



**PUBLIC EMPLOYMENT RELATIONS BOARD**

Erik M. Helland, Member  
Cheryl K. Arnold, Member

RE: BU-0332-State of Iowa/AFSCME Iowa Council 61

**NEW FOR 2022: EMPLOYERS MUST USE THE SECURE UPLOAD PORTAL (suPERB)  
PERB WILL NOT ACCEPT EMAILED LISTS**

**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 August 31, 2022.
- (3) Employee Organization to pay election fee by September 12, 2022.

Dear Representatives:

The Public Employment Relations Board (PERB) intends to conduct a retention and recertification election this fall. The purpose of this election is to determine whether certain employees of State of Iowa wish to retain AFSCME Iowa Council 61 as their exclusive bargaining representative for the bargaining unit described at the end of this document.

According to our records, the unit of employees of State of Iowa that are represented by AFSCME Iowa Council 61 is scheduled to have an election in the fall of 2022 pursuant to Iowa Code section 20.15 (2) and PERB rule 621—15.5(20). By **August 31, 2022**, 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-0332.

**Dates and Actions Steps for EMPLOYERS**

**• Submit Voter Eligibility List by August 31, 2022.**

- Upload Instructions:
  - Submit the eligible voter list through the Secure Upload PERB (suPERB)
  - <https://iowa-superb.iowa.gov>
    - Username and password for the new suPERB have been automatically assigned and should match an employer's representative already designated within the efilng portal.
      - These representatives should have already received an email instructing them to set up their new suPERB account.
  - Employer uploads the voter list eligibility list by logging in to suPERB.
  - Click "VIEW" button next to the appropriate bargaining unit.
  - Click "EMPLOYEE LIST" tab.
  - Click "UPLOAD EMPLOYEE LIST".
    - An excel spreadsheet template is available for download.
  - Click "UPLOAD" to attach the document or drag and drop the document into the box.
  - If there are errors a window will show the list of errors for each row that must be corrected prior to submission. If not, the upload is successful.



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- Click "VIEW" to review the employee list and confirm all are correct.
  - If not, update the excel spreadsheet and re-import
  - You can also add or edit employees while viewing the imported list
- Click "APPROVE" to complete the upload process which sends a notification to the employee reps for review.
- **Notify Certified Employee Organization of List Submission:** After submitting the list to PERB, the Employer shall send a separate email to the Certified Employee Organization 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 Certified Employee Organization, do not forward the voter list as it contains confidential information.
- **Distribute and Post Notice to Employees:** The Employer shall promptly distribute, electronically or by hard copy, the Notice to Employees to the affected employees. The employer shall also promptly post the notice in the manner and locations customarily used for the posting of information to employees. This Notice to Employees was filed as a separate document on the e filing system.

**\*\*Failure to provide the voter list to the agency by August 31, 2022, will result in the recertification of the employee organization without the process of the retention and recertification election.**

**Dates and Action Steps for CERTIFIED EMPLOYEE ORGANIZATION**

- **Pay the Election fee by September 12, 2022**, the Certified Employee Organization 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.
  - 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 12, 2022.

**\*\*Failure to pay the required fee in a timely manner 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.**

PERB will hold the retention and recertification election on the schedule provided later in this document.

Thank you for your attention to this matter.

Sincerely,  
PERB Board

Electronically filed.  
Served via eFlex.



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**SAMPLE VOTER LIST**

The Employer will provide the following information for all employees in the bargaining unit:

1. Last Name
2. First 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

A template is available in the secure upload portal.

**\*\*THE EMPLOYER MUST PROVIDE THE VOTER ELIGIBILITY LIST BY UPLOADING THE LIST  
TO THE suPERB SITE AT <https://iowa-superb.iowa.gov/>**



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**ELECTION FEE SCHEDULE**

<b># of Eligible Votes on Initial Voter Eligibility List**</b>	<b>Election Fee</b>
10 or fewer	\$20.00
10 or more	\$2.00 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-0332 on the check.

If writing one check for multiple units, attach a document with the check that lists the BU numbers, Employer Name, Certified Employee Organization name, number of employees in each unit, and the amount paid for each unit.



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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:

August 31, 2022

Last day for the Employer to submit the Voter Eligibility List by uploading this list to suPERB <https://iowa-superb.iowa.gov>.

Employer shall send a separate email to the Certified Employee Organization confirming the date the list was uploaded 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 12, 2022

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 12, 2022.

October 11, 2022  
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 14, 2022 will contain the voting phone number and website address.

October 25, 2022  
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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**BU-0332**

**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:                      SEE ATTACHED

EXCLUDED:                      SEE ATTACHED

NON-PROFESSIONAL  
BLUE COLLAR BARGAINING UNIT

State Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
	Park Attendant
30565	Maintenance Worker I
	Liquor Store Manager I (Assistant)
	Liquor Store Manager II (Assistant)
00220	Liquor Store Clerk
00235	Storekeeper I
00236	Storekeeper II
00237	Storekeeper III
00245	Warehouse Dispatcher
00251	Warehouse Worker
00252	Forklift Operator
00253	Warehouse Coordinator
00260	Mail Clerk I
00261	Mail Clerk II
01360	Capitol Guide Aide
01361	Capitol Guide
02010	Student Residence Coord.
04730	Comm. Tower Worker
05005	Nursery Worker I
05006	Nursery Worker II
05010	Farm Worker
05015	Farm Leader
05025	Herd Leader
05030	Farm Manager I
05032	Corrections Farm Manager
05301	Conservation Worker
05410	Forestry Leader I
05411	Forestry Leader II
07005	Custodial Worker
07010	Custodial Leader
07015	Custodial Asst.
07030	Elevator Operator
07200	Food Service Worker
07210	Food Service Leader
07215	Ingredient Room Worker I
07216	Ingredient Room Worker II
07220	Cook I
07221	Cook II
07225	Baker I
07226	Baker II
07230	Meatcutter I
07231	Meatcutter II
07237	Corrections Food Serv Coord.
07240	Canteen Clerk

NON-PROFESSIONAL  
BLUE COLLAR BARGAINING UNIT

State Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
07245	Canteen Operator I
07246	Canteen Operator II
07305	Laundry Worker I
07306	Laundry Worker II
07313	Corr. Bldg. Serv. Coord.
07315	Linen Room Attendant I
07316	Linen Room Attendant II
07320	Sewing Room Attendant I
07321	Sewing Room Attendant II
08005	Maintenance Worker I
08006	Maintenance Worker II
08010	Maintenance Leader
08012	Facilities Maint. Coord.
08015	Trades Helper
08016	Maintenance Repairer
08020	Maintenance Repairs Leader
08039	Furniture Upholsterer
08040	Carpenter I
08041	Carpenter II
08042	Mason
08043	Painter I
08044	Painter II
08045	Plumber I
08046	Plumber II
08099	Restoration Painter
08105	Rest Area Attendant
08110	Equipment Operator I
08111	Equipment Operator II
08112	Asphalt Paving Mach. Operator
08113	Equipment Operator III
08120	Highway Maint. Spec.
08130	Suspension Bridge Maint. Worker
08131	Suspension Bridge Maint. Supervisor
08140	Parts Worker
08141	Parts Leader
08205	Driver
08210	Transport Driver
08215	Vehicle Dispatcher
08230	Heavy Equipment Operator
08305	Machinist
08310	Welder
08315	Heating Plant Mechanic



NON-PROFESSIONAL  
BLUE COLLAR BARGAINING UNIT

State Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
08323	Air Conditioning Mechanic
08325	Electrician I
08326	Electrician II
08335	Equipment Repairer
08340	Lab. Equip. Tech.
08346	Sign Shop Worker
08347	Silk Screen Fabricator
08355	Truck Body Installer
08360	Automotive Electrician
08365	Auto Service Worker
08370	Auto Mechanic Helper
08375	Automotive Mechanic
08380	Auto Mechanic Leader
08390	District Mechanic
08405	Water & Disposal Plant Opr. I
08406	Water & Disposal Plant Opr. II
08410	Power Plant Eng. I
08415	Power Plant Eng. II
08416	Power Plant Eng. III
08420	Ch. Power Plant Eng.
08510	Bindery Worker
08525	Rep. Equipment Operator I
08526	Rep. Equipment Operator II
08530	Rep. Equipment Leader
08635	Locksmith
08639	Aircraft Mechanic
08672	Electronics Tech.
08675	Office Machine Repairer I
08677	Office Machine Repairer II

State Non-Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
14985	Reproduction Equip. Operator
30168	Chief Supply Officer
30263	Mail Clerk
30269	Maintenance Worker III
30364	Cook I
30451	Maintenance Engineer
30463	Kitchen Helper
30467	Housekeeper

NON-PROFESSIONAL  
BLUE COLLAR BARGAINING UNIT

State Non-Merit Classification

<u>Code</u> <u>No.</u>	<u>Classification</u>
30565	Maintenance Worker I
30567	Maintenance Assistant II
30666	Cook II

Regents Classifications

<u>Code</u> <u>No.</u>	<u>Classification</u>
07611	Animal Caretaker I
07612	Animal Caretaker II
05671	Arborist
05051	Automotive Mechanic
07331	Bindery Operator I
07332	Bindery Operator II
07333	Bindery Operator III
05611	Building Services Coordinator
05061	Carpenter
05271	Carpet Maintenance Worker
07301	Compositor
07311	Copy Center Operator
05701	Custodian I
05702	Custodian II
05811	Driver-Mechanic
05071	Electrician
05081	Elevator Mechanic
05091	Environmental Systems Mechanic
05101	Equipment Operator
06301	ERD Machinist
06311	ERD Machinist, Senior
06321	ERD Welder
05861	Farm Equipment Mechanic
05901	Farm Equipment Operator I
05902	Farm Equipment Operator II
05903	Farm Equipment Operator III
05281	Farrier
07071	Food Worker I
07072	Food Worker II
07073	Food Worker III
07074	Food Worker IV
05741	Gardener
05361	Glazier
05771	Golf Course Attendant

NON-PROFESSIONAL  
BLUE COLLAR BARGAINING UNIT

Regents Classifications

<u>Code</u> <u>No.</u>	<u>Classification</u>
05621	Golf Course Maintenance Worker
05731	Groundskeeper
05291	Insulator
07081	Kitchen Helper I
07082	Kitchen Helper II
05721	Laborer
08061	Laundry Checker
08071	Laundry Coordinator
08081	Laundry Machine Operator
08051	Laundry Press Operator
07981	Motor Vehicle Operator I
07982	Motor Vehicle Operator II
07983	Motor Vehicle Operator III
07984	Motor Vehicle Operator IV
05501	Power Plant Fireman/Utilityman
05911	Athletic Facilities Attendant
07061	Cook I
07062	Cook II
07371	Linotype Operator
05111	Locksmith
05121	Machinist
05311	Maintenance Mechanic
05301	Maintenance Repairman I
05302	Maintenance Repairman II
05131	Mason
07091	Meatcutter
05321	Mechanics Assistant
05141	Mechanic, Preventative Maintenance
07711	Milker
07321	Offset Equipment Operator I
07322	Offset Equipment Operator II
07323	Offset Equipment Operator III
07381	Offset Platemaker
05151	Painter
05851	Parking Maintenance Worker I
05852	Parking Maintenance Worker II
08241	Patient Transport Driver
05241	Pest Control Operator
05161	Pipefitter
05171	Plasterer
05331	Plumber
05431	Power Plant-Assistant Chief Operator

NON-PROFESSIONAL  
BLUE COLLAR BARGAINING UNIT

Regents Classifications

<u>Code</u> <u>No.</u>	<u>Classification</u>
05461	Power Plant-Assistant Superintendent
05421	Power Plant-Boiler Operator
05401	Power Plant-Larryman
05441	Power Plant-Repairman
05411	Power Plant-Utilityman
07401	Pressman
07341	Printer
05181	Roofer
07841	Safety Technician
05191	Sheet Metal Mechanic
05221	Shops, Utilityman
05341	Sign Painter
05351	Steamfitter
07761	Storekeeper I
07762	Storekeeper II
07763	Storekeeper III
05751	Tree Trimmer
07931	Trimmer
07781	Typewriter Serviceman
05211	Upholsterer
05251	Vending Machine Mechanic
08281	Vending Routeman
05511	Water Plant Operator
05521	Water Systems Operator
05201	Welder
05261	Aircraft Mechanic – Auth. Inspector
05231	Aircraft Mechanic – Licensed (A & P)
07681	Mail Distributor
07691	Mail Carrier
07971	Mail Room Coordinator
01231	Mail Clerk
07731	Fire Safety Inspector
07051	Baker I
07052	Baker II
	Supervisor, Facilities Maintenance