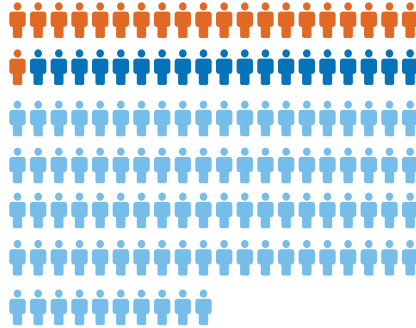
The election is determined by a simple majority of those who participate in the election. But the election outcome will apply to everyone in the unit, regardless of whether they voted.

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

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

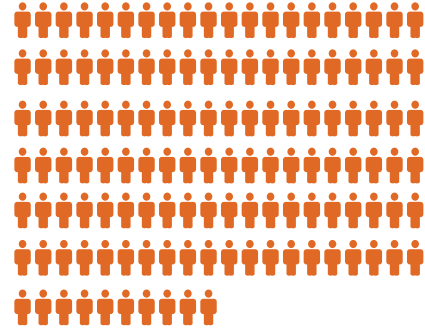


And **41** vote “yes”



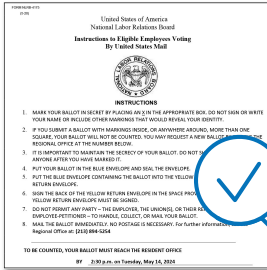
Then **all 260+** NTT faculty would be unionized

=2



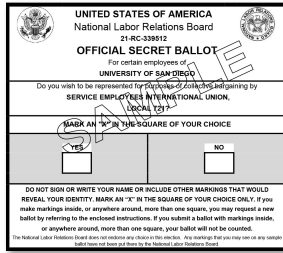
HOW TO VOTE

1



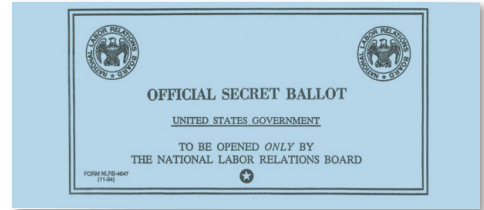
Review the instructions provided by the NLRB.

2



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

3



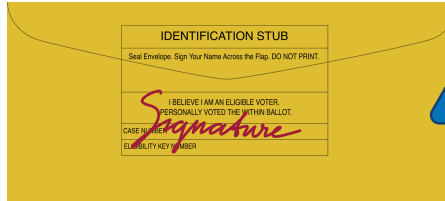
Place the completed ballot in the blue envelope and seal it. Please **do not** write your name or make any other markings on the blue envelope. This helps ensure your vote is completely confidential.

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 bring all ballots to maintain voter anonymity.

6



The NLRB must receive your ballot by **2:30 p.m. June 18**, 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.