

Employee Organization Reporting Requirements

- Each Employee Organization that is certified or recognized as a representative of public employees shall file a *REGISTRATION REPORT* and a copy of the organization's *CONSTITUTION AND BY-LAWS* within 60 days after certification or recognition.
- Registration requirements
 - ✓ New unions are required to file a Registration Report accompanied by copies of the Constitution and Bylaws. If there is a statewide union, the statewide organization may file a copy of the Constitution and Bylaws instead of each subordinate local or chapter. Any subsequent changes or amendments must be submitted to SERB.
- Each year the Employee Organization shall file an *ANNUAL REPORT*.
- The *ANNUAL REPORT* is due by **fifteenth day** of the **fifth month** following the end of the employee organization's fiscal year.
- A financial report **MUST** be attached with the *ANNUAL REPORT*.
- Exceptions:
 - ✓ An exception is if the union files an annual report under the Labor Management Reporting and Disclosure Act with Department of Labor. In that instance the union may file a copy of the report, typically form LM -2, with the State Employment Relations Board. The filing of this form by a statewide or national union is in lieu of each subordinate local needing to file an annual report. Stated differently a parent organization, required to file an LM-2, may file that LM-2 on behalf of each subordinate local.
 - ✓ A statewide union that does not have locals with their own chapter, may file one annual report on behalf of all of their members. Here each unit does not have a bargaining chapter or Local with officers such as President or Vice President, but only members. These members pay their dues to the statewide organization. The statewide organization handles all negotiations. All employees are members.
 - ✓ Where employees belong to a local chapter, send their dues to the local chapter, have officers, the local negotiates agreements that local chapter will be required to fill out an annual report. Although they may belong to a statewide organization they still do not fall under the umbrella of the parent organization.
 - ✓ Statute provides that any employee organization that "willfully" does not comply may be decertified by the state appointment relations board.
- Forms found on www.serb.state.oh.us .

Courtesy Reminder Letters

SERB will send courtesy reminder letters to each Employee Organization when the Annual Report is due.

- ❖ **1st** reminder - 45 days prior to the 15th day of the 5th month after the end of the fiscal year.
 - Per this notice you are within 45 days of reaching the deadline to file the required reports

- ❖ **2nd** reminder - within 10 days of the end of the fiscal year.

- ❖ **3rd** reminder - 31 days **AFTER** the due date
 - Statute provides that any employee organization that “willfully” does not comply may be decertified by the state appointment relations board.