

THE EMPLOYER SHALL PROMPTLY POST THIS NOTICE IN THE MANNER AND AT THE LOCATIONS CUSTOMARILY USED FOR POSTING. THIS NOTICE SHALL REMAIN POSTED UNTIL WEDNESDAY, 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 THIS NOTICE TO THE AFFECTED EMPLOYEES THROUGH THOSE MEANS AS WELL.

**NOTICE TO EMPLOYEES
FROM THE
PUBLIC EMPLOYMENT RELATIONS BOARD**

Pursuant to the Public Employment Relations Act, Iowa Code chapter 20, the Public Employment Relations Board (PERB) certified AFSCME Iowa Council 61 (Clerical) as the exclusive bargaining representative for the bargaining unit of State of Iowa employees described at the end of this document.

Iowa Code section 20.15(2) requires PERB to conduct a retention and recertification election. In this election PERB will ask the employees in the bargaining unit whether you wish to retain and recertify AFSCME Iowa Council 61 (Clerical) as your exclusive bargaining representative for purposes of collective bargaining.

Iowa Code section 20.6(7) and PERB subrules 621—15.1(1) and 15.5(5) require that AFSCME Iowa Council 61 (Clerical) pay an election fee. This fee must be paid by Monday, September 14, 2020.

If AFSCME Iowa Council 61 (Clerical) fails to pay the required election fee, PERB will revoke its certification. If PERB revokes the certification of AFSCME Iowa Council 61 (Clerical) your collective bargaining agreement may become void and the terms of the agreement may become unenforceable.

IF AN ELECTION IS HELD, your employer shall post and distribute, in mid-September, a Notice of Election giving details on how and when to vote. The election period will be from 7:00 a.m. on Tuesday, October 13, 2020 to 9:00 a.m. on Tuesday, October 27, 2020. The election will be conducted by the Public Employment Relations Board and your right to a secret ballot and a free choice will be protected.

**THE PUBLIC EMPLOYMENT RELATIONS BOARD DOES NOT ENDORSE ANY
CHOICE IN ANY ELECTION CONDUCTED.**

Any questions should be directed to:

Public Employment Relations Board

510 East 12th Street • Suite 1B

Des Moines IA 50319-0203

515/281-4414

<https://iowaperb.iowa.gov>

iaperb@iowa.gov

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[BU-0897]

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.
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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>		
No.			
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
01053	Clerk III		Assistant I
01055	Clerk IV	01602	Veterinary Teaching Hospital
01061	Clerk-Typist I		Assistant II
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		