

UNION RETENTION AND RECERTIFICATION ELECTIONS

The Process:

- On August 26, 2020 PERB will circulate notices regarding the upcoming election. Local HR teams will be sent notices that must be distributed to employees by August 28, 2020.
- On or before September 2, 2020 the University will send PERB a list of employees eligible to vote in the election.
- On September 16, 2020 PERB will circulate another notice regarding the upcoming election which will include voting instructions. Local HR teams will be sent the notices that must be posted and distributed to employees.
- October 13, 2020 through October 27, 2020 is the voting period. Employees will be able to vote online or by telephone.
- After October 27, 2020, 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 in locations where employee notices are generally posted (if physical posting is required in your area).
- **DO** promptly circulate all PERB election notices when you receive them in the manner you circulate other notices to employees.(if physical posting is required in your area).
- **DO** promptly enter all appointment changes within **3 business days**. Changes to appointments that occur between September 16, 2020 and October 27, 2020 may impact the status of bargaining unit members. As such, University HR is required to report these changes to PERB on a weekly basis.
- **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.

Additional Information:

- If employees have questions, advise them to call PERB at 515-281-4414 or visit PERB's webpage on Recertifications - Frequently Asked Questions at the following link:
<https://iowaperb.iowa.gov/notices-and-information/recertification-faqs>
- If employees' campaigning or voting interferes with work operations, contact University Employee and Labor Relations at 319 467 0745, ELR-HELP@uiowa.edu, or UIHC Employee & Labor Relations at 319 335 9702 or UIHC-ELR@uiowa.edu **before** taking any action.