



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 UNITS

VOTING GROUP A: PROFESSIONAL UNIT

EMPLOYEES ELIGIBLE TO VOTE:

All part-time and full-time professional office employees of Nazareth University at its facility located at 4245 East Ave, Rochester, NY, in the following job classifications: Accounts Payable Manager, Admissions Counselor, Alumni Engagement Officer, Assistant Director Academic Advising, Assistant Director Campus Operations & GTC Manager, Assistant Director for Community Engagement and Career, Assistant Director for Diverse Student Support Services, Assistant Director for Study Abroad Programs, Assistant Director for Wellness Outreach & Education, Assistant Director of Academic Success, Assistant Director of Accessibility, Assistant Director of Annual Fund Programs, Assistant Director of Employer Relations, Assistant Director of Enrollment Communications, Assistant Director of Social and Digital Media, Assistant Director Hillel Advisor and Interfaith Programs, Assistant Director Weider Community, Assistant Director in the Financial Aid Department, Assistant Director in the International Education Department, Assistant Director in the Marketing and Communications Department, Associate Director of Annual and Leadership Giving, Associate Director of Graduate Admissions, Associate Director of Major Giving, Associate Director of Outreach, Associate Director of Student Engagement & Leadership, Business Coordinator & Project Manager, Data Analyst, Designer Print & Web Production, Developer of Web and Mobile Technologies, Donor Relations and Communication Manager, Engineer Enterprise & Network Solutions, Head of III/Serials Services, Instructional Technology Specialist, IT Business Analyst, Learning Experience Designer Expansive Naz Strategic Program, Librarian Reference, Manager of Student Employment, Mid-Atlantic Regional Admissions Counselor, Muslim Student Association Advisor, Network Security Engineer, Senior Career Coach, Senior Enterprise & Network Solutions Engineer, Senior Financial Analyst, Senior Graphic Designer, Systems Librarian, Title III Learning Specialist, and Transfer Admissions Counselor, **who were employed by the Employer during the payroll period ending April 5, 2025 for non-exempt employees, and April 9, 2025 for exempt employees.**

EMPLOYEES NOT ELIGIBLE TO VOTE:

All per diem employees; all temporary employees; all employees in the Campus Safety Department; all employees in the Human Resources Department; all employees in the Athletics Department; all faculty employees; all adjunct faculty employees; all instructional employees, teachers, and lecturers; all student employees; all Vice Presidents and Presidents; all Associate Deans and Deans; all Associate Provosts and Provosts; all Assistant Coaches and Coaches; all Athletic Trainers and Assistant Trainers; all students; all Directors not listed in the classifications permitted to vote subject to challenge; all healthcare providers not listed in the classifications permitted to vote subject to challenge; all guards; all managers; all managerial employees; all confidential employees; all nonprofessional employees; all supervisors as defined by the NLRA; and all other employees.



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OTHERS PERMITTED TO VOTE:

The parties have agreed that individuals in the classifications of Clinical Experiences & Partnerships Program Director, Director for Diversity and Inclusive Excellence Education, Director for Equity and Access in Experiential Education, Director of Academic Support Services, Title III Project Director, Mental Health Therapist, Licensed Practical Nurse, Nurse Practitioner, and Registered Nurse may vote in the election but their ballots will be challenged since their eligibility has not been resolved. No decision has been made regarding whether the individuals in these classifications or groups are included in, or excluded from, the bargaining unit. The eligibility or inclusion of these individuals will be resolved, if necessary, following the election.

DATE, TIME AND PLACE OF ELECTION

Wednesday, April 30, 2025	11:00 a.m. to 2:00 p.m., AND 3:30 p.m. to 6:00 p.m.	At the Medaille Formal Lounge located at the Employer's facility at 4245 East Ave, Rochester, NY 14618
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EMPLOYEES ARE FREE TO VOTE AT ANY TIME THE POLLS ARE OPEN.



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Ballot for Voting Group A: PROFESSIONAL UNIT

	<p>UNITED STATES OF AMERICA National Labor Relations Board 03-RC-362796 OFFICIAL SECRET BALLOT For certain employees of NAZARETH UNIVERSITY</p>	
<p>Do you wish to be included in the same unit with nonprofessional employees of the Employer for the purpose of collective bargaining?</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 you wish to be represented for purposes of collective bargaining by NAZARETH UNITED PROFESSIONALS, NYSUT AFT/NEA/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 OR WRITE YOUR NAME OR INCLUDE OTHER MARKINGS THAT WOULD REVEAL YOUR IDENTITY. MARK AN "X" IN THE SQUARE OF YOUR CHOICE ONLY. If you make markings inside, or anywhere around, more than one square, return your ballot to the Board Agent and ask for a new ballot. If you submit a ballot with markings inside, or anywhere around, more than one square, your ballot will not be counted.</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>		

If a majority of the professional employees voting in Voting Group 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 Voting Group B to decide the question concerning representation for the overall unit consisting of the employees in Voting Group A and Voting Group B. If, on the other hand, a majority of the professional employees voting in Voting Group 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 for Voting Group A only.

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 B: NONPROFESSIONAL UNIT

EMPLOYEES ELIGIBLE TO VOTE:

All part-time and full-time nonprofessional clerical and office employees of Nazareth University at its facility located at 4245 East Ave, Rochester, NY, in the following job classifications: Academic Success Coordinator, Acquisitions Coordinator, Administrative Coordinator, Analyst IT Support, Area Director, Assistant Head of Circulation, Assistant Registrar, Box Office Coordinator, Clinical Education Assistant, Coordinator Accounts Payable, Coordinator Biology Lab, Coordinator CSD Operations, Coordinator Development, Coordinator Gift Processing, Coordinator of Data Management, Costume Shop Manager, Counselor Loan, Data and Operations Specialist, Department Assistant, Department Assistant - Theatre & Dance/Art & Design, Equipment Manager & Lab Coordinator, Executive Assistant, Executive Assistant SBL & VPAD Dean, Financial and Accounts Payable Analyst, Financial and Risk Management Analyst, Front Desk Office Manager, Grant Assistant Project RISE, HEOP Student Success Counselor, IT Support Analyst, Lead Academic Counselor/Transfer Student Success, Lighting and Sound Supervisor, Media Production Specialist, Office & Mail Services Supervisor, Operations Specialist, Part-Time Grants Assistant, Patron Services Coordinator, Payroll Coordinator, Production/Stage Manager, Research Analyst, Scene Shop Supervisor, Senior Department Assistant, Senior Student Accounts Coordinator, Specialist I Technology & Media Support, Specialist II Technology & Media Support, Staff Collaborative Pianist, Student Account Coordinator, Supervisor Circulation Weekend, Supervisor Circulation Weekend/Evening, Support - Toc, Technical Director, Technical Manager/Audio Engineer, Transfer & Graduate Admissions Operations Specialist, Visual Storyteller, and Weekend/Evening Circulation Supervisor, **who were employed by the Employer during the payroll period ending April 5, 2025 for non-exempt employees, and April 9, 2025 for exempt employees.**

EMPLOYEES NOT ELIGIBLE TO VOTE:

All per diem employees; all temporary employees; all employees in the Campus Safety Department; all employees in the Human Resources Department; all employees in the Athletics Department; all faculty employees; all adjunct faculty employees; all instructional employees, teachers, and lecturers; all student employees; all Vice Presidents and Presidents; all Associate Deans and Deans; all Associate Provosts and Provosts; all Assistant Coaches and Coaches; all Athletic Trainers and Assistant Trainers; all students; all Directors; all healthcare providers; all guards; all managers; all managerial employees; all confidential employees; all professional employees; all supervisors as defined by the NLRA; and all other employees.

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Ballot for Voting Group B: NONPROFESSIONAL UNIT

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<p>Do you wish to be represented for purposes of collective bargaining by NAZARETH UNITED PROFESSIONALS, NYSUT AFT/NEA/AFL-CIO?</p>		
<p>MARK AN "X" IN THE SQUARE OF YOUR CHOICE</p>		
<p>YES</p> <div><input type="checkbox"/></div>		<p>NO</p> <div><input type="checkbox"/></div>
<p>DO NOT SIGN OR WRITE YOUR NAME OR INCLUDE OTHER MARKINGS THAT WOULD REVEAL YOUR IDENTITY. MARK AN "X" IN THE SQUARE OF YOUR CHOICE ONLY. If you make markings inside, or anywhere around, more than one square, return your ballot to the Board Agent and ask for a new ballot. If you submit a ballot with markings inside, or anywhere around, more than one square, your ballot will not be counted.</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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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 (518)816-0909 or visit the NLRB website www.nlrb.gov for assistance.