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# Alaska Labor Relations Agency 2012 Annual Report

*State of Alaska  
Governor Sean Parnell*

*Department of Labor  
& Workforce Development  
Commissioner Dianne Blumer*



*Alaska Labor Relations Agency  
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*Mark Torgerson, Administrator*

*Submitted June 14, 2013*

# 2012 ANNUAL REPORT

Submitted June 14, 2013  
(In accordance with AS 23.05.370)

## INTRODUCTION

The Alaska Labor Relations Agency, or ALRA, administers the Public Employment Relations Act (PERA) for the State, municipalities, public schools, and the University. The Agency also administers the railroad labor relations laws for the Alaska Railroad Corporation. ALRA has jurisdiction over petitions for certification or decertification of bargaining representatives, petitions to clarify the composition of public employee bargaining units and to amend the certification of units, and charges of unfair labor practices. The Agency enforces collective bargaining agreements, determines employee strike eligibility, and rules on claims for religious exemption from the obligation to pay fees to a bargaining representative.

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## PERSONNEL

### BOARD MEMBERS

A board of six members governs the Agency. They serve staggered three-year terms and must have backgrounds in labor relations. Two members each must be drawn from management, labor, and the general public. AS 23.05.360(b). Members volunteer their time as they are unpaid, but they receive per diem. Not more than three members may be from one political party. The following Alaskans serve on the Board:

Gary P. Bader, Chair	Reappointed March 1, 2013	Public
Aaron T. Isaacs, Jr., Vice Chair	Reappointed March 1, 2011	Public
Will Askren, Board Member	Reappointed March 1, 2011	Management
Tyler Andrews, Board Member	Reappointed March 1, 2012	Management
Matthew McSorley, Board Member	Reappointed March 1, 2012	Labor
Daniel Repasky, Board Member	Reappointed March 1, 2013	Labor

### STAFF

Mark Torgerson, Administrator/Hearing Examiner  
Jean Ward, Hearing Officer/Investigator  
Margie Yadlosky, Human Resource Specialist I  
Kathleen Wagar, Office Assistant III

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OFFICE

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STATUTES

Relevant statutes appear in AS 23.05.360--23.05.390; AS 23.40.070--23.40.260 (PERA); and AS 42.40.705--42.40.890 (railroad).

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REGULATIONS

The Agency's regulations appear in 8 AAC 97.010--8 AAC 97.990.

## 2012 HIGHLIGHTS.

***Board Appointments.*** Governor Sean Parnell reappointed board chair Gary P. Bader to a public seat and reappointed Daniel Repasky to a labor seat on March 1, 2013.

***Caseload Trends.*** Case filings in 2012 decreased 36.4 percent over 2011's total, from 22 to 14. This continues a short-term trend of fewer filings the previous few years. (See "CASE LOAD COMPARISON BY YEAR" chart page 5).

As shown by the "OVERVIEW" table on page 6, the number and type of cases filed each year is unpredictable. The Agency has no direct control over case filings. Factors that affect filings include organizing efforts, expiration of collective bargaining agreements, economic factors, and changes to statutes and regulations.

***Agency Appeals.*** There were no appeals of agency Decision and Orders to the Superior or Supreme Courts during 2012. There has not been an appeal of an agency decision since 2007.

***Unit Clarification Petitions.*** In 2012, two unit clarification (UC) petitions were filed. (See "CASES FILED" on page 6 for a year-by-year comparison). Except in 2006 when 42 were filed, the agency has seen a general decrease in UC case filings in recent years. Historically, UC petitions once outnumbered all other case filings combined.

Historically, UC petitions usually have involved a dispute over the extent of an employee's supervisory or confidential duties. The employee's actual duties affect bargaining unit placement. Most UC disputes have involved the State of Alaska, the Alaska State Employees Association (ASEA) (the largest state union, representing the general government unit), and the Alaska Public Employees Association (APEA) (representing the state supervisors' unit). In 2012, two unit clarification petitions were filed. One involved a State general government unit position and the other involved 3 positions at the City of Cordova. In recent years, more unit clarification petitions have raised the issue of whether a position should be excluded from all bargaining units, or whether a position belongs in a certificated unit of teachers or a unit of support staff.

**Unfair Labor Practice Complaints.** Unfair labor practice (ULP) charges filed in 2012 (8) decreased from 2011 (13). (See "CASES FILED" on page 6 for a year-by-year comparison). The completion of unfair labor practice cases is generally the most time-consuming part of the Agency's workload because the process includes investigations, prehearing conferences, and hearings. Like other case types, ULP case filings are unpredictable. (See "CASES FILED" page 6, analysis at page 12, and chart on page 14). In 2012, 38% of ULP filings were education-related, and 62% were state related cases. There were no political subdivision or railroad-related cases filed in 2012.

In 2012, 75% of unfair labor practice charges concerned bad faith bargaining followed by domination or interference charges at 12.5%, and the remaining 12.5% were cases related to discrimination regarding hire or tenure of employment. Bad faith bargaining charges usually arise in the context of collective bargaining: one party believes the other party has failed to bargain in good faith under the law. Eight ULP investigations were completed in an average of 150 days in 2012.

**Elections.** Although there were no representation petitions filed in 2012, one election conducted in 2012 related to a representation petition filed in late 2011. (See "CASES FILED" page 6). The 2012 representation petition filings compares to 4 representation petitions filed in 2011 and 11 representation petitions filed in 2010. There have been no decertification petitions filed for six years.

**Strike Petitions.** No strike petitions were filed in 2012. (See "CASES FILED" page 6).

**Emphasis on Informal Resolution.** The Agency encourages informal resolution through mediation and other means. The agency's hearing officer works with parties to settle unfair labor practice charges. When successful, informal resolution saves the parties and the Agency the time and expense required to litigate disputes at a hearing. The Agency continues to resolve some disputes informally. In 2012, the hearing officer resolved ten unfair labor practice cases informally.

**Website.** The Agency provides information on its Internet web site, accessible through the State of Alaska's home page (<http://www.state.ak.us>) or directly at

<http://www.labor.state.ak.us/laborr/home.htm>. The site contains a link to contact the Administrator by e-mail, information about Agency programs and resources, and access to a searchable database of all agency decisions. The Agency continues to add new materials to the website. Public suggestions are encouraged.

**Training.** The ALRA Board consists of board members who are currently employed in related fields (4) and those who are retired from related fields (2). The Board is supported on a day-by-day basis both legally and administratively by ALRA staff who have both certificated legal experience and many years of on-the-job experience. It is important that the Board and staff participate in periodic continuing education to allow a professional and objective response to the myriad of complex and ever-evolving labor relations issues that arise before the Agency. However, due to a lack of funding, no board member attended training in 2012. This lack of training could place the ALRA and its work at risk over the long term.

The Agency again provided training to two law student interns during the summer of 2012. This intern program, initiated in 2008, has been shared with the Alaska Workers' Compensation Appeals Commission. This program is an effort by Seattle University Law School, the University of Alaska Anchorage, and governmental entities to provide legal experience and training to law students.

Interested law students apply through the Seattle University Law School as part of its "Study Law in Alaska" program. Students are interviewed and selected by the Administrator and the Chair of the Appeals Commission. Since Alaska does not have a law school, the program gives law students an opportunity to work in the labor law field and to experience a summer in Alaska. Interns have been reimbursed for their plane fare but receive no other compensation.

The hope is that after spending a summer working in Alaska, students will consider relocating to Alaska and work in the labor law field. The Agency has received positive reviews from participating student interns and from the Seattle University Law School's Director of the program. Law students who participated in the summer program during 2012 were Adrienne Parks from Seattle University Law School and David Embree from the University of Iowa College of Law. Thus far, three of the ten interns who have completed the program have either moved to Alaska or plan to move to Alaska. Two former interns have passed the Alaska Bar and are now practicing law in Alaska.

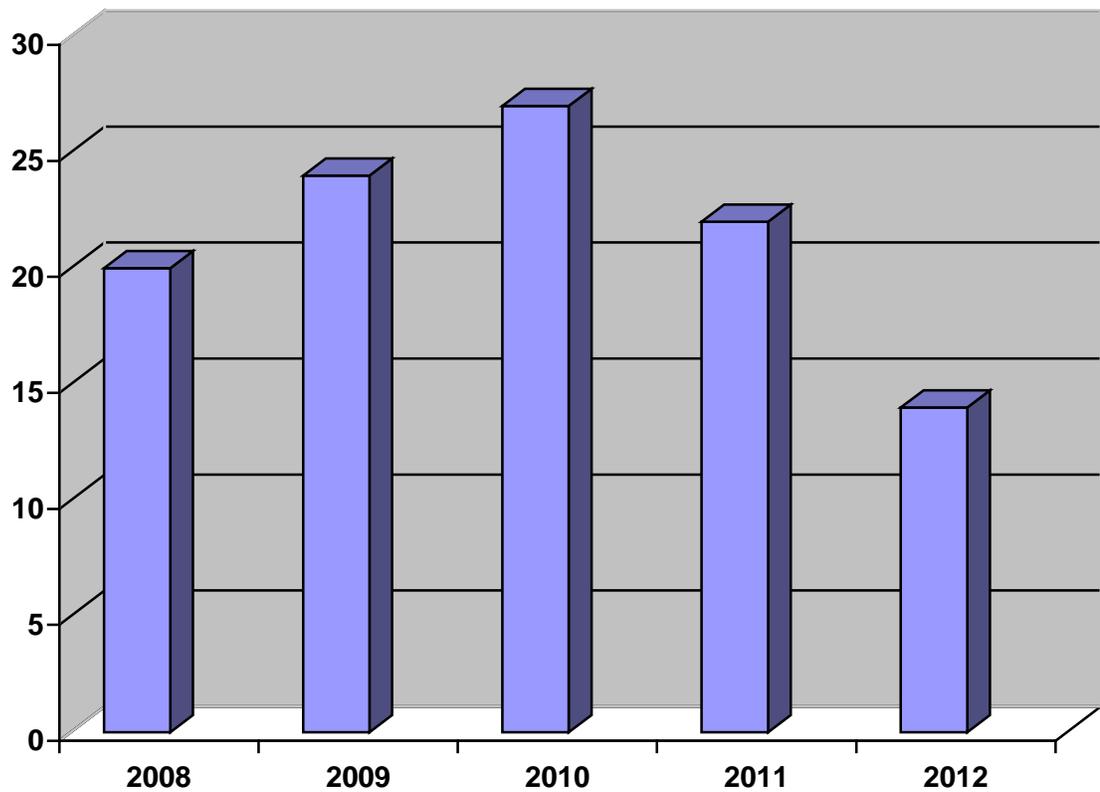
**Outreach.** Mark Torgerson attended the regional conference of the National Academy of Arbitrators in Girdwood on September 7 – 9, 2012. Mark gave the plenary address at the conference. He spoke about the history of ALRA and the Public Employment Relations Act, arbitration issues, and the legislative history of labor relations in Alaska.

Jean Ward also gave a talk during 2012. She spoke to members of the Association of Alaska School Boards about ALRA and the Public Employment Relations Act. She also shared insights gained through 22 years of experience at ALRA about the

importance of parties' relationships, particularly after long, difficult negotiations have ended. Jean answered the participants' questions.

## CASE STATUS SUMMARIES

### CASE LOAD COMPARISON BY YEAR



**OVERVIEW**

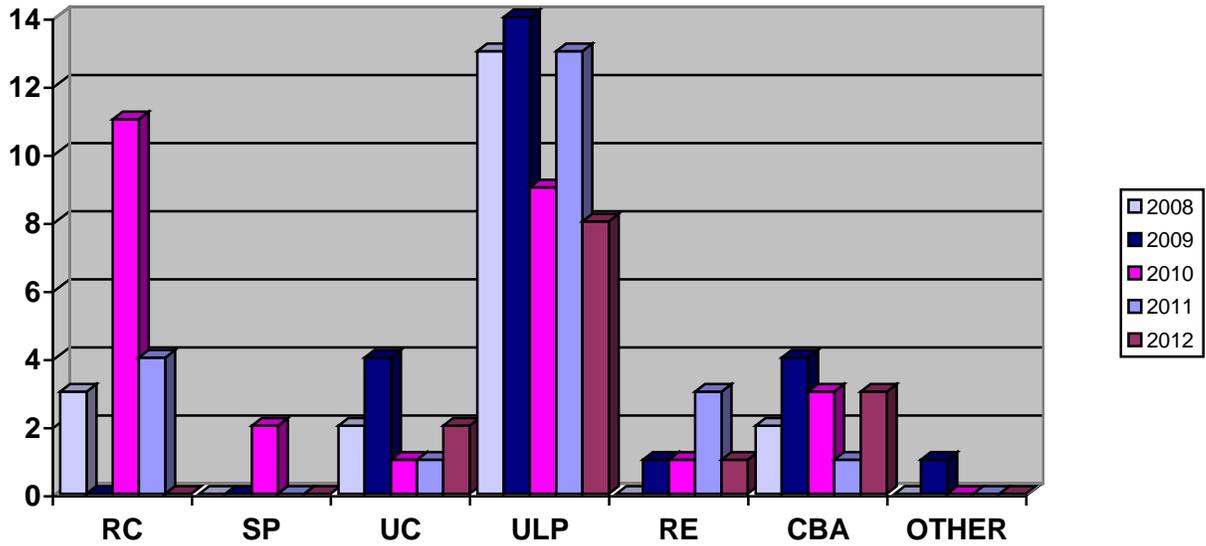
<b>CASES FILED</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Amended Certification (AC)	0	0	1	0	0
Representation (RC)	2	0	7	2	0
Decertification (RD)	0	0	0	0	0
Decert. to certify a new rep.(RC/RD)	1	0	3	2	0
Strike notice or strike class petition (SP)	0	0	2	0	0
Unit Clarification (UC)	2	4	1	1	2
Unfair Labor Practice Charge (ULP)	13	14	9	13	8
Religious Exemption Claims(RE)	0	1	1	3	1
Contract Enforcement (CBA)	2	4	3	1	3
Other (OTH)	0	1	0	0	0
<b>TOTAL</b>	<b>20</b>	<b>24</b>	<b>27</b>	<b>22</b>	<b>14</b>

<b>AGENCY ACTIVITY</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Unfair Labor Practice Investigations	10	11	8	8	8
Unit Clarification Investigations	0	0	0	4	1
Decisions and Orders Issued	4	2	2	5	1
Other Board Orders Issued	2	3	2	6	2
Hearing Officer Orders Issued	3	1	3	6	4
Elections Conducted (includes AC)	7	0	1	5	1
<b>TOTAL</b>	<b>26</b>	<b>17</b>	<b>16</b>	<b>34</b>	<b>17</b>

<b>FINAL DISPOSITION</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Notices of dismissal issued	1	3	6	9	4
Cases settled or withdrawn	15	12	10	8	10
Cases that went to hearing	4	1	1	5	3
Impasse matters settled or withdrawn	0	0	0	0	0
Cases deferred to arbitration	0	0	1	0	0
<b>TOTAL</b>	<b>20</b>	<b>16</b>	<b>18</b>	<b>22</b>	<b>17</b>

CHARTS

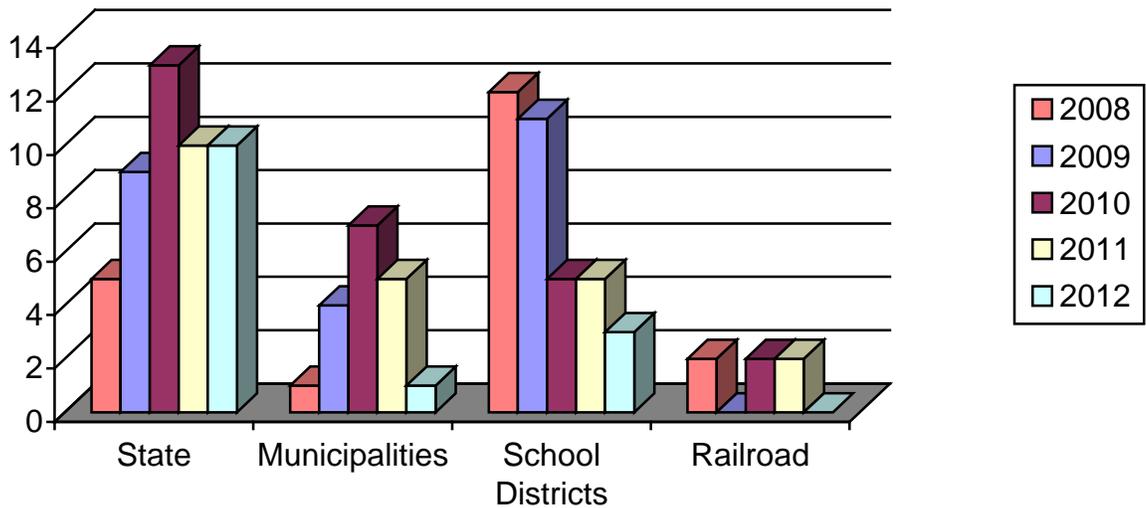
PROGRAM COMPARISON BY YEAR



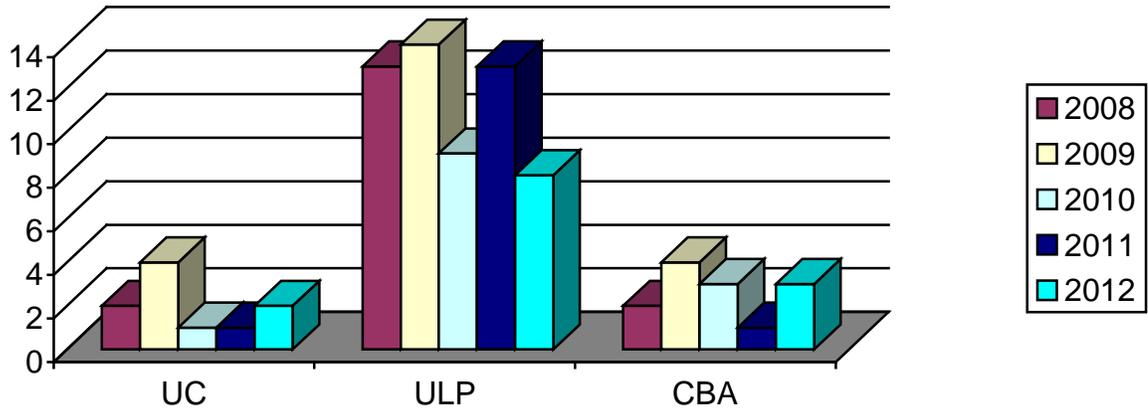
RC Representation petitions  
 SP Strike notices and petitions  
 UC Unit clarification petitions

ULP Unfair labor practice charge  
 RE Religious exemption claim  
 CBA Contract Enforcement

EMPLOYER COMPARISON BY YEAR

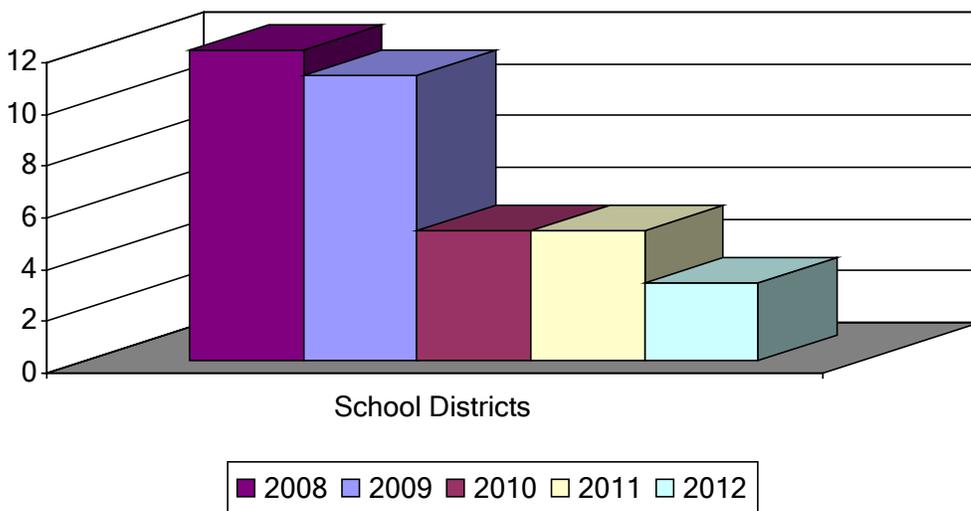


**PROGRAM FIVE YEAR TRENDS**



UC Unit clarification petitions  
 ULP Unfair labor practice charges  
 CBA Contract Enforcement petitions

**SCHOOL DISTRICT ACTIVITY FROM 2008 TO 2012  
 FOR ALL CASES FILED**



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**REPRESENTATION PETITIONS (AS 23.40.100; AS 42.40.750)**

Labor organizations, employers, or employees may file petitions to initiate a secret ballot election for certification or decertification of a labor or employee organization for collective bargaining. Parties may also notify the Agency that the employer consents to the labor organization’s exclusive representation of a particular unit of employees. When this occurs, no election is required if investigation verifies the majority status of the labor organization.

Prior to conducting an election, the Agency resolves any objections raised by a party. If a party files an objection, a hearing is conducted before the agency board which issues a decision and order that resolves disputes and clarifies who gets to vote in the election.

No representation petitions were filed in 2012. The one election conducted and certified in 2012 was filed in 2011. For 2012, the average number of days from filing date to election date was 90 days, higher than the 66 days for 2011, and the same as in 2010. An objection filed to the appropriateness of the proposed bargaining unit in this case increased the total number of days to election in 2012. The Agency fielded numerous questions regarding organizing and decertification efforts in 2012.

Petitions for recognition by mutual consent are filed to change a bargaining unit's name, affiliation, site, or location. None were filed in 2012.

<b>REPRESENTATION PETITIONS FILED</b>	<b>0</b>
Employer	
State	0
Municipalities	0
Public Schools	0
Railroad	0
Type	
To certify a new unit	0
To decertify the unit	0
To change representatives	0
To amend certificate	0
Hearings conducted	0
Petitions that proceeded to election	1
Mutual Consent Petitions certified	0

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**STRIKE AND STRIKE CLASS PETITIONS (AS 23.40.200; 8 AAC 97.300  
REPEALED; AS 42.40.850)**

Under the Public Employment Relations Act (PERA), the Agency hears disputes about strike classifications and impasse matters. Strike classification is important to employees and employers because it essentially determines whether employees have the legal right to strike. PERA divides public employees into three separate classes for purposes of authorization to strike. Class I's, like police and fire fighters, are prohibited from striking. Class II's, like snow removal workers, may strike for limited periods of time until a court determines that public safety and health are affected. Class III's, which include a wide range of public employees, have a broad right to strike.

There were no strike class petitions filed or hearings held in 2012.

<b>STRIKE PETITIONS FILED</b>	<b>0</b>
Employer	
State	0
Municipalities	0
Public Schools	0
Railroad	0
Hearings Conducted	0

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**UNIT CLARIFICATION AND UNIT AMENDMENT PETITIONS (8 AAC 97.050)**

Unit clarification (UC) and unit amendment petitions are filed to resolve disputes over unit composition. An employer's reorganization of its staff, or adding or eliminating positions can raise a question of the appropriate unit for the positions. Representation may not be an issue in a unit clarification petition, and unit issues that come up in the process of handling a representation petition are not counted here.

In 2012, two new unit clarification petition's were filed, leaving three open UC cases by year's end. Historically, most unit clarification disputes have arisen as objections to state transfers of employees from one bargaining unit to another. This usually has occurred when the State of Alaska changes a position's job duties, and the State proposes to move the position to the supervisory or confidential unit from the general government unit. If agency investigation shows there is reasonable cause to believe that a question of unit clarification exists, the case is scheduled for hearing.

There were no unit clarification petitions heard by the ALRA board in 2012. A case heard in 2010 involving a bargaining unit dispute between University of Alaska Federation of Teachers, Local 2404, APEA/AFT, AFL-CIO (formerly the Alaska Community Colleges Federation of Teachers) and the United Academics bargaining unit is pending. This dispute concerns the appropriate bargaining unit placement of a multitude of positions. Two related unfair labor practice complaints are in abeyance pending the outcome of the unit clarification dispute.

**UNIT CLARIFICATION PETITIONS FILED** 2

Employer

State	1
Public Schools	0
Municipalities	1
Railroad	0

Hearings conducted 0

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## UNFAIR LABOR PRACTICE CHARGES (AS 23.40.110; AS 42.40.760)

Employers, labor organizations, or individual employees may file unfair labor practice (ULP) complaints. Charges against employers include retaliation for union membership or exercise of employee rights, coercion, domination or interference with an organization, and bad faith bargaining. Charges against unions include coercion, bad faith bargaining, dues disputes, and interference with the employer's selection of its collective bargaining representative.

Unfair labor practice filings in 2012 decreased 39% over 2011's filings. (See "CASES FILED" page 6 for longer-term trends). Except for 2010 and 2012, the filings the past few years suggest a short-term rising trend. (See "PROGRAM COMPARISON" page 7). Of the 8 charges filed in 2012, 75% concerned bad faith bargaining, 12.5% concerned domination or interference with formation, existence or administration of a union, and the remaining 12.5% concerned discrimination in regard to hire or tenure of employment or a term or condition of employment to encourage or discourage union membership. There were no filings related to a duty of fair representation charge.

The Agency ranks ULP's by level of priority for determining which cases are investigated first. For example, disputes that affect a large number of employees receive higher priority. There were no high priority ULP's filed in 2012 compared to one filed in 2011 and 2010 and five filed in 2009. One pending ULP case was placed in abeyance at the Complainant's request. Parties often request a case be put on hold as they are working on settlement. A case may also be put in abeyance because jurisdiction may lie in the courts. During 2012, the Agency completed eight investigations in an average of 150 days. (See "TIMELINESS" page 16). Of the eight investigations, all were normal priority and there were no high priority investigations concluded in 2012. One investigation was particularly lengthy and complex.

While priority ranking affects which cases are investigated first, the nature and complexity of a case and the extent of the parties' cooperation affect the time it takes to complete unfair labor practice investigations. The Agency's ability to complete investigations timely is affected negatively when case filings rise significantly or other workload components such as extensive public records requests take priority.

If the investigating hearing officer finds there is probable cause that a violation occurred, the case is scheduled for hearing. However, cases scheduled for hearing sometimes settle prior to hearing. Three unfair labor practice hearings were conducted in 2012.

**UNFAIR LABOR PRACTICE CHARGES FILED** 8

Employer	
State	5
Municipalities	0
Public Schools	3
Railroad	0
Type	
Arbitration related	0
Bad faith bargaining	6
Retaliation	0
Interference with protected rights	0
Domination or interference (a)(2)	1
Union duty of fair representation	0
Employer action without bargaining	0
Information request	0
Scope of bargaining	0
Weingarten	0
Discrimination	0
Impasse	0
Other	1
Unilateral	0
Investigations	8
Hearings conducted	3
Other resolution	
Dismissals (no probable cause)	1
Deferrals to arbitration	0
Settled or withdrawn	7
Dismissed, inaction	1
Dismissed, final order	0
Dismissed, Insufficient	0
Remand	0
Other	1

<b>Complainant</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Alaska Public Employees Ass'n	0	0	2	0	0
Alaska State Employees Ass'n	1	0	0	1	1
University of Ak Federation of Teachers (was ACCFT 2004-2007)	1	0	0	0	0
School Unions	6	3	0	0	2
Ferry Unions	0	0	2	3	0
Other Unions	2	9	2	8	2
Individuals	0	0	3	0	1
Employers	3	2	0	1	2
<b>Total ULPs filed</b>	<b>13</b>	<b>14</b>	<b>9</b>	<b>13</b>	<b>8</b>

**COMPARISON BY ULP COMPLAINANT**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
UNION	10	12	6	12	5
EMPLOYER	3	2	3	1	2
INDIVIDUAL	0	0	0	0	1
<b>Total ULPs filed</b>	<b>13</b>	<b>14</b>	<b>9</b>	<b>13</b>	<b>8</b>

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**CLAIMS FOR RELIGIOUS EXEMPTION (AS 23.40.225; AS 42.40.880)**

AS 23.40.225 and AS 42.40.880 allow a public employee to seek an exemption from union membership or agency fee payment on the basis of bona fide religious convictions. There was one such claim filed for exemption in 2012.

<b>CLAIMS FILED</b>		<b>1</b>
Employer		
	State	1
	Municipalities	0
	Public Schools	0
	Railroad	0
Hearings conducted		0

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**PETITIONS TO ENFORCE THE COLLECTIVE BARGAINING AGREEMENT (AS 23.40.210; AS 42.40.860(b); 8 AAC 97.510)**

Upon petition of a party, the Agency has statutory authority to enforce the terms of a collective bargaining agreement. All agreements must contain a grievance/arbitration procedure, which the parties must exhaust before filing a petition to enforce the agreement.

There were three such petitions filed in 2012. The highest annual total of CBA case filings during this decade was in 2003, when parties filed 9 petitions.

One decision and order was issued in 2012. (See “Decisions and Orders Issued”, No. 1, at pages 17 and 18).

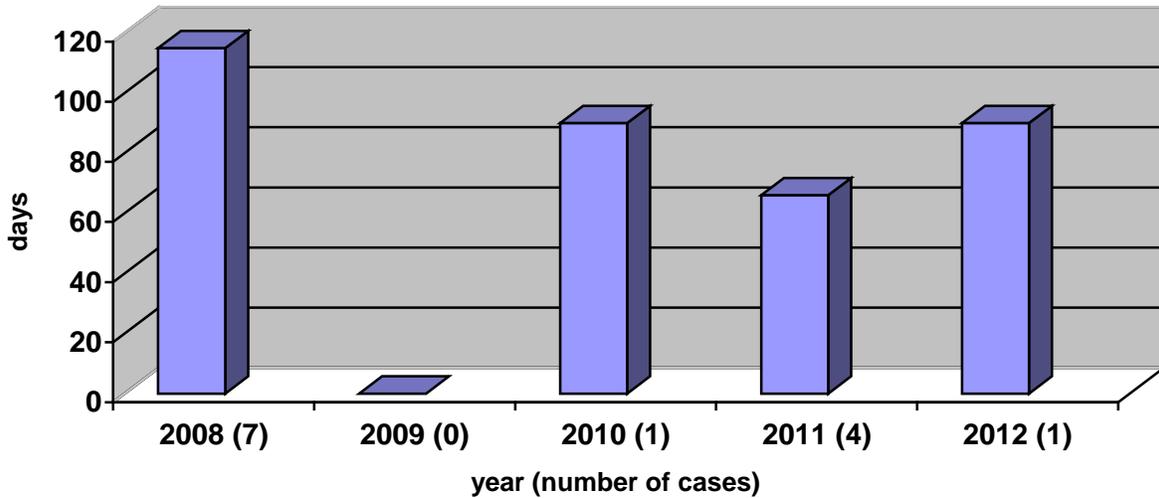
<b>CBA PETITIONS FILED</b>		<b>3</b>
Employer		
	State	3
	Municipalities	0
	Public Schools	0
	Railroad	0
Hearings conducted		0

# TIMELINESS

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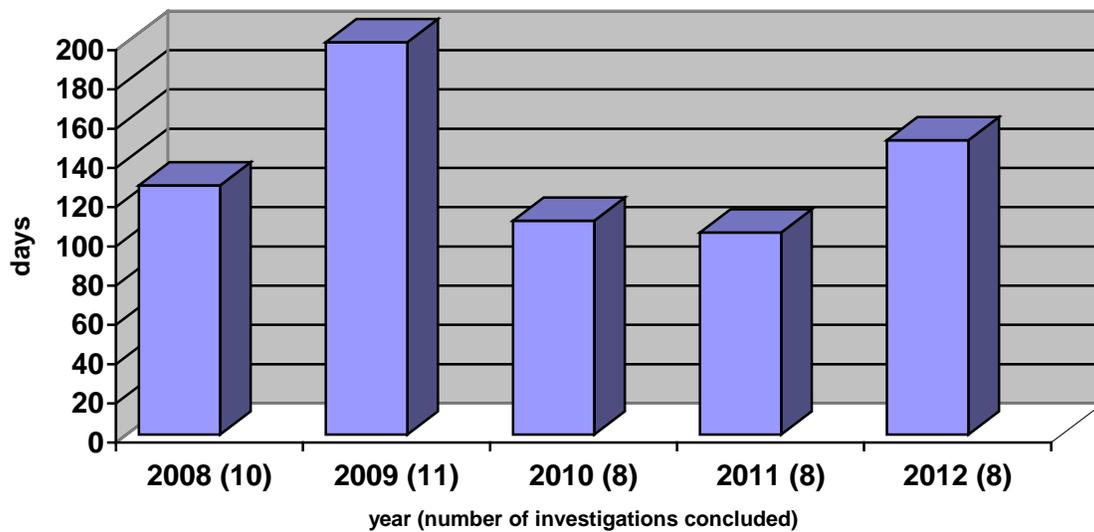
## ELECTIONS

**NUMBER OF DAYS TO CERTIFICATION OF ELECTION.**



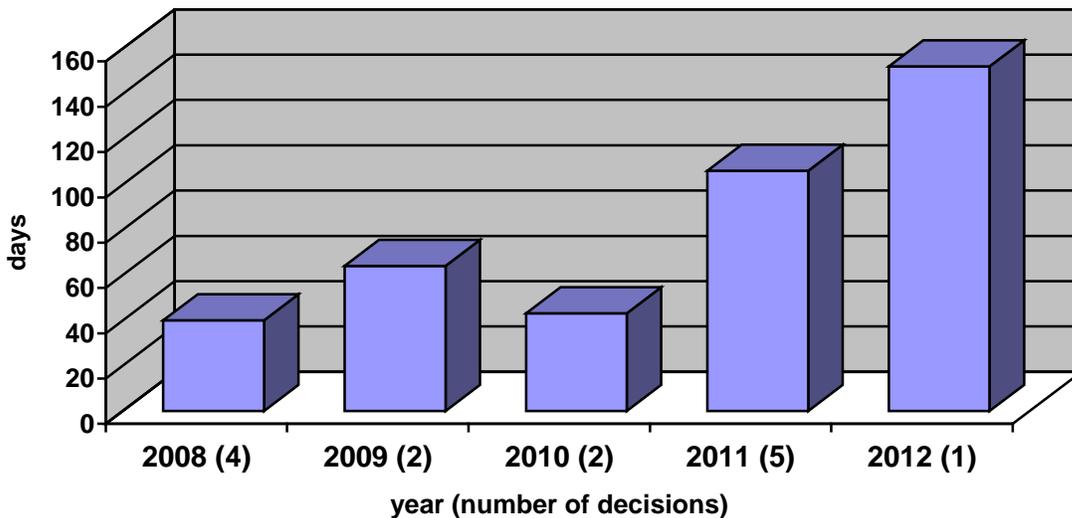
## UNFAIR LABOR PRACTICE INVESTIGATIONS

**NUMBER OF DAYS TO CONCLUSION OF INVESTIGATION.**



DECISION AND ORDERS

NUMBER OF DAYS FROM CLOSING OF RECORD TO DECISION



In 2012, the Board did not meet its goal of issuing 90% of decision and orders within 90 days. Board decision and orders were issued in an average of 152 days from record closure compared to 106 days in 2011, and 43 days in 2010.

DECISIONS AND ORDERS ISSUED

1. **Petersburg Police Association v. City of Petersburg and Petersburg Municipal Employees Association, Local 6132, APEA/AFT, AFL-CIO, Case No. 11-1594-RC/RD, Decision and Order No. 297 (January 23, 2012).**

The Petersburg Police Association filed a petition to sever all Class I (strike ineligible) employees from the wall-to-wall bargaining unit represented by the Petersburg Municipal Employees Association/APEA (PMEA). The ALRA Board panel conducted a hearing in Petersburg and applied the factors in AS 23.40.090. The Board concluded that the unit appropriate for collective bargaining continued to be the existing wall-to-wall unit. Although the police department employees have distinct law enforcement duties, they have been part of the wall-to-wall unit for more than 25 years, and they have been represented adequately. The police department employees participated actively in negotiations through the years. The Board noted that police department employees in political subdivisions are usually included in wall-to-wall bargaining units. The Board further concluded that unnecessary fragmenting would occur if it granted the severance petition.

The Board also addressed the issue of whether to allow testimony from the law partner of the attorney who represented the police employees in the petition. The law partner/attorney would allegedly testify "about the experience that [the law firm had] in representing independent labor organizations, how in his opinion small independent law enforcement labor organizations have been successful in representing their members, and have provided superior representation to their members than was provided by traditional labor unions."

Both PMEA and the City argued that the testimony would be inappropriate and irrelevant to the issues in the case. The Board agreed with PMEA and the City. The Board stated: "The testimony of an attorney who is representing a labor organization, such as the Association, does not provide useful or necessary evidence in the determination of issues related to a representation petition or severance petition."

The Board denied and dismissed the petition to sever.

## APPEALS

There were no appeals of agency decisions filed in the appellate courts in 2012.

## OTHER AGENCY BUSINESS

The Agency conducted two business meetings during calendar year 2012. The Board has discussed conducting some business meetings by phone but believes in-person meetings are important for board members, agency staff, and the public. In-person meetings give the public the opportunity for face-to-face communication with board members, and vice-versa.

## LEGISLATION

The Agency did not propose legislation for consideration by the Governor in 2012, and legislation was not enacted that affected the Agency.

## REGULATIONS

Agency regulations appear in 8 AAC 97.010 -- 8 AAC 97.990. Copies are available upon request. The Board did not propose or adopt any new regulations during 2012.

## BUDGET

The agency budget remains lean. The Agency has requested a maintenance budget from 2013 to 2014. The principal component in the budget is the wages and benefits for the four full-time staff members. To stay abreast of its caseload under

current staffing and budget limitations, the Agency streamlines procedures when possible while assuring the fairness of its due process. To minimize costs, the Agency schedules in-person hearings in Anchorage when possible, schedules multiple hearings on successive days, and relies on telephone conferences for persons participating outside the Anchorage area. The Agency also hears disputes for decision on the written record where appropriate. However, board members strongly believe that in-person hearings are the best way to conduct hearings. They prefer in-person hearings so they have the opportunity to listen to and question witnesses face-to-face, to judge witness credibility in person, and to give the parties the opportunity to see who is deciding their case. The board believes it is important to participate in continuing education and keep board members and agency staff skills current. Therefore, the board will request additional funds for training.

The Agency conducts elections by mail ballot, avoiding travel costs and loss of productive employee time during travel.

**FISCAL YEAR 2013**

TOTAL	555.8
Personnel	519.9
Travel	7.5
Services	49.4
Commodities	10.1

**SUMMARY OF SERVICES AVAILABLE**

Requests for services can be made either personally at the Agency's office in Anchorage, by telephone at 907.269.4895, by fax at 907.269.4898, or by e-mail to mark.torgerson@alaska.gov, unless otherwise indicated.

**Board decisions.**

Board decisions from 1973 to present are now available for download from the Agency's web site. Also available is a cross-reference list of Agency cases appealed to the Alaska Superior and Supreme Courts. Board decisions are also available by request from the Agency electronically or in hard copy by mail. Parties may pick up copies at the Agency office.

Business meetings.

The Board conducts business meetings at 1016 West 6th Avenue, Suite 403, in Anchorage. A meeting agenda is available upon request to the Agency two weeks before the meeting. The Agency can accommodate requests to participate at the meeting by telephone. Such requests should be made seven days before the scheduled date for the meeting.

Facsimile filings.

The Agency will accept filing by fax, but the person filing by fax must still mail or personally serve the required number of copies of the document upon the Agency.

Filings.

The Agency maintains a record of all filings. The record is available for review in the office of the Agency, or by telephone at 907.269.4895.

Forms.

The Agency has forms available to assist persons filing unfair labor practice charges, representation petitions, petitions for recognition by mutual consent, claims for religious exemption, petitions for unit clarification, and petitions to enforce the collective bargaining agreement. Parties are not required to use Agency forms, but the forms are provided for the convenience of the public. Persons can pick up these forms at the Agency's office or by telephoning 907.269.4895. In addition, the forms are available for download from the Agency's web site at <http://www.labor.state.ak.us/laborr/forms.htm>.

Information.

Staff members are available between the hours of 8:00 a.m. and 4:30 p.m. to answer questions about Agency process and procedure.

Library.

The Agency maintains a non-circulating library of labor relations texts. The library is open for public use.

Mediation.

Agency staff members are available to answer questions about the mediation process and Agency mediation services. Parties interested in mediation may request mediation, which is conducted by the Agency's hearing officer.

Publications.

**Pamphlet.** The Agency publishes a pamphlet containing the laws and regulations the Agency administers. Persons may request a copy of Pamphlet 900. The most recent pamphlet was published in July of 2007 and contains the changes to the regulations on collective bargaining among public employees 8 AAC 97.010 -- 8 AAC 97.990 effective on May 20, 2007, and updates to the Public Employment Relations Act AS 23.40.070 -- 23.40.260 passed during the first session of the 25th Legislature.

**Report to Governor and the Legislature.** The Agency is required to report to the governor annually. AS 23.05.370(a)(3). Copies of the annual report are available upon request.

**Representation Services pamphlet.** This pamphlet is a basic description of the Agency's representation process and is available at no charge.

**Unfair Labor Practices pamphlet.** This pamphlet is a basic description of unfair labor practices and related Agency proceedings. The pamphlet is available at no charge.

**Practice Handbook.** This handbook provides information on practice before the Agency and is intended for use by persons who must file or respond to petitions and unfair labor practice charges.

Speakers.

Agency staff members are available to speak to groups about the Agency, its programs, and topics on labor relations.

Electronic copies of agency proceedings.

Copies of CD's of Agency case proceedings are available upon request. Please call Agency staff to arrange copying. Generally, there is no charge if the appropriate type and number of CD's are provided.