Union Recertification 2022

GUIDE FOR SUPERVISORS
August 2022
ABOUT RECERTIFICATION
Iowa Law

- Under Iowa law, unions that represent public employees must undergo retention and recertification elections on a two-year cycle.
- This year’s elections for AFSCME, COGS, and SEIU will be conducted from late August through October 2022.
- It is *extremely* important that you understand your role relative to these elections, the election process, and to the employees you supervise.

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

• The University of Iowa takes a neutral position regarding these elections and will not weigh in for or against recertification.
• As a university official, you are responsible for aligning with and maintaining this neutrality.
• When an employee asks questions about the recertification election you **MUST** refer them to the **Public Employee Relations Board** (often referred to as PERB). Nothing more.

**Specifically, you may 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.”
Except for referring employees to PERB, you must not discuss the elections with employees.
Any comments from management may be characterized as “interference” and can be used as a basis for overturning the results.
DO’s

• **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 27, 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.
DON’Ts

• **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.
ADDRESSING EMPLOYEE QUESTIONS

If employees have questions, advise them to call PERB at 515-281-4414 or visit PERB’s webpage on Recertifications - Frequently Asked Questions.
EMPLOYEE CONDUCT

• If employees’ campaigning or voting interferes with work operations, contact Employee and Labor Relations at 319-467-0745 or elr-help@uiowa.edu or 319 335 9702 or uihc-ler@uiowa.edu before taking any action.

• 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.
IF YOU NEED HELP

• 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-elm@uiowa.edu

• Deviation from these instructions may result in significant exposure for the university. As such, your actions, responses, and conversations must maintain strict compliance.
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!

University Human Resources

Video link will go here