



**PUBLIC EMPLOYMENT RELATIONS BOARD**

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

RE: BU-0696-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-0696.

**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 e filing 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-0696 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-0696**

**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 Security and related employees of the State of Iowa, as set forth in Appendix A hereto.

**EXCLUDED:** All persons holding job classifications as set forth in Appendix B hereto; managerial, supervisory, confidential, part-time and all other employees of the State of Iowa; and all other persons excluded by Section 4 of the Act.

**APPENDIX A**

Security Guard III

<u>Code</u> <u>No.</u>	<u>State Merit Classifications</u>	<u>Department</u>
00480	Grain Dealer Investigator	Commerce
00482	Warehouse Examiner	Commerce
00660	Field Safety Technician	Labor
00665	Labor Safety Educator	Labor
00675	Elevator Inspector	Labor
00679	Mines & Minerals Reclamation Officer A	Soil Conservation
00680	Surface Mine Inspector	Soil Conservation
00683	Track Car Technician A	D.O.T.
00684	Senior Track Inspector	D.O.T.
00685	Railroad Safety Investigator	D.O.T.
00686	Chief Railroad Safety Investigator	D.O.T.
02405	Health Inspector	Health
02425	Public Health Representative I	Health
05101	Weights & Measures Inspector	Agriculture
05102	Food and Sanitation Inspector	Agriculture
05103	Food Sanitation Survey Officer	Agriculture
05112	Dairy Products Inspector	Agriculture
05117	Livestock Inspector	Agriculture
05126	Meat Inspector	Agriculture
05127	Sr. Meat Inspector A	Agriculture
05140	Apiary Inspector	Agriculture
05144	Agricultural Products Inspector	Agriculture
05145	Pesticide Investigator A	Agriculture
05186	Dairy Trade Practices Investigator	Agriculture
05356	Recreational Safety Coordinator A	Conservation
05424	State Waters Aide	Conservation
06075	Training Facilities Supervisor	Law Enf. Academy
06340	Motor Vehicle Investigator	D.O.T.
06360	Motor Vehicle Officer I	D.O.T.
06361	Motor Vehicle Officer II	D.O.T.
06405	Correctional Officer I	Social Services
06406	Correctional Officer II	Social Services
06407	Correctional Escort	Social Services
06409	Correctional Officer III	Social Services
06440	Correctional Specialist	Social Services
06443	Jail Inspector	Social Services
06465	State Industries Technician I	Social Services
06466	State Industries Technician II	Social Services
06470	State Industries Supervisor	Social Services
06480	Mental Health Officer	Soc. Serv. (Woodward)
06490	Community Correctional Aide	Social Services
06491	Halfway House Worker	Social Services
07105	Guard	General
06401	Women's Corr. Officer	Social Services
07110	Security Guard I	General Services
07111	Security Guard II	General Services
07112	Military Security Guard	Adjutant General
07130	Airport Firefighter	Adjutant General
08430	Boiler Inspector	Labor

Non-Merit Classification

Security Guard

Public Instruction

University Merit Classification

07581	Hospital Security Officer I
07801	Parking Enforcement Officer
07811	Parking Enf. Officer, Chief
08121	Plant Safety Patrolman
08131	Plant Safety Sergeant
08111	Safety Inspector
07491	Security-Auxiliary Officer
07551	Security Detective
07571	Security-Lieutenant Detective
07511	Security-Patrolman
07561	Security-Sergeant Detective
07501	Security-Watchman



**APPENDIX B**

<u>Code No.</u>	<u>State Merit Classification</u>	<u>Department</u>
00484	Asst. Dir. of Warehouse & Gr. Dealer Inv.	Commerce
00486	Dir., Warehouse & Grain Dealer Inv.	Commerce
00676	Elevator Inspection Supervisor	Labor
02410	Executive Secretary, Cosmetology	Health
02420	Executive Secretary, Barbering	Health
02426	Public Health Representative II	Health
05220	Parks Supervisor	Conservation
05225	Assistant Parks Superintendent	Conservation
05230	Parks Superintendent	Conservation
06300	Drivers License Examiner	D.O.T.
06301	Sr. Drivers License Examiner	D.O.T.
06362	Motor Vehicle Officer II	D.O.T.
06363	Asst. Motor Vehicle Enf. Dir.	D.O.T.
06364	Vehicle Enforcement Director	D.O.T.
06365	Asst. Motor Vehicle Invest. Director	D.O.T.
06402	Correctional Supervisor I	Social Services
06410	Correctional Supervisor II	Social Services
06411	Correctional Supervisor III	Social Services
06415	Correctional Security Asst. Dir.	Social Services
06416	Correctional Security Director	Social Services
06492	Halfway House Director	Social Services
07125	Fairgrounds Security Chief	Fair Board
07131	Airport Firefighter Supervisor	Adjutant General
08435	Boiler Inspection Supervisor	Labor
05210	Park Ranger I	Conservation
05215	Park Ranger II	Conservation
05217	Park Ranger III	Conservation

**University Merit Classification**

07582	Hospital Security Officer II
07531	Security - Lieutenant
07521	Security - Sergeant