



**STATE OF IOWA
PUBLIC EMPLOYMENT RELATIONS BOARD**

Jamie Van Fossen, Member
Mary T. Gannon, Member

RE: BU-0817–State of Iowa/AFSCME Iowa Council 61 (Technical)
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 (Technical) 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 (Technical) 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-0817, 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-0817–State of Iowa/AFSCME Iowa Council 61 (Technical) Voter Eligibility List**. The Employer shall **send a separate email to AFSCME Iowa Council 61 (Technical)** 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 (Technical), 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 (Technical)** 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 (Technical)], the Employer name, and the BU number [BU-0817] 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



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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. 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-0817] 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-0817–State of Iowa/AFSCME Iowa Council 61 (Technical) Voter Eligibility List**



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BARGAINING UNIT OF EMPLOYEES OF State of Iowa

- INCLUDED:** To include the job classification of Systems Control Technician in the bargaining unit consisting of all technical employees in the State of Iowa as set forth in Appendix A of the 1989-91 Collective Bargaining Agreement Regents Merit Classifications between the State of Iowa and AFSCME/Iowa Council 61.
- EXCLUDED:** All job classifications excluded in PERB Case Numbers 1071, 1105, 1289, 1559, and 2516, all persons excluded by Section 4 of the Act, and all other employees of the State of Iowa.



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APPENDIX A

<u>Code</u>	<u>General Government Classifications</u>
<u>No.</u>	
00135	Computer Operator 1
00136	Computer Operator 2
00150	Computer Program Trainee
00205	Purchasing Assistant
00290	Accounting Technician 1
00292	Accounting Technician 2
00294	Accounting Technician 3
00354	Revenue Agent 1
00355	Revenue Agent 2
00356	Revenue Agent 3 (013 Pay Plan)
00443	Jr. Insurance Co. Examiner
00556	Utility Reg. Inspector
00638	Law Clerk (013 Pay Plan)
00702	Director of Elections
00708	Administrative Asst. 1
00709	Administrative Asst. 2
00740	Statistical Asst. 1
00741	Statistical Asst. 2
00803	Job Service Interviewer 1
00805	Job Service Interviewer 2
00831	Retirement Benefit Spec. 1
00832	Retirement Benefit Spec. 2
00895	Refugee Specialist 1
00896	Refugee Specialist 2
01002	Education Aide
01010	Education Assistant
01035	Vocational Instructor
01037	Certified Voc. Instructor
01310	Library Associate
01330	Museum Technician
01333	Museum Guide
01338	Museum Assistant
01345	Exhibits Designer
02002	Licensed Prac. Nurse
02085	Central Supply Worker 1
02086	Central Supply Worker 2
02105	Activities Aide
02107	Activities Assistant
02117	Occupational Therapy Assistant
02125	Physical Therapy Aide



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02134	Speech Therapy Technician
02200	Respiratory Therapy Technician
02205	Medical Lab. Technician
02209	Radiologic Technologist 1
02211	Radiologic Technologist 2
02220	Dental Assistant
02225	Pharmacy Assistant
02575	Voc. Rehab. Assistant
02585	Braille Transcriber
03005	Community Program Aide
03010	Social Work Associate
03040	Youth Services Worker
03047	Youth Services Technician
03171	Sign Language Interpreter
03201	Resident Treatment Worker
03202	Resident Treatment Technician
03251	Drug Abuse Counselor 1
03252	Drug Abuse Counselor 2
03306	Chaplaincy Assistant
03351	Volunteer Serv. Specialist
03435	Civil Rights Assistant
04005	Planning Aide 1
04006	Planning Aide 2
04007	Planning Aide 3
04008	Planning Aide 4
04106	Right of Way Aide 2
04107	Right of Way Aide 3
04108	Right of Way Aide 4
04305	Engineering Aide 1
04306	Engineering Aide 2
04308	Asst. Soils Party Chief
04310	Soils Party Chief
04320	Construction Tech. 1
04321	Construction Tech. 2
04323	Senior Engineering Tech.
04325	Assistant Survey Party Chief
04335	Photogrammetrist 1
04336	Photogrammetrist 2 (013 Pay Plan)
04340	Materials Technician 1
04341	Materials Technician 2
04342	Materials Technician 3
04343	Materials Fab. Inspector 1
04344	Material Fab. Inspector 2



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04345	Material Tech. 4
04355	Design Technician 1
04356	Design Technician 2
04357	Design Technician 3
04358	Design Technician 4
04363	Architectural Tech. 1
04364	Architectural Tech. 2
04380	Eng. Office Asst. 1
04381	Eng. Office Asst. 2
04400	Geological Aide
04401	Geological Technician
04605	Aeronautical Standards Officer
04715	Communications Center Spec. 1
04717	Communications Center Spec. 2
04735	Communications Tech. 1
04736	Communications Tech. 2
04737	Communications Tech. 3
04742	Electronic Engineer Tech.
04750	Traffic Signal Tech. 1
04900	Radiological Electronics Tech.
05104	Metrologist
05165	Lab. Asst. 1
05166	Lab. Asst. 2
05167	Lab. Asst. 3
05303	Fisheries Technician
05331	Wildlife Technician
05465	Soil Conservation Aide
05465	Soil Conservation Technician 1
05466	Soil Conservation Technician 2
05467	Soil Conservation Technician 3
06030	Fingerprint Technician
06302	Drivers Lic. Hearing Officer
06460	State Industries Sales Rep.
07340	Therapeutic Technician
08000	Control Center Operator
08004	Energy Management Technician
08133	Bridge Inspector 1
08137	Bridge Inspector II
08320	Scale Mechanic
08505	Compositor
08511	Phot. Proc. 1
08512	Phot. Proc. 2
08516	Photographer



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08518	Graphic Artist
08520	Illustrator
08605	Beautician
08610	Beauty Shop Operator
08640	Aircraft Pilot
08645	Audio-Visual Aide Tech.
08650	Geological Research Driller
04738	Camera Operator
04755	Engineer 1
04756	Engineer 2
04757	Engineer 3
04759	Senior Engineer
15054	Mutuels Rulings Auditor (013 Pay Plan)
30370	Evaluator Technician



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<u>Code</u>	<u>Regents Merit Classifications</u>
<u>No.</u>	
8101	Architectural Assistant
3901	Assembly Technician I
3902	Assembly Technician II
4051	Audio Specialist
4062	Audiovisual Equipment Tech. II
4081	Audiovisual Specialist
7631	Barber
7641	Beautician
3448	Broadcast Master Cont. Operator
3485	Broadcast Television Prod. Spec.
3441	Broadcast TV-Radio Tech. I
3442	Broadcast TV-Radio Tech. II**
3443	Broadcast TV-Radio Tech. III***
7201	Central Service Technician I
7202	Central Service Technician II
3291	Clinical Technician I
3292	Clinical Technician II
1811	Computer Operator I
1812	Computer Operator II
5601	Construction Inspector
7951	Costume Tailor
3051	Dental Assistant I
3052	Dental Assistant II
3041	Dental Dispensary Assistant
3141	Dental Technician I
3142	Dental Technician II
3501	Drafter
3511	Drafter-Design & Packager
3302	Electroencephalographic Technologist I
3303	Electroencephalographic Technologist II
3304	Electroencephalographic Technologist III
3271	Electron Microscope Technician I
3272	Electron Microscope Technician II
3401	Electronics Technician I
3402	Electronics Technician II
8221	Emergency Comm. Center Dispatcher
3541	Engineering Technician I
3542	Engineering Technician II
4444	Epidemiology Quality Assurance Tech.



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3326	Extracorporeal Technician Heart/Lung
3321	Extracorporeal Technician/Kidney
3801	Field Laboratory Technician I
3802	Field Laboratory Technician II
3803	Field Laboratory Technician III
3491	Film Library Coordinator
4091	Film Library Technician
3991	Glassblower
4111	Graphics Specialist I
4101	Graphics Technician I
4102	Graphics Technician II
4103	Graphics Technician III
5791	Greenhouse Caretaker
3411	Health Physics Technician I
3412	Health Physics Technician II
3413	Health Physics Technician III
3331	Health Technician
3408	Hemodialysis Technician
3261	Histology Technician I
3262	Histology Technician II
7921	Hospital Sewing Machine Operator
7661	Houseparent I
7662	Houseparent II
3151	Laboratory Assistant I
3152	Laboratory Assistant II
3701	Laboratory Mechanical Tech. I
3702	Laboratory Mechanical Tech. II
3711	Laboratory Mechanical Tech.
3251	Laboratory Technician I
3252	Laboratory Technician II
3253	Laboratory Technician III
7211	Licensed Practical Nurse
7911	Medical Assistant
3601	Motion Picture/Video Prod. Spec. I
3602	Motion Picture/Video Prod. Spec. II
7221	Nursing Assistant I
7222	Nursing Assistants II
7261	Occupational Therapy Assistant
7231	Operating Room Technician
7941	Orthotist
7942	Orthotist Senior
8231	Patient Escort
3381	Pharmacy Manufacturing Tech. I



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3382	Pharmacy Manufacturing Tech. II
3361	Pharmacy Technician I
3362	Pharmacy Technician II
4201	Photo Specialist I
4202	Photo Specialist II
4211	Photo Technician I
4212	Photo Technician II
4213	Photo Technician III
7241	Physical Therapy Aide
7251	Physical Therapy Assistant
5781	Plant House Assistant
7271	Psychiatric Nursing Assistant I
7272	Psychiatric Nursing Assistant II
3372	Radiation Therapy Technician
3281	Radiographer I
3282	Radiographer II
7721	Recreation Activities Coordinator
4501	Research Technician
4511	Research Technician, Senior
4910	Respiratory Therapy Tech.
7741	School Assistant
3811	Seed Analyst I
3812	Seed Analyst II
3813	Seed Analyst III
3821	Seed Processing Technician I
3822	Seed Processing Technician II
7751	Sewing Machine Operator I
7752	Sewing Machine Operator II
7753	Sewing Machine Operator III
3446	Television Media Technician
3431	Television Production Assistant

** Start at Step 3

*** Start at Step 4