



**STATE OF IOWA
PUBLIC EMPLOYMENT RELATIONS BOARD**

Jamie Van Fossen, Member
Mary T. Gannon, Member

RE: BU-0696–State of Iowa/AFSCME Iowa Council 61 (Security)
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 State of Iowa wish to retain AFSCME Iowa Council 61 (Security) 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 State of Iowa and AFSCME Iowa Council 61 (Security) 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-0696, 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 with the **subject line: BU-0696–State of Iowa/AFSCME Iowa Council 61 (Security) Voter Eligibility List**. The Employer shall **send a separate email to AFSCME Iowa Council 61 (Security)** 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 AFSCME Iowa Council 61 (Security), 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**, **AFSCME Iowa Council 61 (Security)** 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 [AFSCME Iowa Council 61 (Security)], the Employer name, and the BU number [BU-0696] 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, Certified Employee Organization name, the amount paid for that unit, and



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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. 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

# of Eligible Voters on Initial Voter Eligibility List**	Election Fee
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-0696] 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	janderson@city.gov	Unknown	111-111-1111	111-111-1111
Tina	Miller	Worker 1	04/08/1960	2222	222 Birch Street, Adair, IA 50002	tmiller@county.gov	Unknown	222-222-2222	222-222-2222
Donna	Olson	Worker 3	08/16/1970	3333	333 Cedar Ave., Winterset, IA 50273	dolson@city.gov	dolson@homeemail.com	333-333-3333	333-333-3333
Kelly	Peterson	Worker 1	12/24/1980	4444	444 Dogwood Blvd., Newton, IA 50208	kpeters@school.edu	kpeters@homeemail.com	444-444-4444	Unknown

****THE EMPLOYER MUST PROVIDE THE VOTER ELIGIBILITY LIST IN EXCEL FORMAT BY E-MAIL TO IAPERB@IOWA.GOV**

Please provide one worksheet per unit, NO multiple tabs

E-mail Subject Line: **BU-0696-State of Iowa/AFSCME Iowa Council 61 (Security) Voter Eligibility List**



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BARGAINING UNIT OF EMPLOYEES OF State of Iowa

INCLUDED: All Security and related employees of the State of Iowa, as set forth in Appendix A hereto.

EXCLUDED: All persons holding job classifications as set forth in Appendix B hereto; managerial, supervisory, confidential, part-time and all other employees of the State of Iowa; and all others persons excluded by Section 4 of the Act.



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APPENDIX A

<u>Code</u> <u>No.</u>	<u>Security Guard III</u> <u>State Merit Classifications</u>	<u>Department</u>
00480	Grain Dealer Investigator	Commerce
00482	Warehouse Examiner	Commerce
00660	Field Safety Technician	Labor
00665	Labor Safety Educator	Labor
00675	Elevator Inspector	Labor
00679	Mines & Minerals Reclamation Officer A	Soil Conservation
00680	Surface Mine Inspector	Soil Conservation
00683	Track Car Technician A	D.O.T.
00684	Senior Track Inspector	D.O.T.
00685	Railroad Safety Inspector	D.O.T.
00686	Chief Railroad Safety Inspector	D.O.T.
02405	Health Inspector	Health
02425	Public Health Representative I	Health
05101	Weights & Measures Inspector	Agriculture
05102	Food and Sanitation Inspector	Agriculture
05103	Food Sanitation Survey Officer	Agriculture
05112	Dairy Products Inspector	Agriculture
05117	Livestock Inspector	Agriculture
05126	Meat Inspector	Agriculture
05127	Sr. Meat Inspector A	Agriculture
05140	Apiary Inspector	Agriculture
05144	Agricultural Products Inspector	Agriculture
05145	Pesticide Investigator A	Agriculture
05186	Dairy Trade Practices Investigator	Agriculture
05356	Recreational Safety Coordinator A	Conservation
05424	State Waters Aide	Conservation
06075	Training Facilities Supervisor	Law Enf. Academy
06340	Motor Vehicle Investigator	D.O.T.
06360	Motor Vehicle Officer I	D.O.T.
06361	Motor Vehicle Officer II	D.O.T.
06405	Correctional Officer I	Social Services
06406	Correctional Officer II	Social Services
06407	Correctional Escort	Social Services
06409	Correctional Officer III	Social Services
06440	Correctional Specialist	Social Services
06443	Jail Inspector	Social Services
06446	State Industries Technician I	Social Services
06466	State Industries Technician II	Social Services
06470	State Industries Supervisor	Social Services



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06480	Mental Health Officer	Soc. Serv. (Woodward)
06490	Community Correctional Aide	Social Services
06491	Halfway House Worker	Social Services
07105	Guard	General
06401	Women's Corr. Officer	Social Services
07110	Security Guard I	General Services
07111	Security Guard II	General Services
07112	Military Security Guard	Adjutant General
07130	Airport Firefighter	Adjutant General
08430	Boiler Inspector	Labor

Non-Merit Classification

Security Guard	Public Instruction
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University Merit Classification

07581	Hospital Security Officer I
07801	Parking Enforcement Officer
07811	Parking Enf. Officer, Chief
08121	Plant Safety Patrolman
08131	Plant Safety Sergeant
08111	Safety Inspector
07491	Security-Auxiliary Officer
07551	Security Detective
07571	Security-Lieutenant Detective
07511	Security-Patrolman
07561	Security-Sergeant Detective
07501	Security-Watchman



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APPENDIX B

<u>Code</u> <u>No.</u>	<u>State Merit Classification</u>	<u>Department</u>
00484	Asst. Dir. of Warehouse & Gr. Dealer Inv.	Commerce
00486	Dir., Warehouse & Grain Dealer Inv.	Commerce
00676	Elevator Inspection Supervisor	Labor
02410	Executive Secretary, Cosmetology	Health
02420	Executive Secretary, Barbering	Health
02426	Public Health Representative II	Health
05220	Parks Supervisor	Conservation
05225	Assistant Parks Superintendent	Conservation
05230	Parks Superintendent	Conservation
06300	Driver's License Examiner	D.O.T.
06301	Sr. Driver's License Examiner	D.O.T.
06362	Motor Vehicle Officer II	D.O.T.
06363	Asst. Motor Vehicle Enf. Dir.	D.O.T.
06364	Vehicle Enforcement Director	D.O.T.
06365	Asst. Motor Vehicle Invest. Director	D.O.T.
06402	Correctional Supervisor I	Social Services
06410	Correctional Supervisor II	Social Services
06411	Correctional Supervisor III	Social Services
06415	Correctional Security Asst. Dir.	Social Services
06416	Correctional Security Director	Social Services
06492	Halfway House Director	Social Services
07125	Fairgrounds Security Chief	Fair Board
07131	Airport Firefighter Supervisor	Adjutant General
08435	Boiler Inspection Supervisor	Labor
05210	Park Ranger I	Conservation
05215	Park Ranger II	Conservation
05217	Park Ranger III	Conservation

University Merit Classification

07582	Hospital Security Officer II
07531	Security - Lieutenant
07521	Security - Sergeant