

Kansas Department of Labor
OFFICE OF LABOR RELATIONS
401 SW Topeka Boulevard, Topeka, KS 66603-3182
(785) 368-6224

Recognition and Contract Status

The Professional Negotiations Act, Kansas Administrative Regulation 49-23-4, Notification of Recognition states: “(a) All boards of education **shall be required** to file with the secretary, on a form to be provided by the secretary, annual notification of the status of recognition of any recognized employee organization, a description of the appropriate unit and the current memorandum of agreement status. The annual notification shall be filed **no later than July 1** of each calendar year.”

- FILED BY: School District (SD)
 Area Technical School (ATS)
 Community College (CC)
 Interlocal Agency (ILA)
 Employee Organization (EO)

1. Name of Employer: _____
Name of Contact Person: _____ Title: _____
Address: _____
Telephone Number: _____
2. Name of Employee Organization: _____
Name of Contact Person: _____ Title: _____
Address: _____
Telephone Number: _____
3. Was Employee Organization recognized: By Board Action By Election
Date of **original** recognition: _____
4. Have professional negotiations been completed for the next school year? YES NO
If “YES”: Memorandum of Agreement Unilateral Contract
Expiration date of the Memorandum of Agreement: _____

5. Description of bargaining unit: (list each specific job title and/or describe)

INCLUDE: _____

EXCLUDE: _____

6. Has the description of the bargaining unit been changed since last year? YES NO

If “**YES**,” list those job titles added or removed, the procedure used to change the bargaining unit and the date the change became effective: _____

DECLARATION

I declare that I have read the above answers and that the statements contained herein are true and correct to the best of my knowledge and belief.

Signature of Person Filing Notification Form Title Date