

**WAC 391-45-050 Contents of complaint filing forms—Contents of complaint.** (1) Each completed unfair labor practice complaint filing form, whether obtained from the agency's website or through the agency's e-filing system, must include all of the following:

(a) Information identifying the parties and their representatives (if known), including:

(i) The name, email address, mailing address, and telephone number of the employer and of the employer's representative;

(ii) The name, email address, mailing address, address and telephone number of the entity (employer or employee organization) accused of committing unfair labor practices (the respondent) and of the respondent's representative; and

(iii) The name, email address, mailing address, and telephone number of the party filing the complaint (the complainant) and of the complainant's representative.

(b) Information concerning the parties' relationships, including:

(i) Identification of the employer department or division where the dispute arose; and

(ii) The parties' contractual relationship, indicating that:

(A) The parties have never had a contract; or

(B) The parties have had a contract, and a copy of the current or most recent collective bargaining agreement is attached.

(c) Job titles of bargaining unit employees who are the subject of the complaint.

(d) The name, signature, and title, if any, of the person filing the complaint as well as the date of the signature.

(e) Any other information requested in the unfair labor practice complaint filing form found on the agency's website at [www.perc.wa.gov](http://www.perc.wa.gov) or as required through the agency's e-filing system.

(2) Each complaint must contain in separate numbered paragraphs:

(a) Clear and concise statements of the facts constituting the alleged unfair labor practices, including the times, dates, and places of occurrences and the names of the participants; and

(b) A statement of the remedy sought by the complainant.

[Statutory Authority: RCW 28B.52.080, 41.56.090, 41.58.050, 41.59.110, 41.76.060, 41.80.080, 47.64.135, and 49.39.060. WSR 22-23-101, § 391-45-050, filed 11/16/22, effective 1/1/23. Statutory Authority: RCW 28B.52.080, 41.56.090, 41.59.110, 41.58.050, 28B.52.065, 34.05.413, 41.56.160 and 41.59.150. WSR 00-14-048, § 391-45-050, filed 6/30/00, effective 8/1/00; WSR 96-07-105, § 391-45-050, filed 3/20/96, effective 4/20/96. Statutory Authority: RCW 41.58.050, 28B.52.080, 41.56.090, 41.59.110, 28B.52.073, 41.56.170, 41.56.180, 41.59.150 and 53.18.015. WSR 90-06-074, § 391-45-050, filed 3/7/90, effective 4/7/90. Statutory Authority: RCW 28B.52.080, 41.56.040, 41.58.050, 41.59.110 and 47.64.040. WSR 80-14-048 (Order 80-7), § 391-45-050, filed 9/30/80, effective 11/1/80.]