



United States of America
National Labor Relations Board
NOTICE OF ELECTION



PURPOSE OF ELECTION: This election is to determine the representative, if any, desired by the eligible employees for purposes of collective bargaining with their employer. A majority of the valid ballots cast will determine the results of the election. Only one valid representation election may be held in a 12-month period.

SECRET BALLOT: The election will be by SECRET ballot under the supervision of the Regional Director of the National Labor Relations Board (NLRB). A sample of the official ballot is shown on the next page of this Notice. Voters will be allowed to vote without interference, restraint, or coercion. Electioneering will not be permitted at or near the polling place. Violations of these rules should be reported immediately to an NLRB agent. Your attention is called to Section 12 of the National Labor Relations Act which provides: ANY PERSON WHO SHALL WILLFULLY RESIST, PREVENT, IMPEDE, OR INTERFERE WITH ANY MEMBER OF THE BOARD OR ANY OF ITS AGENTS OR AGENCIES IN THE PERFORMANCE OF DUTIES PURSUANT TO THIS ACT SHALL BE PUNISHED BY A FINE OF NOT MORE THAN \$5,000 OR BY IMPRISONMENT FOR NOT MORE THAN ONE YEAR, OR BOTH.

ELIGIBILITY RULES: Employees eligible to vote are those described under the VOTING UNIT on the next page and include employees who did not work during the designated payroll period because they were ill or on vacation or temporarily laid off, and also include employees in the military service of the United States who appear in person at the polls. Employees who have quit or been discharged for cause since the designated payroll period and who have not been rehired or reinstated prior to the date of this election are *not* eligible to vote.

SPECIAL ASSISTANCE: Any employee or other participant in this election who has a handicap or needs special assistance such as a sign language interpreter to participate in this election should notify an NLRB Office as soon as possible and request the necessary assistance.

PROCESS OF VOTING: Upon arrival at the voting place, voters should proceed to the Board agent and identify themselves by stating their name. The Board agent will hand a ballot to each eligible voter. Voters will enter the voting booth and mark their ballot in secret. **DO NOT SIGN YOUR BALLOT.** Fold the ballot before leaving the voting booth, then personally deposit it in a ballot box under the supervision of the Board agent and leave the polling area.

CHALLENGE OF VOTERS: If your eligibility to vote is challenged, you will be allowed to vote a challenged ballot. Although you may believe you are eligible to vote, the polling area is not the place to resolve the issue. Give the Board agent your name and any other information you are asked to provide. After you receive a ballot, go to the voting booth, mark your ballot and fold it so as to keep the mark secret. **DO NOT SIGN YOUR BALLOT.** Return to the Board agent who will ask you to place your ballot in a challenge envelope, seal the envelope, place it in the ballot box, and leave the polling area. Your eligibility will be resolved later, if necessary.

AUTHORIZED OBSERVERS: Each party may designate an equal number of observers, this number to be determined by the NLRB. These observers (a) act as checkers at the voting place and at the counting of ballots; (b) assist in identifying voters; (c) challenge voters and ballots; and (d) otherwise assist the NLRB.



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VOTING GROUP – UNIT A (PROFESSIONAL UNIT):

EMPLOYEES ELIGIBLE TO VOTE: All full-time and regular part-time professional employees including Attorneys, Law Grads, Paid Fellows, and Social Workers employed by Neighborhood Defender Service of Harlem at or out of 317 Lenox Ave, New York, NY 10027 during the payroll period ending April 12, 2019.

EMPLOYEES NOT ELIGIBLE TO VOTE: All other employees including Executive Directors, Managing Directors, Managing Attorneys, General Counsels, Supervising Attorneys, Supervising Social Workers, Human Resources Managers, Chief Operating Officers, Controllers, Executive Assistants, managers, and non-professional employees as set forth below in Unit B, and guards and supervisors as defined by the Act.

BALLOT FOR VOTING GROUP - UNIT A

<p>UNITED STATES OF AMERICA National Labor Relations Board 02-RC-239425</p>				
OFFICIAL SECRET BALLOT				
For certain employees of NEIGHBORHOOD DEFENDER SERVICE OF HARLEM				
Do you wish to be included with nonprofessional employees in a unit for the purposes of collective bargaining?				
MARK AN "X" IN THE SQUARE OF YOUR CHOICE				
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; padding: 5px;">YES</td> <td style="text-align: center; width: 50%; padding: 5px;">NO</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/></td> </tr> </table>	YES	NO	<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>	<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>
YES	NO			
<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>	<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>			
Do you wish to be represented for purposes of collective bargaining by ASSOCIATION OF LEGAL AID ATTORNEYS, LOCAL 2325, UAW, AFL-CIO?				
MARK AN "X" IN THE SQUARE OF YOUR CHOICE				
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; padding: 5px;">YES</td> <td style="text-align: center; width: 50%; padding: 5px;">NO</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/></td> </tr> </table>	YES	NO	<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>	<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>
YES	NO			
<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>	<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>			
DO NOT SIGN THIS BALLOT. Fold and drop in the ballot box. If you spoil this ballot, return it to the Board Agent for a new one.				
<small>The National Labor Relations Board does not endorse any choice in this election. Any markings that you may see on any sample ballot have not been put there by the National Labor Relations Board.</small>				

WARNING: This is the only official notice of this election and must not be defaced by anyone. Any markings that you may see on any sample ballot or anywhere on this notice have been made by someone other than the National Labor Relations Board, and have not been put there by the National Labor Relations Board. The National Labor Relations Board is an agency of the United States Government, and does not endorse any choice in the election.



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VOTING GROUP – UNIT B (NON-PROFESSIONAL UNIT):

EMPLOYEES ELIGIBLE TO VOTE: All full-time and regular part-time non-professional employees including Paralegals, Team Administrators, Assistant Controllers, Facilities Managers, Investigators, Messengers/Office Aides, Receptionists, Legal Advocates, Parent Advocates, Community Intake Advocates, Client Advocates, and Communications Specialists employed by Neighborhood Defender Service of Harlem at or out of 317 Lenox Ave, New York, NY 10027 during the payroll period ending April 12, 2019.

EMPLOYEES NOT ELIGIBLE TO VOTE: All other employees, including all professional employees as set forth in Unit A above, managers, and guards, and supervisors as defined by the Act.

BALLOT FOR VOTING GROUP - UNIT B

	<p>UNITED STATES OF AMERICA National Labor Relations Board 02-RC-239425</p>	
<p>OFFICIAL SECRET BALLOT For certain employees of NEIGHBORHOOD DEFENDER SERVICE OF HARLEM</p>		
<p>Do you wish to be represented for purposes of collective bargaining by ASSOCIATION OF LEGAL AID ATTORNEYS, LOCAL 2325, UAW, AFL-CIO?</p>		
<p>MARK AN "X" IN THE SQUARE OF YOUR CHOICE</p>		
<p>YES</p> <input type="checkbox"/>		<p>NO</p> <input type="checkbox"/>
<p>DO NOT SIGN THIS BALLOT. Fold and drop in the ballot box. If you spoil this ballot, return it to the Board Agent for a new one.</p> <p>The National Labor Relations Board does not endorse any choice in this election. Any markings that you may see on any sample ballot have not been put there by the National Labor Relations Board.</p>		



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If a majority of the professional employees voting in Unit A vote "Yes" to the first question, indicating their desire to be included in a unit with non-professional employees, they will be so included, and their votes on the second question will be counted together with the votes of the non-professional employees in Unit B to decide the question concerning representation for the overall unit consisting of the employees in Units A and B. If on the other hand, a majority of the professional employees voting in Unit A do not vote "Yes" to the first question, their ballots will be counted separately to decide the question concerning representation in a separate Unit A.

DATE, TIME AND PLACE OF ELECTION

Friday, May 3, 2019	3:00 p.m. to 7:00 p.m.	The moot courtroom at the Employer's facility located at 317 Lenox Avenue, 10th floor, New York, NY
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EMPLOYEES ARE FREE TO VOTE AT ANY TIME THE POLLS ARE OPEN.



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RIGHTS OF EMPLOYEES - FEDERAL LAW GIVES YOU THE RIGHT TO:

- **Form, join, or assist a union**
- **Choose representatives to bargain with your employer on your behalf**
- **Act together with other employees for your benefit and protection**
- **Choose not to engage in any of these protected activities**
- **In a State where such agreements are permitted, the Union and Employer may enter into a lawful union-security agreement requiring employees to pay periodic dues and initiation fees. Nonmembers who inform the Union that they object to the use of their payments for nonrepresentational purposes may be required to pay only their share of the Union's costs of representational activities (such as collective bargaining, contract administration, and grievance adjustment).**

It is the responsibility of the National Labor Relations Board to protect employees in the exercise of these rights.

The Board wants all eligible voters to be fully informed about their rights under Federal law and wants both Employers and Unions to know what is expected of them when it holds an election.

If agents of either Unions or Employers interfere with your right to a free, fair, and honest election the election can be set aside by the Board. When appropriate, the Board provides other remedies, such as reinstatement for employees fired for exercising their rights, including backpay from the party responsible for their discharge.

The following are examples of conduct that interfere with the rights of employees and may result in setting aside of the election:

- **Threatening loss of jobs or benefits by an Employer or a Union**
- **Promising or granting promotions, pay raises, or other benefits, to influence an employee's vote by a party capable of carrying out such promises**
- **An Employer firing employees to discourage or encourage union activity or a Union causing them to be fired to encourage union activity**
- **Making campaign speeches to assembled groups of employees on company time, where attendance is mandatory, within the 24-hour period before the polls for the election first open or the mail ballots are dispatched in a mail ballot election**
- **Incitement by either an Employer or a Union of racial or religious prejudice by inflammatory appeals**
- **Threatening physical force or violence to employees by a Union or an Employer to influence their votes**

The National Labor Relations Board protects your right to a free choice.

Improper conduct will not be permitted. All parties are expected to cooperate fully with this Agency in maintaining basic principles of a fair election as required by law.

Anyone with a question about the election may contact the NLRB Office at (212)264-0300 or visit the NLRB website www.nlr.gov for assistance.