

STATE OF WISCONSIN

BEFORE THE WISCONSIN EMPLOYMENT RELATIONS COMMISSION

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In the Matter of the Petition of

OFFICE & PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION LOCAL NO. 9  
AFL-CIO

Involving Certain Employees of

BOARD OF AREA, VOCATIONAL, TECHNICAL  
AND ADULT EDUCATION, DISTRICT NO. 7  
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Case II  
No. 12983 ME-466  
Decision No. 9188

Appearances:

Mr. Edward J. Kubicki, Business Representative, for the Union.  
Mr. Howard Heigl, District Director and Mr. John Dvorsky, Business  
Manager, for the Employer.

DIRECTION OF ELECTION

Office & Professional Employees International Union Local No. 9,  
AFL-CIO, having petitioned the Wisconsin Employment Relations Commission  
to conduct an election among certain employees of the Board of Area,  
Vocational, Technical and Adult Education, District No. 7, Racine,  
Wisconsin, and a hearing on said petition having been conducted at  
Racine, Wisconsin, on July 14, 1969, by Herman Torosian, Examiner;  
and the Commission having considered the evidence and being satisfied  
that a question has arisen concerning representation for certain  
employees of Board of Area, Vocational, Technical and Adult Education,  
District No. 7;

NOW, THEREFORE, it is

DIRECTED

That an election by secret ballot shall be conducted under the  
direction of the Wisconsin Employment Relations Commission within sixty  
(60) days from the date of this Direction in the collective bargaining  
unit consisting of all secretaries and office clerical employees employed  
twenty (20) hours per week or more by Board of Area, Vocational,  
Technical and Adult Education, District No. 7, Racine, Wisconsin,


No. 9188

excluding confidential employes, teachers, custodians and supervisors, except such employes as may prior to the election quit their employment or be discharged for cause, for the purpose of determining whether or not a majority of such employes desire to be represented for the purposes of collective bargaining by Office & Professional Employees International Union Local No. 9, AFL-CIO.

Given under our hands and seal at the City of Madison, Wisconsin, this 13th day of August, 1969.

WISCONSIN EMPLOYMENT RELATIONS COMMISSION

By

  
Morris Slavney, Chairman

  
Earl S. Rice II, Commissioner

STATE OF WISCONSIN

BEFORE THE WISCONSIN EMPLOYMENT RELATIONS COMMISSION

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In the Matter of the Petition of :  
OFFICE & PROFESSIONAL EMPLOYEES :  
INTERNATIONAL UNION LOCAL NO. 9, : Case II  
AFL-CIO : No. 12983 ME-466  
 : Decision No. 9188  
Involving Certain Employes of :  
BOARD OF AREA, VOCATIONAL, TECHNICAL :  
AND ADULT EDUCATION, DISTRICT NO. 7 :  
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MEMORANDUM ACCOMPANYING DIRECTION OF ELECTION

During the course of the hearing the parties agreed that the appropriate collective bargaining unit should consist of all secretaries and office clerical employees employed twenty (20) hours per week or more in the employ of Board of Area, Vocational, Technical and Adult Education, District No. 7, Racine, Wisconsin, excluding confidential secretaries, teachers, custodians and supervisors. An issue arose concerning two employees, Helen Adam and Mary Lee as to their eligibility to participate in the election. The Municipal Employer claims that said employees are confidential employees and should, on said basis, be excluded from the above described unit.

Helen Adam is classified as a financial secretary. Her everyday activities include keeping confidential financial reports and records relating to payroll, sick leave and vacation benefits. She also assists in conducting surveys of salaries and in developing the budget of the Municipal Employer. Adam reports directly to the Business Manager who is a member of the Municipal Employer's negotiating team. Adam will be required to work with the Business Manager in gathering information needed for making proposals in collective bargaining. She will cost proposals made by the Municipal Employer and counterproposals made by the Union.

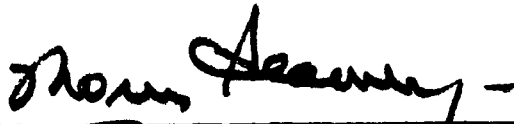
The Commission finds that Helen Adam's activities, as described above, places her in a confidential role and therefore she is excluded from the appropriate collective bargaining unit.

Mary Lee's job title is Administrative Secretary II. She reports directly to the Instructional Services Administrator who, among other things, is responsible for evaluating and recommending the hiring and firing of employees in his department. The Administrator, however, does not participate in negotiations. Lee, in performing her duties has access to all records relating to evaluating and the recommended hiring and firing of employees. Although Lee has access to confidential files the Commission finds that Lee is not privy to the decisions of management with respect to personnel and labor policies and plays no role in the collective bargaining process. She is included in the collective bargaining unit and is, therefore, eligible to vote.

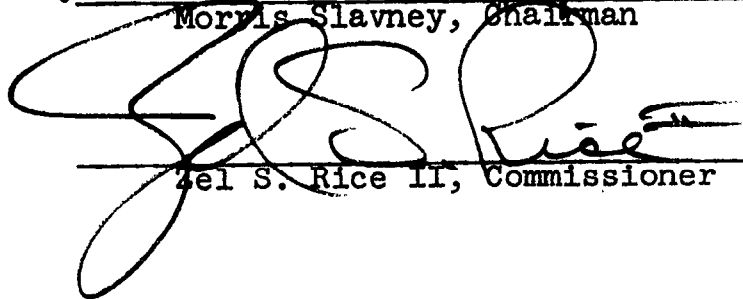
Dated at Madison, Wisconsin, this 13th day of August, 1969.

WISCONSIN EMPLOYMENT RELATIONS COMMISSION

By



Morris Slavney, Chairman



Zel S. Rice II, Commissioner