



PUBLIC EMPLOYMENT RELATIONS BOARD

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

RE: BU-1012-State of Iowa (Board of Regents)/UE Local 896-COGS

**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 (Board of Regents) wish to retain UE Local 896-COGS 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 (Board of Regents) that are represented by UE Local 896-COGS 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-1012.

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

# 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-1012 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-1012

BARGAINING UNIT of EMPLOYEES of STATE OF IOWA (BOARD OF REGENTS)

****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 currently enrolled graduate and professional students with a 25% or more appointment (i.e. teaching at least one course and/or providing service for at least 10 hours a week) employed as: Teaching Assistants (FT19), Research Assistants (FR19), and Law Research Assistants (FL19) who provide services to the University in exchange for salary compensation.

EXCLUDED: 1. Research Assistants (FR19 or FL19) whose appointments are (a) primarily a means of financial aid which do not require the individuals to provide services to the University, or (b) which are primarily intended as learning experiences which contribute to the students' progress toward their graduate or professional program of study or (c) for which the students receive academic credit. 2. Graduate students appointed on federal training grants or federal fellowships. 3. Graduate students appointed as Fellows (FT52), if they are not providing services as Teaching Assistants (FT19) or Research Assistants (FR19 or FL19) except as provided in paragraph 1 above. 4. Other graduate students holding any University appointments not specified in "Inclusions" above. 5. Employees included in any other bargaining unit. 6. Confidential or supervisory employees and all others excluded by the Act.