

THE EMPLOYER SHALL PROMPTLY POST THIS NOTICE IN THE MANNER AND LOCATIONS CUSTOMARILY USED FOR POSTING. THIS NOTICE SHALL REMAIN POSTED UNTIL THE EMPLOYER RECEIVES NOTIFICATION OF THE TALLY OF BALLOTS AT THE CONCLUSION OF THE ELECTION.

IF THE EMPLOYER CUSTOMARILY DISTRIBUTES INFORMATION TO EMPLOYEES BY ADDITIONAL MEANS, SUCH AS BY E-MAIL OR HARD COPY, THE EMPLOYER SHALL PROMPTLY DISTRIBUTE THIS NOTICE TO THE AFFECTED EMPLOYEES THROUGH THOSE MEANS AS WELL.

## NOTICE OF TELEPHONE AND WEB-BASED RETENTION AND RECERTIFICATION ELECTION

The Public Employment Relations Board (PERB) has ordered that a retention and recertification election be conducted to determine whether AFSCME Iowa Council 61 (Clerical) will be retained and recertified as the exclusive collective bargaining representative for the employees of State of Iowa in the bargaining unit described at the end of this document. It has been determined that this election will be conducted by telephone and online with the assistance of Everyone Counts, Inc., an internationally recognized neutral election service corporation. During the election period, which opens October 15 at 8:00 a.m. and closes October 29 at 9:00 a.m., voters can either go online ([www.iowaperb.everyonecounts.com](http://www.iowaperb.everyonecounts.com)) or call in (toll free at 1-855-852-0282) to cast a ballot.

**The script of the ballot question and ballot options are shown below.**

Retention and Recertification Election  
for Certain Employees of  
State of Iowa

DO YOU WANT

AFSCME Iowa Council 61 (Clerical)

TO BE RETAINED AND RECERTIFIED AND CONTINUE TO BE  
YOUR EXCLUSIVE BARGAINING REPRESENTATIVE?

Yes.

No.

## **VOTING SCHEDULE**

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

**October 15, 2018**  
**8:00 a.m.**

Telephone and web-based voting begins.

**October 29, 2018**  
**9:00 a.m.**

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

You can vote online ([www.iowaperb.everyonecounts.com](http://www.iowaperb.everyonecounts.com)) or by phone (toll free at 1-855-852-0282). The voting system is in operation 24 hours a day, 7 days a week during the voting period. Please see the attached voting instructions.

AFSCME Iowa Council 61 (Clerical) will be retained and recertified if AFSCME Iowa Council 61 (Clerical) receives a “yes” vote from a majority of eligible voters. An eligible voter’s choice not to vote is the same as casting a “no” vote.

**The Public Employment Relations Board does not endorse any choice in the election.**

### **Everyone Counts Help Desk**

If you experience any problems with the voting system or need special assistance in voting, call 1-888-492-4763.

### **PERB**

If you have questions about the election process, email PERB at [iaperb@iowa.gov](mailto:iaperb@iowa.gov) or call PERB at 1-515-281-4414.

## **VOTING INSTRUCTIONS**

**Voting Begins Monday, October 15 at 8:00 a.m.**

**Voting Ends Monday, October 29 at 9:00 a.m.**

### **To Vote by Phone:**

1. Call 1-855-852-0282 toll-free.
2. Be prepared to provide your birth date (MM/DD/YYYY) and the last four digits of your Social Security number.
3. Follow the instructions provided to you on the phone.
4. You will be asked, "Do you want AFSCME Iowa Council 61 (Clerical) to be retained and recertified and continue to be your exclusive bargaining representative?"
5. After you vote you will be asked to confirm your choice for your vote to be counted. You **MUST CONFIRM** your choice for your vote to be counted.

### **To Vote by Internet**

1. Go to [www.iowaperb.everyonecounts.com](http://www.iowaperb.everyonecounts.com).
2. Be prepared to provide your birth date (MM/DD/YYYY) and the last four digits of your Social Security number.
3. Follow the instructions provided to you.
4. You will be asked, "Do you want AFSCME Iowa Council 61 (Clerical) to be retained and recertified and continue to be your exclusive bargaining representative?" Select either "Yes" or "No" Then submit your selection.
5. After you vote "Yes" or "No," you will be asked to confirm your choice for your vote to be counted. You **MUST CONFIRM** your choice for your vote to be counted.

If you receive a message saying you have already voted and you have not done so, please contact PERB.

#### **Everyone Counts Help Desk**

If you experience any problems with the voting system or need special assistance in voting, call 1-888-492-4763.

#### **PERB**

If you have questions about the election process, e-mail PERB at [iaperb@iowa.gov](mailto:iaperb@iowa.gov) or call PERB at 1-515-281-4414.

**BARGAINING UNIT OF EMPLOYEES OF State of Iowa\*\***

\*\*The unit description below is subject to the mutual agreement between the parties concerning who is eligible to vote in the upcoming recertification election.

INCLUDED: All clerical and related employees of the State of Iowa in the classifications set forth in the attached Appendix A.

EXCLUDED: All employees of the State of Iowa in classifications not set forth in the attached Appendix A.

NON-PROFESSIONAL  
CLERICAL BARGAINING UNIT

APPENDIX A – INCLUDED CLASSIFICATIONS

State Merit Classifications

<u>Class</u> <u>No.</u>	<u>Classification</u>
00006	Receptionist
00010	Utility Office Worker
00012	Typist
00013	Typist Advanced
00011	Clerk
00017	Clerk – Advanced
00018	Clerk Specialist
00025	Secretary 1
00026	Secretary 2
15002	Secretary 3
00035	Telephone Operator
00060	Word Processor 1
00061	Word Processor 2
00063	Word Processor 3
00114	Information Technology Support Worker 1
00115	Information Technology Support Worker 2
00116	Information Technology Support Worker 3
00117	Information Technology Support Worker 4
00305	Accounting Clerk 1
00306	Accounting Clerk 2
00307	Accounting Clerk 3
04705	Telecommunications Operator
02000	Nursing Unit Coordinator
82000	Nursing Unit Coordinator
06298	Drivers License Clerk
06299	Drivers License Clerk Senior
15051	Licensing Assistant

APPENDIX A – INCLUDED CLASSIFICATIONS (cont.)

Regents Merit Classifications

<u>Class</u>	<u>Classification</u>		
<u>No.</u>			
01081	Account Clerk	01071	Secretary I
01091	Account Specialist	01072	Secretary II
01201	Cashier I	01073	Secretary III
01202	Cashier II	01075	Secretary IV
01051	Clerk I	07771	Telecommunications Operator
01052	Clerk II	01601	Veterinary Teaching Hospital Assistant I
01053	Clerk III		
01055	Clerk IV	01602	Veterinary Teaching Hospital Assistant II
01061	Clerk-Typist I		
01062	Clerk-Typist II		
01062	Clerk-Typist III		
01821	Data Entry Operator I		
01822	Data Entry Operator II		
01831	Data Technician I		
01832	Data Technician II		
01833	Data Technician III		
01410	Dietetic Clerk		
01211	Dispatching Clerk		
01301	Editorial Assistant I		
01302	Editorial Assistant II		
08351	Extension Program Assistant I		
08352	Extension Program Assistant II		
08353	Extension Program Assistant III		
07961	Facilities Coordinator		
01311	Health Information Technician I		
01321	Health Information Technician II		
01331	Health Information Technician III		
01801	Key Entry Operator I		
01802	Key Entry Operator II		
01501	Library Assistant I		
01502	Library Assistant II		
01503	Library Assistant III		
1505	Library Assistant IV		
07971	Mail Center Coordinator		
01231	Mail Clerk		
01241	Nursing Unit Clerk		
07830	Parking and Transportation Attendant		
7840	Parking and Transportation Dispatcher I		
7841	Parking and Transportation Dispatcher II		
01401	Patient Account Representative		
01261	Record Analyst I		
01262	Record Analyst II		