

# FALL RETENTION AND RECERTIFICATION ELECTION

2025

IOWA EMPLOYMENT APPEAL BOARD

# Who?

Public employers and CEO's that have a contract expiring in June 2026.

## What?

#### Recertification election.

"Do you want [name of CEO] to be retained and recertified and continue to be your exclusive bargaining representative?"

# Why?

- 2. Retention and recertification elections.
- a. The board shall conduct an election to retain and recertify the bargaining representative of a bargaining unit prior to the expiration of the bargaining unit's collective bargaining agreement.

Iowa Code 20.15(2)

# When?

October 14, 2025, at 7:00 a.m. to
October 28, 2025, at 9:00 a.m.

# How?

- 1. Sign up for an account in suPERB
- 2. Sign up for an account and file an appearance in EDMS
- 3. Read notices and follow instructions
- 4. Ask for help, if needed

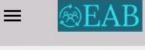
Sign up for suPERB

# https://iowa-superb.iowa.gov/

	Login	
	209111	
User Name		
Password		
	LOGIN	
	Reset password	
	Resend email confirmation	
	Searchable Database for	
	Contracts & Decisions	
	Q SEARCH DOCUMENTS	
	SEARCH DOCOMENTS	

# Send an email to eab.elections@eab.iowa.gov

- Provide name of employer or CEO
- Provide bargaining unit numbers
- ☐ Your email address will be your username
- ☐ You will receive an email that will allow you to reset your password



Bargaining Units

Bargaining Units

Election Results Q Search

Q Search Page

Number

0063

VIEW

7

Unit ↑ 7

Baxter

Education

Association



Employer

Baxter

Community

School District



Y

CEO

Baxter

Education

Association

Y



Y

Type

Teachers

Affiliation

ISEA

# 02

Sign up for EAB's EDMS



Iowa Employment Appeal Board

**ELECTRONIC FILING** 

Welcome powered by eFlex from Tybera

# Welcome \_\_\_\_

Welcome. You have reached the website for electronically filing disputes and documents with the Iowa Employment Appeal Board. You must have an account to use this service.

#### MANDATORY EFILING BEGINS JANUARY 1, 2015.

Pursuant to EAB administrative subrule 621--16.4(1), all documents in adjudicatory proceedings commenced on or after January 1, 2015, must be filed using this system, unless exempted by the exceptions listed in subrule 621--16.4(2).

If you have any questions, please call EAB at 515-281-3638.

At this time, the eFiling system is not set up to accept requests for impasse services or contracts.

#### Log In

Enter your User Name and Password.

User Name: Password:

Log In

Forgot Your Password?

Forgot Your User Name?

Request Account

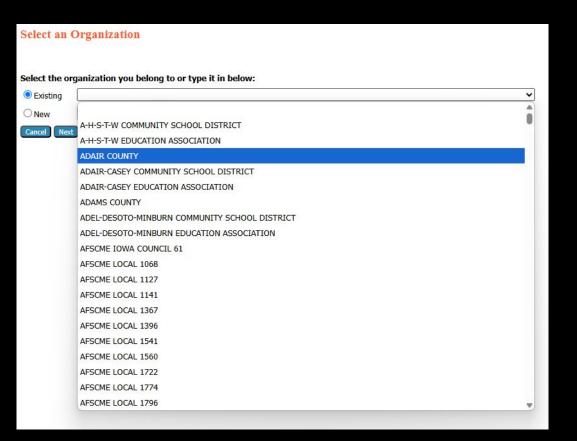
#### **User Agreement**

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

- O I accept the terms of the user agreement
- I do not accept the terms of the user agreement







Request a User	Account				
Organization Name:	DES MOINES  * christine.louis				
	t least 8 characters long, mu	et costeia a comban a com	shal athan than a	abana dan an anna	L.,
		ist contain a number, a syn	ibol other than a	character or num	ber, and m
Password:	*				
Confirm Password:	*				
Title:					
First Name:	*				
Middle Name:					
Last Name:	*				
Suffix Name:					
Bar Number:	* R4408				
	Pro Hac Vice attorney as the 1st two digits (VA001234).	rs: Please put your state of your bar number (e.g	e J.,		
Phone:		Fax:			
EMail:	*				
Confirm EMail:	*				
1st Alternate EMail:					
2nd Alternate EMail:					
Address Line 1:	*				
Address Line 1.					
Address Line 2:	8				
Address Line 3:	8				

Chatas TOWA

\*

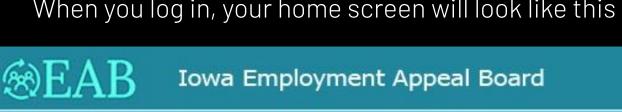
#### When you log in, your home screen will look like this

My Profile

Perform case actions: eFile, Search, View History, Service List

Admin

Log Out



Cases

Home

Existing Cases

Approve/Deny User

Home

**New Case** File new case

eFile

My Filings Check the status of my filings

**Draft Filings** Finish filing an incomplete filing

**Notifications** Review your Notifications

View Queues List of entries in my queues

Approve/Deny User Request

Ever	y barga	aining unit has its ow	n "case"	for elections
ase Number	BU-0001	11-90	Filing Party	Harrison County
Case Type	Recertification E	lection	Responding Party	AFSCME Iowa Council 61
Opened	01-02-2000		Hearing Officer	
Status	Open		Case Processor	
Show/Hide Pa	articipants			
File	e Date		Case Histo	ory
1-09-2020 08 ERB	:14:35 AM	Filed By: EAB Order of Decertification BU-0001 Harrison Co.AFSCME Sheriff Decert Orde	er.pdf	
0-27-2020 12 ERB	:09:32 PM	Filed By: EAB Tally of Ballots BU-0001 Harrison Co AFS Sheriff.pdf		
		Filed By: FAB		

Filed By: EAB 09-16-2020 05:16:55 AM

Notice of Election NOE.Harrison Co.AFSCME Iowa Council 61 SHERIFF.BU-0001.pdf Filed By: EAB Voter List 08-27-2020 02:55:54 PM EFILING Harrison Co.AFSCME Sheriff.BU-0001 Voter List.pdf

Notice of Intent to Conduct an Election

Notice of Appearance (without a document)

Notice of Appearance (without a document)

NOI.Harrison Co.AFSCME Iowa Council 61 SHERIFF.BU-0001.pdf

NTE.Harrison Co.AFSCME Council 61 Sheriff.BU-0001.pdf

Filed By: EAB

Filed By: EAB

Filad Dv. EAD

Notice to Employees

Filed By: Julie ABEL

PERB

PERB

PERB

08-26-2020 05:53:59 AM

08-26-2020 05:53:59 AM

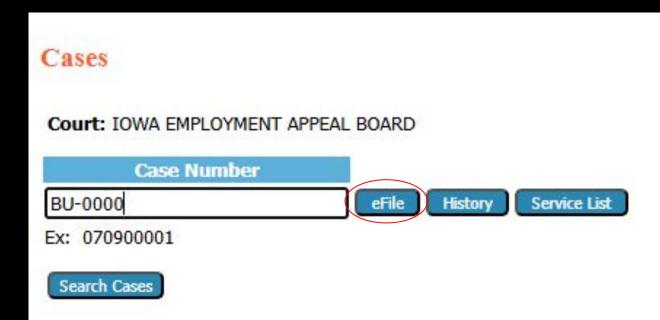
04-18-2019 10:16:29 AM

Responding Party

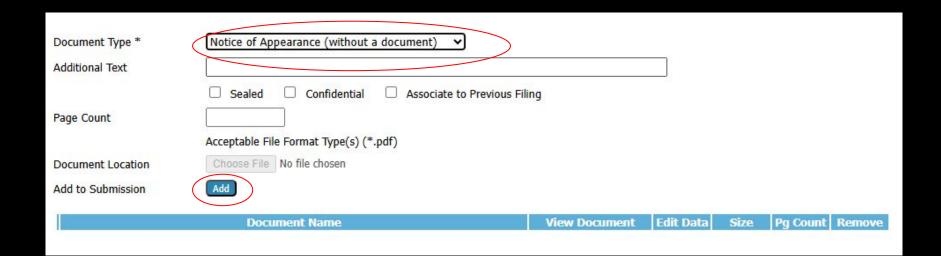
In order to see the case filings, you must file an appearance under your bargaining unit case number



File an appearance under your bargaining unit case number



#### File an appearance under your bargaining unit case number



#### File an appearance under your bargaining unit case number

For	Participant Name	Current Role		Attorney(s) for Party	
□ DES MOINES	EDUCATION ASSOCIATION	Filing Party	Knutson		
DES MOINES	INDEPENDENT COMMUNITY SCHOOL DISTRICT	Responding Party			

Back Next

#### Cases

Court: IOWA EMPLOYMENT APPEAL BOARD

History

Service List

#### **Case Number**

BU-0001

Ex: 070900001

Search Cases

Case Number	BU-0001	1180	Filing Party	Harrison County
Case Type	Recertification El	ection	Responding Party	AFSCME Iowa Council 61
Opened	01-02-2000		Hearing Officer	
Status	Open		Case Processor	
E Show/Hide P	articipants			
File	e Date		Case Histo	ory
11-09-2020 08 PERB	:14:35 AM	Filed By: EAB Order of Decertification BU-0001 Harrison Co.AFSCME She	eriff Decert Order.pdf	
10-27-2020 12 PERB	:09:32 PM	Filed By: EAB Tally of Ballots BU-0001 Harrison Co AFS Sheriff.p	odf	
09-16-2020 05 PERB	:16:55 AM	Filed By: EAB Notice of Election NOE.Harrison Co.AFSCME Iowa Co	ouncil 61 SHERIFF.BU-0001.pdf	
08-27-2020 02	::55:54 PM	Filed By: EAB Voter List EFILING Harrison Co.AFSCME Shei	riff.BU-0001 Voter List.pdf	
08-26-2020 05 PERB	:53:59 AM	Filed By: EAB Notice of Intent to Conduct an Elec NOI.Harrison Co.AFSCME Iowa Co		
08-26-2020 05 PERB	:53:59 AM	Filed By: EAB  Notice to Employees  NTE.Harrison Co.AFSCME Council (	61 Sheriff.BU-0001.pdf	
04-18-2019 10 Responding Pa		Filed By: Julie ABEL Notice of Appearance (without a do Notice of Appearance (without a d	a various and a various and a contract of the	

Filad Dv. EAD

#### You will get email notices when documents are filed

\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\*

#### NOTICE OF ELECTRONIC FILING OR PRESENTATION [NEF]

A filing has been submitted to the court RE: 07821 CVCV302021

Judge:

Official File Stamp: 03/17/2025 09:35 AM

Court: SCOTT

Case Title: VILLAFANA RAMON VS DOHRN TRANSFER COMPANY LLCY

Document(s) Submitted: OFJU-ORDER FOR JUDGMENT COURT DENIES PETITIONERS PETITION FOR JUDICIAL REVIEW

Filed by or in behalf of: MARK CLEVE

You may review this filing by clicking on the following link to take you to you cases.

This notice was automatically generated by the courts auto-notification system.

# 03

2025 Pre-Election Schedule

# Employer's Objectives

- 1. File accurate voter list
- 2. Distribute voting instructions to employees

# CEO's Objectives

Approve accurate voter list
 Pay Election Fee

Date	Event	
August 1	Employers can begin uploading a voter list.	
August 15	EAB files the Notice of Intent to conduct an election.	
August 18	Requests for contract extensions are due.	
August 25	Last day for Employers to upload the voter list.	
August 26	EAB issues notice for show cause hearings.	
August 28	Employer Show Cause Hearings	
September 2	Last day for the CEO to approve the voter list.	
September 3	EAB issues notice for show cause hearings.	
September 4	CEO Show Cause Hearings	
September 9	EAB issues Notice of Election Fees.	
September 19	Final day for the CEO to pay the election fee. Final day for the parties to finalize the voter list.	

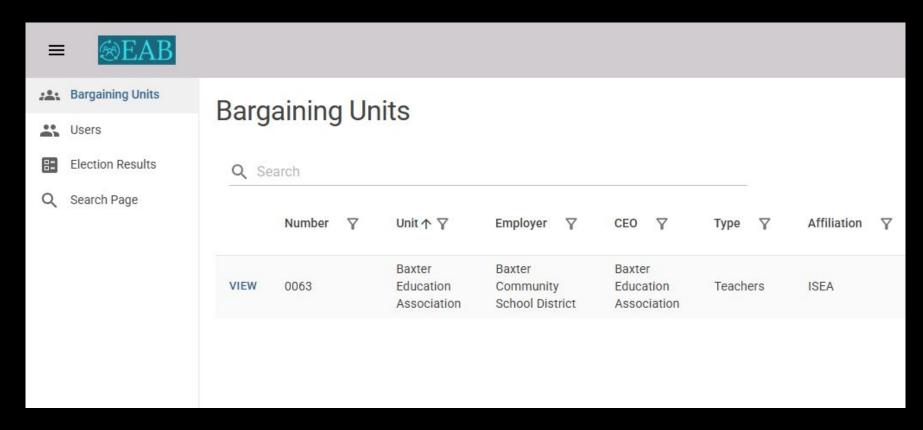
August 1
Employers can upload voter list in suPERB



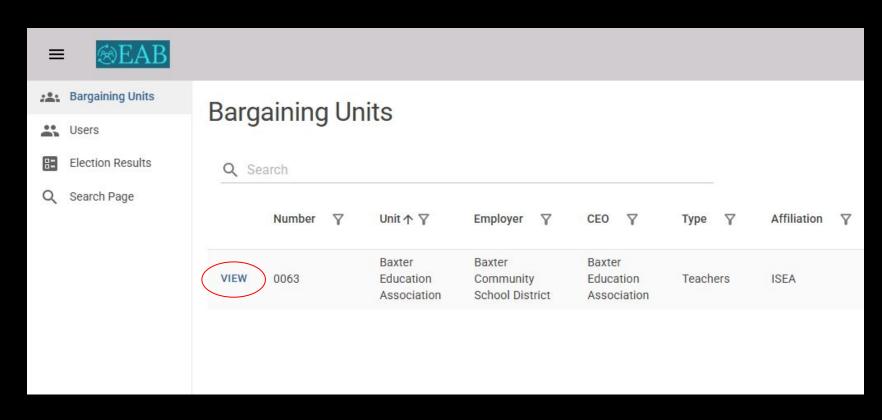
#### Steps to upload voter list in suPERB

- 1. Sign up for an account in suPERB
- 2. Log in to your account in suPERB
- 3. Click Bargaining Unit in the left navigation panel
- 4. Click "VIEW" button next to your bargaining unit
- 5. Click "Employee List" tab
- 6. Click "DOWNLOAD TEMPLATE"
- 7. Complete template
- 8. Click "UPLOAD EMPLOYEE LIST"
- 9. Email the CEO stating you uploaded the list

#### Employers can begin uploading voter list in suPERB



#### Employers can begin uploading voter list in suPERB



#### Employers can begin uploading voter list in suPERB

#### **Baxter Education Association**

BU-Number: 0063 Employer: Baxter Community School District CEO: Baxter Education Association

DETAILS CONTRACTS FILE IMPORTS EMPLOYEE LIST IMPASSE

Bargaining Unit Type: Teachers Represented Employees: 41 Mediator Name: Jim Tuecke

Certify Date: 09/20/1976 Revocation Date: Recertify Date: 11/13/2023

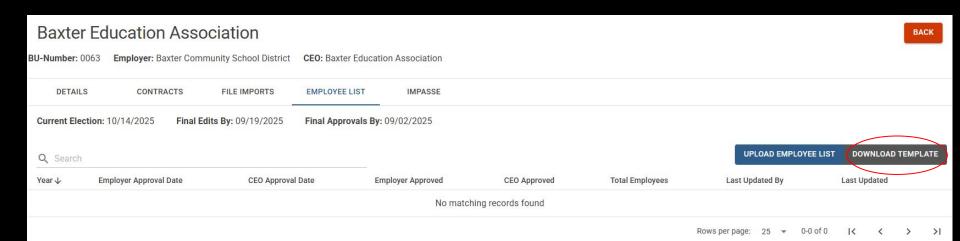
Employee Reps: Rick Moore, Kathleen Crouse Employer Reps: Miriam Van Heukelem, Danielle HAINDFIELD, Julie McWhirter.

Mickolyn CLAPPER

Included: All certificated personnel and school nurse

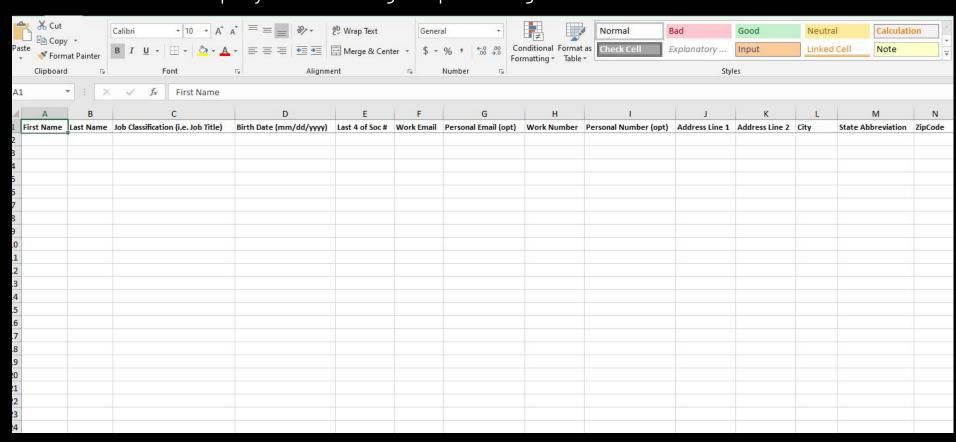
Excluded: All non-certificated personnel (bus drivers, cooks, janitors, para-professionals) and all employees excluded by Section 4 of the Act

#### Employers can begin uploading voter list in suPERB



### August 1

## Employers can begin uploading voter list in suPERB

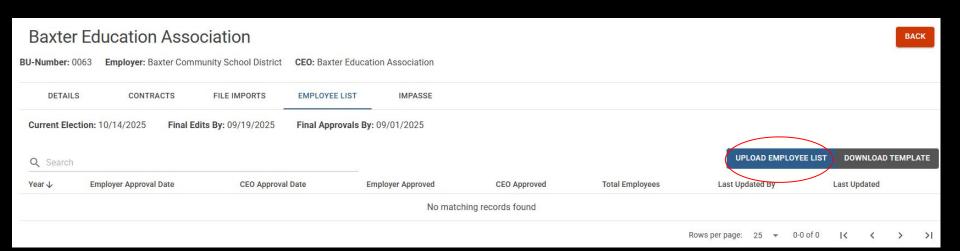


### Who should be included in the list?

Anyone in the bargaining unit who is employed on September 19, when the list must be finalized. If anyone separates from employment prior to the end of the election on October 28, the employer must let the EAB know.

### August 1

## Employers can begin uploading voter list in suPERB



# **TOP 5 MISTAKES**

- 1. Employers don't use the template
- 2. Employers change the headers in the template
- 3. Employers don't complete the required fields in the template
- 4. Employers put first and last names in wrong column
- 5. Last four digits of SSN or DOB are incorrect

## August 25

Last Day for Employer to Upload Employee List

## What happens if I don't upload the list?



- ☐ In Person Show Cause Hearing
- Automatic Recertification
- Reported to the Governor & Legislature
- Proposed legislation

### **Next Step: CEO Reviews Voter List**



### Iowa Employment Appeal Board

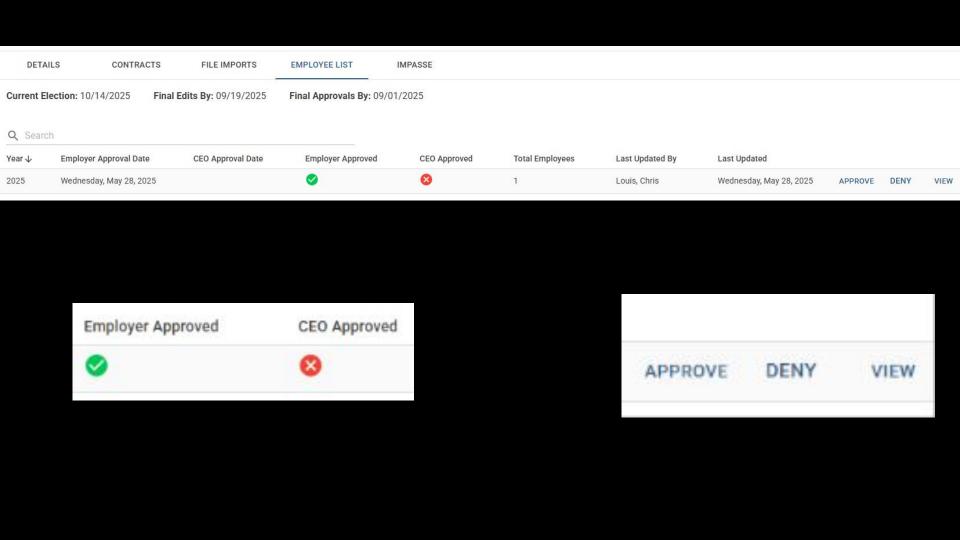
Wesley,

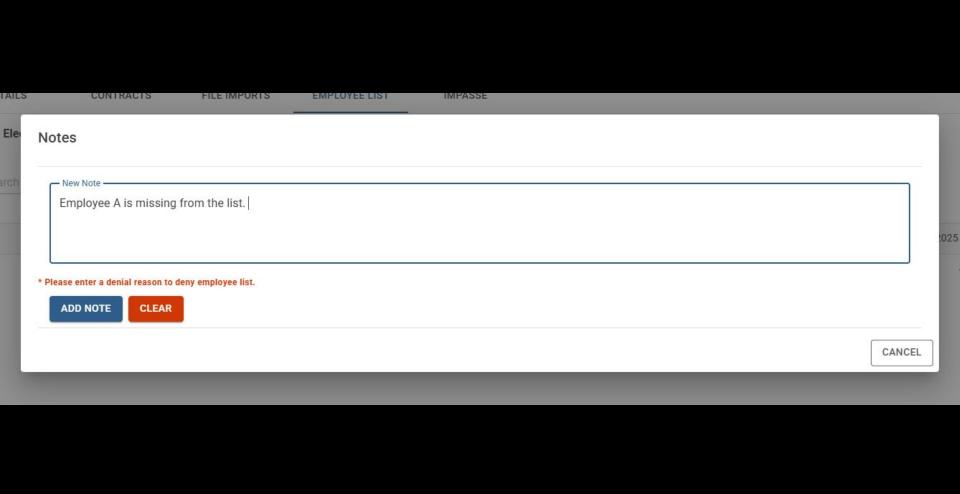
The employee list uploaded for the election from Tuesday, March 18, 2025 to Tuesday, April 1, 2025 for BU-0910 CWA #7172 (Sheriff) has been approved by Kossuth County and is now ready for review. Please log into suPERB and review the employee list.

Please do not respond to this message. Replies to this message are routed to an unmonitored mailbox. If you need assistance, or if you feel you've received this message in error, please contact EAB staff at (515) 281-3638 or eab.elections@eab.iowa.gov.

### Steps for CEO to Review Voter List

- 1. Sign up for an account in suPERB
- 2. Log in to your account in suPERB
- 3. Click Bargaining Unit in the left navigation panel
- 4. Click "VIEW" button next to your bargaining unit
- 5. Click "Employee List" tab
- 6. Click "VIEW"
- 7. Click "BACK"
- 8. Either click "APPROVE" or "DENY"
- 9. If you click "DENY," you can enter a note.



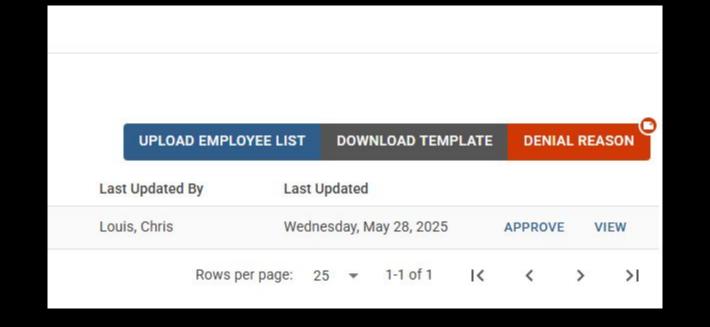


# September 2

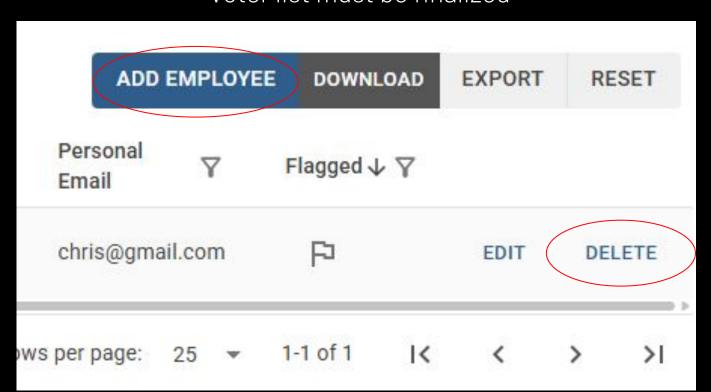
Last Day for CEO to approve voter list

# September 19

Voter list must be finalized



# **September 19**Voter list must be finalized



# September 19

Voter list must be finalized

### September 19

Voter list must be finalized and Election Fee is due

- → \$2 per voter
- → Minimum \$20
- → Check made out to the EAB
- → Mailed or hand delivered to 6200 Park Avenue, Des Moines IA

deadline!

You can request an extension - so

please contact us BEFORE the

paying the election fee is

decertification!

The consequence for not timely

# 04

Read the Notices on EDMS

### August 15

EAB will file a Notice of Intent to Conduct Election

Log in to EDMS and read this document. It will have:

- Instructions for Employers
- Instructions for Employee Organizations
- Election Fee Schedule
- Voting Schedule
- Description of Bargaining Unit

### September 22

EAB files Order for Election AND Notice of Election

- → Post the instructions in areas where you normally communicate to employees
- → If you have a way to email the instructions to your employees, please do so!
  - There is no ballot being mailed to your employees-this is their only way of finding out how to vote!

# Last Year's Instructions (the toll free number changes every year)

### To Vote by Phone:

- 1 Call 855-443-5889 toll-free
- Be prepared to provide your birth date (MM/DD/YYYY) and the last four digits of your Social Security number.
  - Follow the instructions provided to you on the phone.

MUST CONFIRM your choice for your vote to be counted.

 You will be asked, "Do you want Belmond-Klemme Educational Services Association to be retained and recertified and continue to be your exclusive bargaining representative?"
 After you vote, you will be asked to confirm your choice for your vote to be counted. You

### To Vote by Internet:

- Go to https://vote.veselections.com/japerb/.
  - Be prepared to provide your birth date (MM/DD/YYYY) and the last four digits of your Social Security number.
- Follow the instructions provided to you.
- You will be asked, "Do you want Belmond-Klemme Educational Services Association to be retained and recertified and continue to be your exclusive bargaining representative?" Select either "Yes" or "No". Then submit your selection.
- After you vote, you will be asked to confirm your choice for your vote to be counted. You MUST CONFIRM your choice for your vote to be counted.

# 05

Election

# OCTOBER 14 7:00 A.M. VOTING BEGINS

# Amount of voters from each Bargaining Unit will be posted on EAB website

# OCTOBER 28 9:00 A.M. VOTING ENDS



\*\*Majority of the Bargaining Unit, NOT the majority of voters.

A failure to vote is a "no" vote.

# 06

**Election Results** 

- Election Results will be posted on the EAB website
- Ballot tallies will be filed in EDMS Parties have 10 days to file an objection to the
- election Objections must be filed in EDMS under
- Bargaining Unit Number → If no objections, Order of Certification will be filed

# Questions?