



PUBLIC EMPLOYMENT RELATIONS BOARD

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

RE: BU-0817-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-0817.

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

# of Eligible Votes on Initial Voter Eligibility List**	Election Fee
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-0817 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-0817

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:** To include the job classification of Systems Control Technician in the bargaining unit consisting of all technical employees in the State of Iowa as set forth in Appendix A of the 1989-91 Collective Bargaining Agreement Regents Merit Classifications between the State of Iowa and AFSCME/Iowa Council 61.
- EXCLUDED:** All job classifications excluded in PERB Case Numbers 1071, 1105, 1289, 1559 and 2516, all persons excluded by Section 4 of the Act, and all other employees of the State of Iowa.

APPENDIX A

General Government Classifications

<u>Code</u> <u>No.</u>	<u>Pay</u> <u>Grade</u>	<u>Classification</u>
00135	17	Computer Operator 1
00136	21	Computer Operator 2
00150	20	Computer Program Trainee
00205	18	Purchasing Assistant
00290	17	Accounting Technician 1
00292	20	Accounting Technician 2
00294	23	Accounting Technician 3
00354	19	Revenue Agent 1
00355	23	Revenue Agent 2
00356	27	Revenue Agent 3 (013 Pay Plan)
00443	19	Jr. Insurance Co. Examiner
00556	24	Utility Reg. Inspector
00638	17	Law Clerk (013 Pay Plan)
00702	30	Director of Elections
00708	21	Administrative Asst. 1
00709	24	Administrative Asst. 2
00740	15	Statistical Asst. 1
00741	17	Statistical Asst. 2
00803	20	Job Service Interviewer 1
00805	23	Job Service Interviewer 2
00831	20	Retirement Benefit Spec. 1
00832	22	Retirement Benefit Spec. 2
00895	22	Refugee Specialist 1
00896	24	Refugee Specialist 2
01005	18	Education Aide
01010	19	Education Assistant
01035	23	Vocational Instructor
01037	25	Certified Voc. Instructor
01310	17	Library Associate
01330	25	Museum Technician
01333	18	Museum Guide
01338	16	Museum Assistant
01345	26	Exhibits Designer
02002	23	Licensed Prac. Nurse
02085	15	Central Supply Worker 1
02086	16	Central Supply Worker 2
02105	18	Activities Aide
02107	19	Activities Assistant
02117	20	Occupational Therapy Assistant
02125	17	Physical Therapy Aide
02134	16	Speech Therapy Technician
02200	20	Respiratory Therapy Technician

<u>Code</u>	<u>Pay</u>	<u>Classification</u>
<u>No.</u>	<u>Grade</u>	
02205	19	Medical Lab. Technician
02209	20	Radiologic Technologist 1
02211	21	Radiologic Technologist 2
02220	14	Dental Assistant
02225	16	Pharmacy Assistant
02575	18	Voc. Rehab. Assistant
02585	22	Braille Transcriber
03005	13	Community Program Aide
03010	19	Social Work Associate
03040	19	Youth Services Worker
03047	21	Youth Services Technician
03171	21	Sign Language Interpreter
03201	19	Resident Treatment Worker
03202	22	Resident Treatment Technician
03251	20	Drug Abuse Counselor 1
03252	23	Drug Abuse Counselor 2
03306	18	Chaplaincy Assistant
03351	22	Volunteer Serv. Specialist
03435	16	Civil Rights Assistant
04005	15	Planning Aide 1
04006	18	Planning Aide 2
04007	21	Planning Aide 3
04008	24	Planning Aide 4
04106	18	Right of Way Aide 2
04107	21	Right of Way Aide 3
04108	24	Right of Way Aide 4
04305	15	Engineering Aide 1
04306	18	Engineering Aide 2
04308	21	Asst. Soils Party Chief
04310	24	Soils Party Chief
04320	23	Construction Tech. 1
04321	25	Construction Tech. 2
04323	28	Senior Engineering Tech.
04325	23	Assistant Survey Party Chief
04335	23	Photogrammetrist 1
04336	26	Photogrammetrist 2 (013 Pay Plan)
04340	15	Materials Technician 1
04341	19	Materials Technician 2
04342	22	Materials Technician 3
04343	21	Materials Fab. Inspector 1
04344	26	Materials Fab. Inspector 2
04345	26	Materials Tech. 4
04355	15	Design Technician 1
04356	18	Design Technician 2
04357	22	Design Technician 3
04358	26	Design Technician 4
04363	25	Architectural Tech. 1
04364	27	Architectural Tech. 2

<u>Code</u>	<u>Pay</u>	<u>Classification</u>
<u>No.</u>	<u>Grade</u>	
04380	21	Eng. Office Asst. 1
04381	24	Eng. Office Asst. 2
04400	15	Geological Aide
04401	19	Geological Technician
04605	30	Aeronautical Standards Officer
04715	20	Communications Center Spec. 1
04717	22	Communications Center Spec. 2
04735	22	Communications Tech. 1
04736	25	Communications Tech. 2
04737	27	Communications Tech. 3
04742	28	Electronic Engineer Tech.
04750	20	Traffic Signal Tech. 1
04900	22	Radiological Electronics Tech.
05104	23	Metrologist
05165	12	Lab. Asst.1
05166	16	Lab. Asst. 2
05167	17	Lab. Asst. 3
05303	19	Fisheries Technician
05331	20	Wildlife Technician
05465	16	Soil Conservation Aide
05465	16	Soil Conservation Technician 1
05466	18	Soil Conservation Technician 2
05467	21	Soil Conservation Technician 3
06030	20	Fingerprint Technician
06302	26	Drivers Lic. Hearing Officer
06460	23	State Industries Sales Rep.
07340	17	Therapeutic Technician
08000	20	Control Center Operator
08004	23	Energy Management Technician
08133	23	Bridge Inspector 1
08137	27	Bridge Inspector II
08320	91	Scale Mechanic
08505	17	Compositor
08511	15	Phot. Proc. 1
08512	19	Phot. Proc. 2
08516	22	Photographer
08518	22	Graphic Artist
08520	19	Illustrator
08605	86	Beautician
08610	88	Beauty Shop Operator
08640	29	Aircraft Pilot
08645	21	Audio-Visual Aide Tech.
08650	91	Geological Research Driller
04738	21	Camera Operator
04755	21	Engineer 1
04756	24	Engineer 2
04757	27	Engineer 3
04759	30	Senior Engineer

<u>Code</u> <u>No.</u>	<u>Pay</u> <u>Grade</u>	<u>Classification</u>
15054	18	Mutuels Rulings Auditor (013 Pay Plan)
30370	19	Evaluator Technician

Regents Merit Classifications

<u>Code</u> <u>No.</u>	<u>Pay</u> <u>Grade</u>	<u>Classification</u>
8101	413	Architectural Assistant
3901	404	Assembly Technician I
3902	407	Assembly Technician II
4051	409	Audio Specialist
4062	405	Audiovisual Equipment Tech. II
4081	409	Audiovisual Specialist
7631	405	Barber
7641	405	Beautician
3448	403	Broadcast Master Cont. Operator
3485	409	Broadcast Television Prod. Spec.
3441	409	Broadcast TV-Radio Tech. I
3442	413	Broadcast TV-Radio Tech. II**
3443	415	Broadcast TV-Radio Tech. III***
7201	405	Central Service Technician I
7202	407	Central Service Technician II
3291	405	Clinical Technician I
3292	409	Clinical Technician II
1811	407	Computer Operator I
1812	409	Computer Operator II
5601	412	Construction Inspector
7951	407	Costume Tailor
3051	404	Dental Assistant I
3052	406	Dental Assistant II
3041	404	Dental Dispensary Assistant
3141	405	Dental Technician I
3142	408	Dental Technician II
3501	409	Drafter
3511	412	Drafter-Design & Packager
3302	408	Electroencephalographic Technologist I
3303	410	Electroencephalographic Technologist II
3304	413	Electroencephalographic Technologist III
3271	408	Electron Microscope Technician I
3272	411	Electron Microscope Technician II
3401	412	Electronics Technician I
3402	415	Electronics Technician II
8221	409	Emergency Comm. Center Dispatcher
3541	413	Engineering Technician I
3542	415	Engineering Technician II
4444	409	Epidemiology Quality Assurance Tech.
3326	411	Extracorporeal Technician Heart/Lung
3321	411	Extracorporeal Technician/Kidney

<u>Code</u>	<u>Pay</u>	<u>Classification</u>
<u>No.</u>	<u>Grade</u>	
3801	406	Field Laboratory Technician I
3802	408	Field Laboratory Technician II
3803	410	Field Laboratory Technician III
3491	405	Film Library Coordinator
4091	406	Film Library Technician
3991	413	Glassblower
4111	410	Graphics Specialist I
4101	403	Graphics Technician I
4102	407	Graphics Technician II
4103	408	Graphics Technician III
5791	409	Greenhouse Caretaker
3411	405	Health Physics Technician I
3412	410	Health Physics Technician II
3413	415	Health Physics Technician III
3331	408	Health Technician
3408	408	Hemodialysis Technician
3261	405	Histology Technician I
3262	409	Histology Technician II
7921	405	Hospital Sewing Machine Operator
7661	405	Houseparent I
7662	409	Houseparent II
3151	403	Laboratory Assistant I
3152	405	Laboratory Assistant II
3701	405	Laboratory Mechanical Tech. I
3702	409	Laboratory Mechanical Tech. II
3711	410	Laboratory Mechanical Tech.
3251	406	Laboratory Technician I
3252	408	Laboratory Technician II
3253	410	Laboratory Technician III
7211	407	Licensed Practical Nurse
7911	404	Medical Assistant
3601	408	Motion Picture/Video Prod. Spec. I
3602	410	Motion Picture/Video Prod. Spec. II
7221	404	Nursing Assistant I
7222	405	Nursing Assistant II
7261	407	Occupational Therapy Assistant
7231	406	Operating Room Technician
7941	410	Orthotist
7942	412	Orthotist Senior
8231	403	Patient Escort
3381	404	Pharmacy Manufacturing Tech. I
3382	407	Pharmacy Manufacturing Tech. II
3361	405	Pharmacy Technician I
3362	407	Pharmacy Technician II
4201	407	Photo Specialist I
4202	410	Photo Specialist II
4211	403	Photo Technician I
4212	404	Photo Technician II

<u>Code</u>	<u>Pay</u>	<u>Classification</u>
<u>No.</u>	<u>Grade</u>	
4213	406	Photo Technician III
7241	403	Physical Therapy Aide
7251	406	Physical Therapy Assistant
5781	409	Plant House Assistant
7271	404	Psychiatric Nursing Assistant I
7272	406	Psychiatric Nursing Assistant II
3372	410	Radiation Therapy Technician
3281	409	Radiographer I
3282	410	Radiographer II
7721	407	Recreation Activities Coordinator
4501	413	Research Technician
4511	415	Research Technician, Senior
4910	410	Respiratory Therapy Tech.
7741	405	School Assistant
3811	404	Seed Analyst I
3812	406	Seed Analyst II
3813	409	Seed Analyst III
3821	404	Seed Processing Technician I
3822	407	Seed Processing Technician II
7751	403	Sewing Machine Operator I
7752	405	Sewing Machine Operator II
7753	407	Sewing Machine Operator III
3446	405	Television Media Technician
3431	406	Television Production Assistant

** Start at Step 3

*** Start at Step 4