## REVIEW THE FOLLOWING IMPORTANT INFORMATION BEFORE FILLING OUT A STATEMENT OF POSITION FORM

Completing and Filing this Form: The Notice of Hearing indicates which parties are responsible for completing the form. If you are required to complete the form, you must have it signed by an authorized representative and file a completed copy (including all attachments) with the RD and serve copies on all parties named in the petition by the date and time established for its submission. If more space is needed for your answers, additional pages may be attached. If you have questions about this form or would like assistance in filling out this form, please contact the Board agent assigned to handle this case. You must EFile your Statement of Position at

, but unlike other e-Filed documents, it will not be timely if filed on the due date but after noon in the time zone of the Region where the petition was filed.

Note: Non-employer parties who complete this Statement of Position are NOT required to complete items 8f and 8g of the form, or to provide a commerce questionnaire or the lists described in item 7.

Required Lists: The employer's Statement of Position must include a list of the full names, work locations, shifts, and job classifications of all individuals in the proposed unit as of the payroll period preceding the filing of the petition who remain employed at the time of filing. If the employer contends that the proposed unit is inappropriate, the employer must separately list the full names, work locations, shifts and job classifications of all individuals that it contends must be added to the proposed unit to make it an appropriate unit. The employer must also indicate those individuals, if any, whom it believes must be excluded from the proposed unit to make it an appropriate unit. These lists must be alphabetized (overall or by department). Unless the employer certifies that it does not possess the capacity to produce the lists in the required form, the lists must be in a table in a Microsoft Word file (.doc or .docx) or a file that is compatible with Microsoft Word, the first column of the table must begin with each employee's last name, and the font size of the list must be the equivalent of Times New Roman 10 or larger. That font does not need to be used but the font must be that size or larger. A sample, optional form for the list is provided on the NLRB website at

**Consequences of Failure to Supply Information:** Failure to supply the information requested by this form may preclude you from litigating issues under 102.66(d) of the Board's Rules and Regulations. Section 102.66(d) provides as follows:

A party shall be precluded from raising any issue, presenting any evidence relating to any issue, crossexamining any witness concerning any issue, and presenting argument concerning any issue that the party failed to raise in its timely Statement of Position or to place in dispute in response to another party's Statement of Position or response, except that no party shall be precluded from contesting or presenting evidence relevant to the Board's statutory jurisdiction to process the petition. Nor shall any party be precluded, on the grounds that a voter's eligibility or inclusion was not contested at the pre-election hearing, from challenging the eligibility of any voter during the election. If a party contends that the proposed unit is not appropriate in its Statement of Position but fails to specify the classifications, locations, or other employee groupings that must be added to or excluded from the proposed unit to make it an appropriate unit, the party shall also be precluded from raising any issue as to the appropriateness of the unit, presenting any evidence relating to the appropriateness of the unit, cross-examining any witness concerning the appropriateness of the unit, and presenting argument concerning the appropriateness of the unit. If the employer fails to timely furnish the lists of employees described in §§102.63(b)(1)(iii), (b)(2)(iii), or (b)(3 (iii), the employer shall be precluded from contesting the appropriateness of the proposed unit at any time and from contesting the eligibility or inclusion of any individuals at the preelection hearing, including by presenting evidence or argument, or by cross-examination of witnesses.

FORM NLRB-505 (10-24)

## UNITED STATES OF AMERICA

IATIONAL	LABOR	RELAT	IONS	BOAR
STATE	MENT	OF P	CIPO	ION

DO NOT WRITE IN THIS SPACE				
Case No.		Date Filed		

INSTRUCTIONS: Submit this Statement of Position to an NLRB Office in the Region in which the petition was filed and serve it and all attachments on each party named in the petition in this case such that it is received by them by the date and time specified in the notice of hearing. Note: Non-employer parties who complete this form are NOT required to complete items 8f or 8g below or to provide a commerce questionnaire or the lists described in item 7. 1a. Full name of party filing Statement of Position: 1c. Business Phone: 1e. Fax No.: 1b. Address (Street and number, city, state, and ZIP code): 1d. Cell No.: 1f. e-Mail Address: 2. Do you agree that the NLRB has jurisdiction over the Employer in this case? Yes (A completed commerce questionnaire (Attachment A) must be submitted by the Employer, regardless of whether jurisdiction is admitted) 3. Do you agree that the proposed unit is appropriate? Yes No (If not, answer 3a and 3b.) a. State the basis for your contention that the proposed unit is not appropriate. (If you contend a classification should be excluded or included briefly explain why, such as shares a community of interest or are supervisors or guards.) b. State any classifications, locations, or other employee groupings that must be added to or excluded from the proposed unit to make it an appropriate unit. Added: Excluded: 4. Other than the individuals in classifications listed in 3b, list any individual(s) whose eligibility to vote you intend to contest at the pre-election hearing in this case and the basis for contesting their eligibility. 6. Describe all other issues you intend to raise at the pre-election hearing. 7. The employer must provide the following lists which must be alphabetized (overall or by department) in the format specified at (a) A list containing the full names, work locations, shifts and job classification of all individuals in the proposed unit as of the payroll period immediately preceding the filing of the petition who remain employed as of the date of the filing of the petition. (Attachment B) (b) If the employer contends that the proposed unit is inappropriate the employer must provide (1) a separate list containing the full names, work locations, shifts and job classifications of all individuals that it contends must be added to the proposed unit, if any to make it an appropriate unit, (Attachment C) and (2) a list containing the full names of any individuals it contends must be excluded from the proposed unit to make it an appropriate unit. (Attachment D). 8a. State your position with respect to the details of any election that may be conducted in this matter. Type: Manual Mail Mixed Manual/Mail 8b. Date(s): 8c. Time(s): 8d. Location(s): 8e. Eligibility Period (e.g. special eligibility formula): 8f. Last Payroll Period Ending Date: 8g. Length of payroll period ☐ Weekly ☐ Biweekly Other (specify length) 9. Representative who will accept service of all papers for purposes of the representation proceeding 9a. Full name and title of authorized representative 9b. Signature of authorized representative 9c. Date 9d. Address (Street and number, city, state, and ZIP code) 9e e-Mail Address 9f. Business Phone No.: 9a. Fax No.: 9h. Cell No.:

WILLFUL FALSE STATEMENTS ON THIS PETITION CAN BE PUNISHED BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001) **PRIVACY ACT STATEMENT** 

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing representation and/or unfair labor practice proceedings and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 89 FR 24869 (April 9, 2024). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary. However, failure to supply the information may cause the NLRB to refuse to process any further a representation or unfair labor practice case, or may cause the NLRB to issue you a subpoena and seek enforcement of the subpoena in federal court.

FORM NLRB-5081 (10-24)

NATIONAL LABOR RELATIONS BOARD

## QUESTIONNAIRE ON COMMERCE INFORMATION

Please read carefully, answer all applicable items, and return to the NLRB Office

If additional space is required, please add a page and identify item number.								
CASE NAME					CASE NUMBE	R		
1. EXACT LEGAL TITLE OF ENTITY (As filed with State and/or stated in legal documents forming entity)								
2. TYPE OF ENTITY								
	LP  PAR	TNERSHIP SOLE PR	OPRIETORSHIP	☐ OTHER (Sp	ecify)			
3. IF A CORPORATION OR LLC								
A. STATE OF INCORPORATION OR FORMATION B. NAME, ADDRESS, AND RELATIONSHIP (e.g. parent, subsidiary) OF ALL RELATED ENTITIES								
4. IF AN LLC OR ANY TYPE OF PARTNERSHIP, FULL NAME AND ADDRESS OF ALL MEMBERS OR PARTNERS								
5. IF A SOLE PROPRIETORSHIP, FULL NAM	ME AND ADDR	ESS OF PROPRIETOR						
6. BRIEFLY DESCRIBE THE NATURE OF Y	OUR OPERATI	RIONS (Products handled or r	nanufactured, or natu	ure of services performe	ed)			
7A. PRINCIPAL LOCATION		7B. BRANCH LOCATIONS						
8. NUMBER OF PEOPLE PRESENTLY EMP	LOYED							
A. TOTAL	20125	B. AT THE ADDRESS INVOL	VED IN THIS MATT	ER				
9. DURING THE MOST RECENT (Check the	appropriate bo	x): CALENDAR	12 MONTHS or	☐ FISCAL YEAR I	Y DATES			
,		<u>,                                     </u>				YES	NO	
A. Did you <b>provide services</b> valued in excess of \$50,000 directly to customers outside your State?  If no, indicate actual value.								
B. If you answered no to 9A, did you <b>provide services</b> valued in excess of \$50,000 to customers in your State who purchased goods valued in excess of \$50,000 from directly outside your State?  If no, indicate the value of any such services you provided.								
C. If you answered no to 9A and 9B, did you <b>provide services</b> valued in excess of \$50,000 to public utilities, transit systems, newspapers, health care institutions, broadcasting stations, commercial buildings, educational institutions, or retail concerns? If less than \$50,000, indicate amount.								
D. Did you <b>sell goods</b> valued in excess of \$50 If less than \$50,000, indicate amount.	0,000 directly to	customers located outside yo	our State?					
E. If you answered no to 9D, did you <b>sell goods</b> valued in excess of \$50,000 directly to customers located inside your State who purchased other goods valued in excess of \$50,000 from directly								
outside your State? If less than \$50,000, indicate amount.  F. Did you purchase and receive goods valued in excess of \$50,000 from directly outside your State?								
If less than \$50,000, indicate amount.								
G. Did you <b>purchase and receive goods</b> valued in excess of \$50,000 from enterprises who received the goods directly from points outside your State? If less than \$50,000, indicate amount.								
H. Gross Revenues from all sales or performance of services (Check the largest amount):  \$100,000 \$250,000 \$500,000 \$1,000,000 or more If less than \$100,000, indicate amount.								
I. Did you begin operations within the last	12 months? If	yes, specify date:						
10. ARE YOU A MEMBER OF AN ASSOCIATION	TION OR OTHE	ER EMPLOYEE GROUP THA	T ENGAGES IN COL	LECTIVE BARGAININ	G?	•	'	
YES NO (If yes, name and	address of asso	ociation or group						
11. REPRESENTATIVE BEST QUALIFIED TO GIVE FURTHER INFORMATION ABOUT YOUR OPERATIONS								
NAME	TITLE		E-MAIL ADDRESS	S		TEL. NUMBER	₹	
12. AUTHORIZED REPRESENTATIVE COMPLETING THIS QUESTIONNAIRE								
NAME AND TITLE	SIGNATURE		E-MAIL ADDRESS	5		DATE		

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