



## STATE OF IOWA PUBLIC EMPLOYMENT RELATIONS BOARD

Mary T. Gannon, Member  
Erik Helland, Member

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

- (1) Employer to post and distribute Notice to Employees.
- (2) Employer to submit initial voter list to PERB by September 2, 2020.
- (3) Employee Organization to pay election fee by September 14, 2020.

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 Chapter 15 of PERB's administrative rules. The purpose of this election is to determine whether certain employees of State of Iowa (Board of Regents) wish to retain UE Local 896/COGS (Graduate Students) 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 (Board of Regents) and UE Local 896/COGS (Graduate Students) requires an election be held in the fall of 2020 pursuant to Iowa Code section 20.15(2) and PERB rule 621—15.5(20).

By **September 2, 2020**, 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 this 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.

By **September 2, 2020**, 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 dates of birth (MM/DD/YYYY), the last four digits of their social security number, their home addresses, their work and personal email-addresses, if known, and their work and personal telephone numbers, if known, to [iaperb@iowa.gov](mailto:iaperb@iowa.gov) with the **subject line: BU-1012-State of Iowa (Board of Regents)/UE Local 896/COGS (Graduate Students) Voter Eligibility List**.

If the employer would prefer to submit the voter list to PERB through a Citrix ShareFile portal, the employer must email [iaperb@iowa.gov](mailto:iaperb@iowa.gov) and request a link to a portal by **4:30 p.m. on August 31, 2020**. The agency will email the Employer a link to a Citrix ShareFile portal. By **September 2, 2020**, the Employer must submit the Voter Eligibility List to PERB through the portal **and the Excel spreadsheet must be titled BU-1012 State of Iowa (Board of Regents)/UE Local 896/COGS (Graduate Students) Voter Eligibility List**.

After submitting the list to the agency (either via email or via Sharefile), the **Employer shall send a separate email to the UE Local 896/COGS (Graduate Students)** confirming the Employer provided PERB with the voter list, the date the list was submitted to PERB, and the number of employees on the list. **When emailing the UE Local 896/COGS (Graduate Students), 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 provide the voter list to the agency by September 2, 2020, will result in the recertification of the employee organization without the process of the retention and recertification election.

By **September 14, 2020**, the **UE Local 896/COGS (Graduate Students)** shall submit a check to PERB pursuant to Iowa Code section 20.6(7) and PERB subrules 15.1(1) and 15.5(5). See the fee schedule included with this Notice 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's name, UE Local 896/COGS (Graduate Students), the Employer's name, State of Iowa (Board of Regents), 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 numbers, Employer Name, Certified Employee Organization name, the number of employees in each unit, and the amount paid for each 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 14, 2020.

Failure to pay the required fee or failure to request an extension by September 14, 2020 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 until **September 16, 2020**. 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.

PERB will hold the retention and recertification election 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/ Susan M. Bolte  
Administrative Law Judge

Electronically filed.  
Served via eFlex.

510 E.12th St., Suite 1B / Des Moines, Iowa 50319 / Phone 515.281.4414 / Fax 515.242.6511

Email: [iaperb@iowa.gov](mailto:iaperb@iowa.gov) / <http://iowaperb.iowa.gov>



# STATE OF IOWA PUBLIC EMPLOYMENT RELATIONS BOARD

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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 2, 2020

Last day for the Employer to submit the Voter Eligibility List by **e-mail to [iaperb@iowa.gov](mailto:iaperb@iowa.gov) or by ShareFile 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. 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.

Last day for parties to object to Notice of Intent to Conduct an Election.

September 14, 2020

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 14, 2020.

October 13 2020  
7:00 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 Notice of Election filed by PERB on or around September 16 will contain the voting phone number and website address.

October 27, 2020  
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 fewer	\$15.00
10 or more	\$1.50 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 subrule 621—15.1(1).

**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's name, employer's 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 number of employees in the unit, and the amount paid 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 (in one cell)
7. Work e-mail address, if available
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 #
Anderson	James	Worker 1	01/02/1960	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
Miller	Tina	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
Olson	Donna	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
Peterson	Kelly	Worker 1	12/24/1990	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) OR SUBMIT THROUGH SHAREFILE**  
**Please provide one worksheet per unit, No multiple tabs**

**E-mail Subject Line or Document Title (If Through ShareFile): BU-1012-State of Iowa (Board of Regents)/UE Local 896/COGS (Graduate Students) Voter Eligibility List**

510 E.12th St., Suite 1B / Des Moines, Iowa 50319 / Phone 515.281.4414 / Fax 515.242.6511

Email: [iaperb@iowa.gov](mailto:iaperb@iowa.gov) / <http://iowaperb.iowa.gov>



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

\*\*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 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.