

MERC Policy No: 2023-001

**MERC Policy on Electronic Signatures on Show of Interest
Authorization Cards or Documents**

Policy Scope: Establishes the minimum standard for electronically signed show of interest cards or documents used to support a R petition or Majority Status.

Launch Date: Monday, April 3, 2023 and continues until further notice.

POLICY:

Representation Petitions supported with interest authorizations having electronic signatures must satisfy 2 prongs—(i) *Affidavit* and (ii) *Show of Interest Documents* containing the minimum criteria for an acceptable e-signed authorization.

- a. The **Affidavit** signed by the submitting party (e.g., petitioner) regarding the contents being submitted and verifying the process used to procure the submitted interest authorizations. (See attached sample affidavit.)
- b. The **Show of interest Authorization Document (SOI Document)** electronically signed by any eligible employee must satisfy, at minimum, each the following:
 1. Signer's name;
 2. Signer's job title and work location (work shift, if applicable);
 3. Signer's mailing address;
 4. Signer's email address;
 5. Signer's best contact phone number (cell or landline);
 6. Reasonable language indicating the Signer wishes to be represented by ABC Union for purposes of collective bargaining;
 7. Employer's name and location;
 8. Signer's electronic signature with date e- signed;
 9. Proof of the transmittal of the e-signed SOI Document sent from the Signer to the Solicitor or Labor Representative. Proof of transmittal must include the transmittal date, sending and receiving emails or numbers, and indicate what document is being sent (e.g. AFSCME SOI Document)
 10. Signer can email, fax or text message their e-signed SOI Document to the email or fax number of the Labor Representative or Solicitor. SOI Documents under this policy sent to the cell/ text number of the Labor Representative/ Solicitor will be rejected.
- c. **Duration:** An e-signed interest authorization is effective for filing purposes up to 365 calendar days from the date of the electronic signature, unless a shorter period is noted in the document or other policy. **[Adopted: 03-14-2023 Revised: 03-11-2025]**

AFFIDAVIT:

Representation Petition re: Hooterville City Clerk's Office & NWA, Local 222

Dear MERC Elections Officer:

1. I, Jane A. Dhoe, Organizing Director of the New World Association, Local 2222 confirm that the attached authorization cards were obtained from current employees in the specified classifications employed by the Hooterville City Clerk's Office (Employer).
2. The employees completed the requested information, signed and submitted their respective authorization document directly to the Petitioner using their personal or work email accounts.
3. Each submitted authorization includes the requisite information specified in the MERC policy as well as the employee's desire to authorize NWA, Local 2222 as exclusive representative for collective bargaining purposes with the Employer-- Hooterville City Clerk's Office.
4. For those employees who electronically signed their authorization form, a copy of each transmittal, confirmation or email has been included with the authorized document and other required information per the MERC policy.
5. For employees who manually signed authorization cards/documents, those documents have been copied or scanned and included in the packet of materials being submitted to MERC via mail, email or facsimile.
6. To date, I have not received from any employee associated with an attached authorization, or a request to change or rescind their submission. I declare to the best of my knowledge, the above described events and submitted materials are accurate and true.

Jane Dhoe

Jane Dhoe
Director of Organizing
NWA, Local 222
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3/27/2023