

7325.0110 FILING, SUPPORTING, AND RESPONDING TO A CHARGE.

Subpart 1. **Charge form.** A party must file a charge in writing using the form provided by the board.

Subp. 2. **Form information.** The charge form must include the following information:

- A. the name, address, and telephone number of the party filing the charge;
- B. the name, address, and telephone number of the agent or attorney representing the charging party;
- C. the name, address, and telephone number of the charged party;
- D. the name, address, and telephone number of the agent or attorney representing the charged party, if known;
- E. a clear and concise statement of each charge of an unfair labor practice including the dates, times, and places of the alleged unfair labor practice and the name of the person, entity, or both that allegedly committed the unfair labor practice;
- F. a reference to the specific section or sections of law alleged to have been violated under Minnesota Statutes, section 179.11, 179.12, or 179A.13;
- G. the specific remedy being sought for each unfair labor practice alleged;
- H. a statement that the charging party has served a complete copy of the charge on each party named as a charged party, including the name of the person served for each charged party, the method of service used for each charged party, and the date of service for each charged party; and
- I. a signature acknowledging that the charging party has read the charge and that the statements in the charge are true to the best of the charging party's knowledge and belief.

Subp. 3. **Obtaining a charge form.** Unfair labor practice charge forms may be obtained from the board in person or on the board's official Web site.

Subp. 4. **Serving a form on charged party.** The charging party shall serve a complete copy of the charge or amended charge on each party named as a charged party.

Subp. 5. **Receipt of a charge.** Upon receipt of a charge, the charge must be docketed, assigned a case number, and served on the parties by the board or its designee.

Subp. 6. **Submission of evidence.** The charging party must submit evidence in support of each alleged unfair labor practice as well as any documents that support its position to the assigned investigator. This submission must be provided within seven days of the date the charge or amended charge is filed, unless an extension is granted by the investigator for good cause shown. The assigned investigator may request the charging

party to submit additional evidence to support its charge when the assigned investigator determines additional evidence is necessary to evaluate the charge.

Subp. 7. **Submission of a response.** The charged party must submit a response to each alleged unfair labor practice in the charge as well as any evidence that supports its position to the assigned investigator. This submission must be provided within 14 days of the date the charge or amended charge is served by the board, unless an extension is granted by the assigned investigator for good cause shown. The assigned investigator may request the charged party to submit additional evidence when the assigned investigator determines additional evidence is necessary to evaluate the charge.

Statutory Authority: *MS s 179A.041*

History: *40 SR 5*

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