



**STATE OF IOWA  
PUBLIC EMPLOYMENT RELATIONS BOARD**

Jamie Van Fossen, Member  
Mary T. Gannon, Member

RE: BU-1012-Iowa State Board of Regents (University of Iowa)/UE Local 896 (COGS)  
**Notice of Intent to Conduct a Retention and Recertification Election**

Dear Representatives:

The Public Employment Relations Board (PERB) intends to conduct a retention and recertification election pursuant to Iowa Code section 20.15(2) and PERB rule 5.6. The purpose of this election is to determine whether certain employees of Iowa State Board of Regents (University of Iowa) wish to retain UE Local 896 (COGS) as their exclusive bargaining representative for the bargaining unit described at the end of this document.

According to our records the expiration date of the collective bargaining agreement between Iowa State Board of Regents (University of Iowa) and UE Local 896 (COGS) requires an election be held in the fall of 2018 pursuant to Iowa Code section 20.15(2) and PERB rule 5.6(1).

By **September 4, 2018** please let us know if we have incorrectly determined the expiration date of the collective bargaining agreement. If you would like to formally object to the notice of intent to conduct an election you may do so by filing the objection through PERB's electronic filing system, in case number BU-1012, within seven days following the date of this notice.

By **September 4, 2018**, the **Employer** shall e-mail an **Excel spreadsheet** of the names of the employees in the bargaining unit in alphabetical order by last name, their job classifications, their date of birth (MM/DD/YYYY) , the last four digits of their social security number, their home addresses, their work and personal e-mail addresses, if known, their work and personal telephone numbers, if known, to [iaperb@iowa.gov](mailto:iaperb@iowa.gov) with the **subject line: BU-1012-Iowa State Board of Regents (University of Iowa)/UE Local 896 (COGS) Voter Eligibility List**. The Employer shall **send a separate email to UE Local 896 (COGS)** to confirm that the employer has provided PERB with the voter list with the date the list was emailed to PERB, and provide the certified employee organization with the number of employees on the list. When emailing UE Local 896 (COGS), do not forward the voter list as it contains confidential information.

A sample voter list is included at the end of this document for your review. Failure to supply the list in a timely manner may result in the recertification of the employee organization without the process of the retention and recertification election.

By **September 17, 2018**, **UE Local 896 (COGS)** shall submit a check to PERB pursuant to Iowa Code section 20.6(7) and PERB rules 5.1(2) and 5.6(5). See the fee schedule filed later in this document to determine the amount owed. The check shall be made out to the Public Employment Relations Board and must include on the check the Certified Employee Organization name [UE Local 896 (COGS)], the Employer name, and the BU number [BU-1012] for the voting unit. If paying for multiple elections, the employee organization may provide one check, but attach a list to the check with the BU number, Employer Name,



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Certified Employee Organization name, the amount paid for that unit, and the number of employees in the unit. An employee organization may make a written request to PERB for an extension of time in which to pay its election fee. That request must be submitted by 11 a.m. on September 17, 2018.

Failure to pay the required fee or failure to request an extension by September 17 shall result in the employee organization's certification being revoked. Upon PERB's revocation of the employee organization's certification, the collective bargaining agreement may become void and the terms of the agreement may become unenforceable.

Filed in a separate document in the case is a Notice to Employees. The **Employer** shall **promptly post the Notice to Employees** in the manner and locations customarily used for posting. That notice shall remain posted through **September 19, 2018**. If the Employer customarily distributes information to employees by additional means, such as by e-mail or hard copy, the **Employer shall promptly distribute the Notice to Employees** to the affected employees through those means as well.

The retention and recertification election will be held on the schedule provided later in this document.

Thank you for your attention to this matter. Feel free to contact me with any questions.

Sincerely,

/s/ Amber DeSmet  
Administrative Law Judge

Electronically filed.  
Served via eFlex.



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## VOTING SCHEDULE

PERB will conduct a retention and recertification election for this bargaining unit by telephone and web-based ballot. The schedule for this telephone/web-based election is as follows:

September 4, 2018

Last day for the Employer to submit the Voter Eligibility List by **e-mail** in **Excel** format with the bargaining unit employees' names in alphabetical order by last name, job classifications, dates of birth (MM/DD/YYYY), last four digits of social security number, home addresses, their work and personal e-mail addresses, if known, and work and personal telephone numbers, if known, to [iaperb@iowa.gov](mailto:iaperb@iowa.gov). Employer shall send a separate email to the Certified Employee Organization confirming the date the list was sent to PERB and the number of employees on the list. Employer should not forward the voter list to the Certified Employee Organization as it contains confidential information.

September 17, 2018

Last day for the Certified Employee Organization to pay the election fee according to the attached fee schedule. Any request for an extension to pay the fee shall be submitted by 11 a.m. on September 17, 2018.

October 15, 2018  
8:00 a.m.

Telephone and web-based voting begins. Voters may cast their ballot by calling the toll-free number or logging on to the website. The number and website will be provided in the Direction and Notice of Election provided in September.

October 29, 2018  
9:00 a.m.

Telephone and web-based voting ends. Voters must cast their ballot by calling the toll-free number or logging on to the website prior to this time in order for the ballot to be counted. PERB will e-file the tally on the electronic document management system.



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**ELECTION FEE SCHEDULE**

<b># of Eligible Voters on Initial Voter Eligibility List**</b>	<b>Election Fee</b>
10 or less	\$10.00
10 or more	\$1.00 per eligible voter

\*\*Any overpayment or underpayment resulting from changes to the voter list due to the supplemental list, mutual agreement of parties, or challenges upheld by the Board will be handled pursuant to PERB rule 5.1(2).

**Make payment by check made out to the  
Public Employment Relations Board.**

If writing a check for an individual unit, please include the certified employee organization name, employer name, and BU number [BU-1012] on the check.

If writing one check for multiple units, attach a document with the check that lists the employee organization name, employer name, BU number, the amount paid, and the number of employees in the unit for each unit for which you are paying.



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**SAMPLE VOTER LIST**

The Voter Eligibility List shall be organized in alphabetical order by the employees' last names.

The Employer needs to provide the following for all employees in the bargaining unit:

1. First Name
2. Last Name
3. Job classification
4. Date of birth (MM/DD/YYYY)
5. Last four digits of social security number
6. Home address
7. Work e-mail address
8. Personal e-mail address, if known
9. Work telephone number, if available
10. Personal telephone number, if known

SAMPLE

Employer	
Employee Organization	
BU #	

First Name	Last Name	Job Classification	Birth Date	Last 4 Digits of Social Security #	Home Address	Work E-mail Address	Personal E-mail Address	Work Phone #	Personal Phone #
James	Anderson	Worker 1	01/02/1950	1111	111 Ash Street, Des Moines, IA 50317	<a href="mailto:janderson@city.gov">janderson@city.gov</a>	Unknown	111-111-1111	111-111-1111
Tina	Miller	Worker 1	04/08/1960	2222	222 Birch Street, Adair, IA 50002	<a href="mailto:tmiller@county.gov">tmiller@county.gov</a>	Unknown	222-222-2222	222-222-2222
Donna	Olson	Worker 3	08/16/1970	3333	333 Cedar Ave., Winterset, IA 50273	<a href="mailto:dolson@city.gov">dolson@city.gov</a>	<a href="mailto:dolson@homeemail.com">dolson@homeemail.com</a>	333-333-3333	333-333-3333
Kelly	Peterson	Worker 1	12/24/1980	4444	444 Dogwood Blvd., Newton, IA 50208	<a href="mailto:kpeters@school.edu">kpeters@school.edu</a>	<a href="mailto:kpeters@homeemail.com">kpeters@homeemail.com</a>	444-444-4444	Unknown

**\*\*THE EMPLOYER MUST PROVIDE THE VOTER ELIGIBILITY LIST IN EXCEL FORMAT BY E-MAIL TO [IAPERB@IOWA.GOV](mailto:IAPERB@IOWA.GOV)**

Please provide one worksheet per unit, NO multiple tabs

E-mail Subject Line: **BU-1012-Iowa State Board of Regents (University of Iowa)/UE Local 896 (COGS) Voter Eligibility List**



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**BARGAINING UNIT OF EMPLOYEES OF  
Iowa State Board of Regents (University of Iowa)**

**INCLUDED:** All currently enrolled graduate and professional students with a 25% or more appointment (i.e. teaching at least one course and/or providing service for at least 10 hours a week) employed as: Teaching Assistants (FT19), Research Assistants (FR19), and Law Research Assistants (FL19) who provide services to the University in exchange for salary compensation.

**EXCLUDED:** 1. Research Assistants (FR19 or FL19) whose appointments are (a) primarily a means of financial aid which do not require the individuals to provide services to the University, or (b) which are primarily intended as learning experiences which contribute to the students' progress toward their graduate or professional program of study or (c) for which the students receive academic credit. 2. Graduate students appointed on federal training grants or federal fellowships. 3. Graduate students appointed as Fellows (FT52), if they are not providing services as Teaching Assistants (FT19) or Research Assistants (FR19 or FL19) except as provided in paragraph 1 above. 4. Other graduate students holding any University appointments not specified in "Inclusions" above. 5. Employees included in any other bargaining unit. 6. Confidential or supervisory employees and all others excluded by the Act.