

NOTICES OF AGENCY GUIDANCE DOCUMENTS

The Administrative Procedure Act requires the publication of guidance documents and substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements and guidance documents are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements and agency guidance documents do not include internal procedural documents which may only affect the internal procedures of the agency and do not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY GUIDANCE DOCUMENT

ARIZONA AGRICULTURAL EMPLOYMENT RELATIONS BOARD

[M09-417]

- Title of the guidance document and the guidance document number by which the document is referenced:**
The Labor Election Process: A Procedure Manual for Conducting Representation and Decertification Elections
- Date of the publication of the guidance document and the effective date of the document if different from the publication date:**
January 2009
- Summary of the contents of the guidance document:**
The Manual is intended to provide procedural and organizational guidance for the AERB staff and Board members when processing petitions for representation or decertification elections and making decisions relating to representation matters under the Arizona Agricultural Employment Relations Act. The Manual is not a form of binding authority, and the procedures and policies set forth in the Manual do not constitute rulings or directives of the General Counsel or the Board. The guidelines, to the extent they are not directly based on rules issued by the Board, are not intended to be and should not be viewed as binding procedural rules. The Manual includes forms to use when processing a petition for election, as well as a checklist and flowchart outlining the election process.
- A statement as to whether the guidance document is a new document or a revision:**
Revision

NOTICE OF AGENCY GUIDANCE DOCUMENT

ARIZONA AGRICULTURAL EMPLOYMENT RELATIONS BOARD

[M09-418]

- Title of the guidance document and the guidance document number by which the document is referenced:**
Unfair Labor Practice Proceedings: A Procedure Manual for Conducting Unfair Labor Practice Investigations and Hearings
- Date of the publication of the guidance document and the effective date of the document if different from the publication date:**
January 2009
- Summary of the contents of the guidance document:**
The Manual is intended to provide procedural and organizational guidance for the AERB staff and Board members when processing unfair labor charges and making decisions related thereto under the Arizona Agricultural Employment Relations Act. The Manual is not a form of binding authority, and the procedures and policies set forth in the Manual do not constitute rulings or directives of the General Counsel or the Board. The guidelines, to the extent they are not directly based on rules issued by the Board, are not intended to be and should not be viewed as binding procedural rules. The Manual includes forms to use when processing an unfair labor practice charge, as well as a checklist and flowchart outlining the unfair labor practice charge handling process.
- A statement as to whether the guidance document is a new document or a revision:**
Revision