

UNION RETENTION AND RECERTIFICATION ELECTIONS

The Process:

- On August 27, 2018 PERB will circulate notices regarding the upcoming election. Supervisors will be sent notices that must be posted and distributed to employees on August 30, 2018.
- On or before September 4, 2018 the University will send PERB a list of employees eligible to vote in the election.
- On September 19, 2018 PERB will circulate another notice regarding the upcoming election which will include voting instructions. Supervisors will be sent the notices that must be posted and distributed to employees.
- October 15, 2018 through October 29, 2018 is the voting period. Employees will be able to vote on line or by telephone.
- Supervisors must inform ui-recertification@uiowa.edu of any employees who stop working (terminations, resignations, and retirements) on September 19, 2018 and through October 29, 2018.
- After October 29, 2018, PERB will post tentative election results.
- There will be a 10 day period where parties may challenge the election results.
- After the 10 day period, if no challenges are pending, PERB will post the official election results.

DO's and DON'Ts:

- DO promptly post all PERB election notices when you receive them on bulletin boards where employee notices are generally posted.
- DO promptly circulate all PERB election notices when you receive them in the manner you circulate other notices to employees. (For example, by email or in employee mailboxes).
- DO promptly email ui-recertification@uiowa.edu when any employee ends their employment (actually stops working) on September 19, 2018 and through October 29, 2018.
- DO allow employees to vote during breaks if you generally allow employees to use work computers or phones during break time for other personal business.
- DO allow employees to vote during work time if you generally allow employees to minimally use work computers or phones during work time for other personal business.
- DO NOT discuss the election with employees.
- DO NOT interfere with employee's rights to discuss the election.
- DO NOT share your opinion on the election.
- DO NOT discipline employees for exercising their right to vote.
- DO NOT try to answer questions about the election.
- DO NOT ask employees if they voted or how they voted.

More Information:

- If employees have questions, advise them to call PERB at 515-281-4414 or visit PERB's webpage on Recertifications - Frequently Asked Questions: <https://iowaperb.iowa.gov/notices-and-information/recertification-faqs>
- If employees' campaigning or voting interferes with work operations, contact Shelley or Lisa in Employee and Labor Relations at 319 335 3558, elr-help@uiowa.edu, 319 335 9702 or uihc-elr@uiowa.edu **before** taking any action.