Hello, my name is Todd Rent and I serve as Director of University Employee & Labor Relations.

Under Iowa law, unions that represent public employees must undergo retention and recertification elections on a two-year cycle. The last recertification election was held in the fall of 2020. So, it is time for another election cycle. This year’s elections and related processes for AFSCME, COGS, and SEIU will be conducted from late August through October 2022.

This brief video addresses how you, as supervisors, should respond to employees if asked about the recertification elections. As the recertification elections approach, we will distribute additional information about the actual process through email.

We are providing this training in particular because - as a supervisor or member of leadership - it is extremely important that you understand your role relative to these elections, the election process, and to the employees you supervise.

The most important message I will convey today is this:

**The University fully respects the rights of employees to decide the question of their representation.**

Or, in other words, the University of Iowa is taking a neutral position regarding these elections. That means that the university, as an institution, does not intend to weigh in for or against recertification. As a university official, you are responsible for aligning with and maintaining this neutrality.

So, as a supervisor, you must not interfere, in any way, with the election process.

That means when an employee asks you questions or your opinion about the recertification election you **MUST refer them to the Public Employee Relations Board (often referred to as PERB) and say nothing more!**

A helpful way to response to an employee question is to suggest that the employee contact the Public Employee Relations Board (PERB). PERB may be contacted at 515-281-4414 or visit PERB’s webpage on Recertifications - Frequently Asked Questions. Here is the address for that webpage.”
Again, except for referring employees to PERB, you must not discuss the elections with employees!

It is critical for you to know that any comments from management, beyond a referral to PERB, may be characterized as “interference” in the elections and be used as a basis for overturning the election.

Finally, we have developed key do’s and don’ts for your reference.

As we are going through these, please keep in mind that you are a supervisor in the eyes of your employees - both at work and away from work.

So, these Do’s and Don’ts apply at any time you are speaking with a union represented employee.

As an initial matter, we ask that you DO:

**DO’s and DON’Ts:**

- **DO** promptly post all PERB election notices when you receive them on bulletin boards where employee notices are generally posted.
- **DO** promptly circulate all PERB election notices when you receive them in the manner you circulate other notices to employees. (For example, by email or in employee mailboxes).
- **DO** promptly email ui-recertification@uiowa.edu when any employee ends employment (actually stops working) between September 12, 2022, and October 25, 2022.
- **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.

On the other hand, we ask that you DO NOT:

- **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 ask employees if they voted or how they voted.
• DO NOT try to answer questions about the election.

If employees have questions, advise them to call PERB at 515-281-4414 or visit PERB’s webpage on Recertifications - Frequently Asked Questions. The address to this webpage and a link is provided below.

If employees’ campaigning or voting interferes with work operations, before taking any action, you are to contact Employee and Labor Relations at 319 467 0745 or elr-help@uiowa.edu for general campus or 319 335 9702 or uihc-elnr@uiowa.edu for healthcare.

Engaging in any of the DON’Ts can have very serious consequences including the possibility of overturning election results.

No matter how tempting it might be to answer employee questions about the recertification election or process, **you must not do so**. Again, a good way to respond to an employee inquiry might be to say,

“Please contact the Public Employee Relations Board. PERB may be contacted at 515-281-4414 or visit PERB’s webpage on Recertifications - Frequently Asked Questions. Here is the address for that webpage.”

You can then provide the inquiring employee with this webpage address provided for you on the printed version of this presentation. ([https://iowaperb.iowa.gov/notices-and-information/recertification-faqs](https://iowaperb.iowa.gov/notices-and-information/recertification-faqs))

If you as a supervisor have questions about your role during this time, please contact one of the following:

• ui-recertification@uiowa.edu
• University Employee and Labor Relations at 319 467 0745 or elr-help@uiowa.edu
• UIHC Employee and Labor Relations at 319 335 9702 or uihc-elnr@uiowa.edu
Please print a paper copy of this information by clicking on the links provided below and refer to this presentation throughout the process, as needed, to help you understand what you can and cannot do.

As we conclude this brief training, please know that deviation from these instructions may result in significant exposure for the university. As such, your actions, responses, and conversations must maintain strict compliance with this guidance.

As a supervisor at the university, you are our critical frontline when it comes to communicating with our represented employees. Your cooperation in this matter will ensure that the university maintains neutrality in the upcoming election.

Thank you for your time and attention.