



6/24/2025

# EAB CEO and Employer User Guide

Iowa Employment Appeal Board

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QCI

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## New User Registration

### Resend Email Confirmation

A user may resend an email confirmation by using the Resend Email Confirmation link located on the suPERB login page.


**Login**

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**LOGIN**

[Reset password](#)

[Resend email confirmation](#)




The user can enter their username and click the Resend button. A new confirmation email will be sent to the user's email address.

**Resend email confirmation**

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**RESEND**



### Reset Password

A user can reset their password by using the Reset Password link located on the suPERB login page.


**Login**

---

**LOGIN**

[Reset password](#)

[Resend email confirmation](#)



The user can enter their username and click the Reset Password button. A reset password email will be sent to the user's email address with further instructions on how to reset their password.

**Reset password**

User Name

RESET PASSWORD

## User Management

### Certified Employee Organization User Management

A CEO user can only see CEO/s and Bargaining Unit/s associated with that user as shown below.

**Certified Employee Organizations**

EXPORT RESET

CEO Name	CEO Number	Fiscal Year End Date
Test Certified Employee Organization	1234	12/31

Rows per page: 25 1-1 of 1

A CEO user may view and manage all users associated with their organization by navigating to the Users page. From here the user can add or edit CEO user accounts.

**Users**

ADD NEW EXPORT RESET

User Name	First Name	Last Name	Email	Status	User Role
OliviaCEO	Olivia	CEO	ofeldman@rpl.com	Active	Organization
CeoTestUser@gmail.com	Test	User	CeoTestUser@gmail.com	Active	Organization

Rows per page: 25 1-2 of 2

When adding a new CEO user, you can choose to only assign the corresponding CEO/s for that user or assign both the CEO/s and associated representatives. If you choose to assign the CEO/s, that user will have access to all Bargaining Units that are assigned to that CEO. If you choose to associate a representative with the user, then the user will only see the Bargaining Units that the representative is assigned to.

A CEO user can request associations to any organization in the system for their given account. An Admin or existing associated user will have to approve the request before a user can be associated with an organization. A user can tell which associations are pending approval by the “requested” status, as shown below.

**Edit User**

First Name*	testCEO	Middle Initial		Last Name*	User
User Name*	testCEO@gmail.com	Email*	ofeldman@cci.com		
Update Password	Password		Confirm Password		
Role: Organization	Status* Active				

**CEOs**  
CEOs  
 Search  

Name	
Adair-Casey Education Association	
AFSCME Iowa Council #1	
Baxter Education Association	
Association #728	
Adair-Casey-Minimum Education Association	REQUESTED
Central Clayton Community Education Association (Elkader)	REQUESTED

**Associated Representative Entries**  
Employee Rep  
User: testCEO  
 Search  
  
BU Rep  
 Search

Rows per page: 25 1-4 of 6

A new CEO user account should be created with their email as their username. Once a new user has received their confirmation email, they can confirm their account and reset their password using the Reset Password link found on the suPERB login page. The CEO user can only log in after completing these two steps.

**Add User**

First Name*	Middle Initial	Last Name*
The first name field is required.		The last name field is required.
User Name*		Email*
Jane-Doe@gmail.com		Jane-Doe@gmail.com
Password*		Confirm Password
Password is required.		Confirm Password is required.
Role: Organization		Status* Active

**CEOs**  
CEOs  
 Search  

Name	
Test Certified Employee Organization	REMOVE

**CEO Rep Bargaining Units**  
Bargaining Units  
 Search  

Name	
No matching records found	

**BU Rep Bargaining Units**  
Bargaining Units  
 Search  

Name	
No matching records found	

Rows per page: 25 1-1 of 1

Associated CEO users can approve other pending association requests. These requests are from users who are not yet associated with that CEO. The user can navigate to the Association Approvals page and view all pending requests as shown below.

**Association Approvals**

Association Approvals	User Name	CEO Name	Requested Date	VIEW
	User Association	Adair-Casey Education Association	7/12/2024	

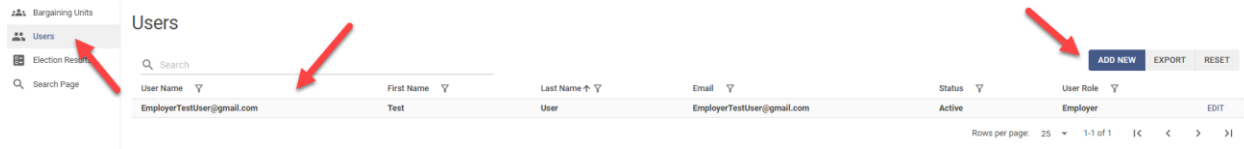
Rows per page: 25 1-1 of 1

Note that a CEO user can only assign/unassign other users from an organization. They do not have the ability to assign/unassign their own user account from an organization and must contact an EAB Administrator to do so.

## Employer User Management

If a user is only assigned to Employer/s, then they will see all Bargaining Units that the Employer is assigned to. If a user is associated as an Employer representative, then the user will only see Bargaining Units that the representative is assigned to.

An Employer user can view and manage all users associated with their Employer by navigating to the Users page. From here the user can add or edit Employer user accounts.



The screenshot shows a web application interface for managing users. On the left is a sidebar with a tree view containing 'Bargaining Units', 'Users' (highlighted with a red arrow), 'Election Results', and 'Search Page'. The main area is titled 'Users' and contains a search bar (with a red arrow pointing to it) and a table of users. The table has columns: User Name, First Name, Last Name, Email, Status, User Role, and an 'EDIT' link. A single user is listed: 'EmployerTestUser@gmail.com', 'Test', 'User', 'EmployerTestUser@gmail.com', 'Active', 'Employer'. A red arrow points to the 'ADD NEW' button in the top right corner of the table area. Below the table, pagination information shows 'Rows per page: 25', '1-1 of 1', and navigation icons.

User Name	First Name	Last Name	Email	Status	User Role	
EmployerTestUser@gmail.com	Test	User	EmployerTestUser@gmail.com	Active	Employer	EDIT

Rows per page: 25 1-1 of 1 < > >|

When a new Employer user is created, they will need to assign an Employer to that user. If the user is being created as an Employer Representative, then they can assign the user rep to the associated Bargaining Unit/s. A new Employer user account should be created with their email as their username. Once a new user has received their confirmation email, they can confirm their account and reset their password using the Reset Password link found on the suPERB login page. The Employer user can only log in after completing these two steps.

Note that an Employer user can only assign/unassign other users from an Employer entity. They do not have the ability to assign/unassign their own user account from an Employer and must contact an EAB Administrator to do so.

## Election Process

### Election Assignment

An EAB administrator is responsible for assigning a bargaining unit to an election in the suPERB system. For recertification elections, a user will be notified with an email notification with further information and instructions pertaining to this type of election.

### Election Dates

The election process is managed by various election deadlines, and these deadlines will vary depending on the election type.

#### Recertification Election Dates:

Label	Description
NOI Date	<ul style="list-style-type: none"> <li>EAB eFiles Notice of Intent to Conduct Election.</li> <li>Employers may begin uploading initial voter lists to determine election fees.</li> </ul>
CEO Extension Date	<ul style="list-style-type: none"> <li>A request for a contract extension or election fee payment extension must be requested to EAB by this date.</li> </ul>
Voter List Final Submit Date	<ul style="list-style-type: none"> <li>The last day the employer can upload their voter eligibility list to suPERB.</li> </ul>
Voter List Approval Date	<ul style="list-style-type: none"> <li>The last day for employee organization to propose changes to the employee list and both parties must approve the voter list by this date.</li> </ul>



Election Fee Date	<ul style="list-style-type: none"> <li>Deadline for the employee organization to submit the retention/recertification election fee.</li> </ul>
NOE Date	<ul style="list-style-type: none"> <li>EAB eFiles Notice of Election.</li> <li>A voter must be employed on this date in the bargaining unit to be an eligible voter unless the parties agree on a different eligibility date.</li> </ul>
Yes Election Final Voter List Date	<ul style="list-style-type: none"> <li>The last day an admin will be able to modify the voter list on behalf of the Employer or CEO.</li> <li>EAB will send the final voter eligibility lists to Yes Election by this date.</li> </ul>
Election Start Date	<ul style="list-style-type: none"> <li>Commencement of election period at 9 am.</li> </ul>
Election End Date	<ul style="list-style-type: none"> <li>Cessation of election at 9 am.</li> </ul>
Objection End Date	<ul style="list-style-type: none"> <li>Last day to eFile objections (Bargaining Units will be certified after this date).</li> </ul>

### Decertification and Certification Election Dates:

Label	Description
Voter List Final Submit Date	<ul style="list-style-type: none"> <li>The last day the employer can upload their voter eligibility list to suPERB.</li> </ul>
Election Fee Date	<ul style="list-style-type: none"> <li>Deadline for the employee organization to submit the election fee.</li> </ul>
Election Start Date	<ul style="list-style-type: none"> <li>Commencement of election period at 9 am.</li> </ul>
Election End Date	<ul style="list-style-type: none"> <li>Cessation of election at 9 am.</li> </ul>

## General Voter List Information

Users can view the election date and voter list approval statuses from the Bargaining Unit page. To view additional information, click the View link to navigate to the Employee List tab.

Bargaining Units														
	Number	Unit	Employer	CEO	Type	Affiliation	Impasse Requested	Contract End Date	Certify Date	Recertify Date	Decertify Date	Renewal Date	Election Date	Employer Approved List
<a href="#">VIEW</a>	0022	Allen-Carey Education Association	Allen-Carey Community School District	Allen-Carey Education Association	Teachers	SEA	3/26/2024	7/31/2023	6/24/1975	11/17/2022				<a href="#">EDIT</a>
<a href="#">VIEW</a>	0023	Allen-DeSoto-Minimum Education Association	Allen-DeSoto-Minimum Community School District	Allen-DeSoto-Minimum Education Association	Teachers	SEA		6/12/2027	11/6/1988				7/11/2024	<a href="#">EDIT</a>

The Employee List page is where users can find additional information for a current election or the most recent election. Employer users will be able to download the employee list template, upload an employee list, and approve the employee voter list directly from this page. Based on election date deadlines, certain functionality will be disabled/enabled from the voter approval process. For example, the ability to upload an employee list will be disabled for an Employer user after the Voter List Final Submit Date (see Business Rules section).

Test BU

BU Number: 1234

Employer: Test Employer

CEO: CEO Test

DETAILS

CONTRACTS

FILE IMPORTS

EMPLOYEE LIST

IMPASSE

Current Election: 10/08/2024

Final Edit By: 08/25/2024

Final Approvals By: 09/01/2025

SEARCH

Year

Employer Approval Date

CEO Approval Date

Employer Approved

CEO Approved

Total Employees

Last Updated By

Last Updated

NO MATCHING RECORDS FOUND

UPLOAD EMPLOYEE LIST

DOWNLOAD TEMPLATE

Rows per page: 25

0-0 of 0

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Once an Employer and Employee has approved the Voter Employee List, the list is locked to prevent any changes. Only an EAB Administrator can remove the approval and reset the approval process, but only up to the Voter List Approval Date. After this date, the approval process will be locked to all users.

Q Search	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated	
2024	Friday, July 12, 2024	Thursday, August 1, 2024	✓	✓	15	User: testCEO	Thursday, August 1, 2024	VIEW

Rows per page: 25 1-1 of 1

After the Employer uploads the initial voter list any user can use the Download and Export table buttons to export the employee list as shown below.

### 2023 Employees

2023 Employees

Q Search

DOWNLOAD

EXPORT

RESET

BACK

First Name	Last Name	Job Classification	Address 1	Address 2	City	State	ZipCode	Work Phone	Work Email	Personal Phone	Personal Email	Flagged
Employee1	LastName1	Developer	123 Street		Urbandale	IA	50317	(515) 287-5486	t@gmail.com			
Employee2	LastName2	Developer	124 Street		Urbandale	IA	50318	(515) 287-5487	t@gmail.com			

## Employer Election Process

### Employer Voter List Upload

An Employer will have up to the Voter List Initial Submit Date to submit their initial voter list. When an Employer user uploads their initial voter list, they must do so by using the Excel template that is available for download on the Employee List page as shown below.

Test BU

BU-Number: 1234

Employer: Test Employer

CEO: CEO Test

BACK

DETAILS

CONTRACTS

FILE IMPORTS

EMPLOYEE LIST

IMPASSE

Current Election: 10/08/2024

Final Edit By: 08/25/2024

Final Approvals By: 09/01/2024

Q Search

UPLOAD EMPLOYEE LIST

DOWNLOAD TEMPLATE

Year ↕

Employer Approval Date

CEO Approval Date

Employer Approved

CEO Approved

Total Employees

Last Updated By

Last Updated

No matching records found

Rows per page: 25

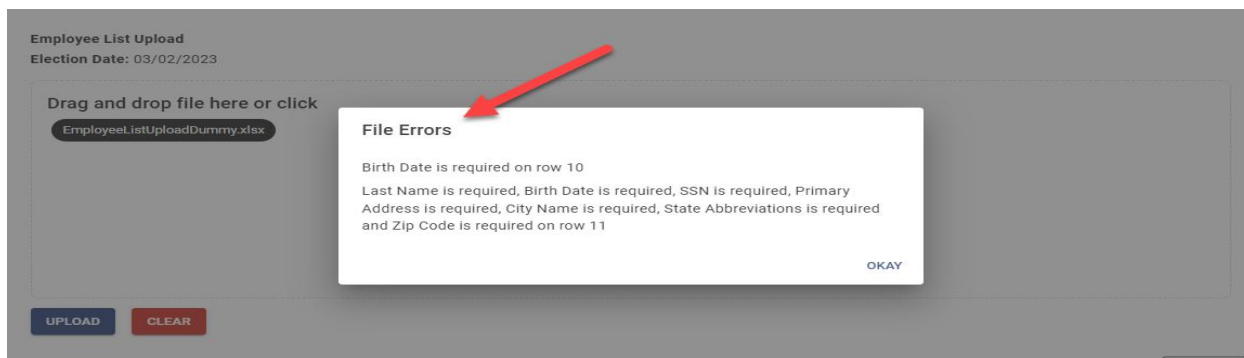
0-0 of 0

12

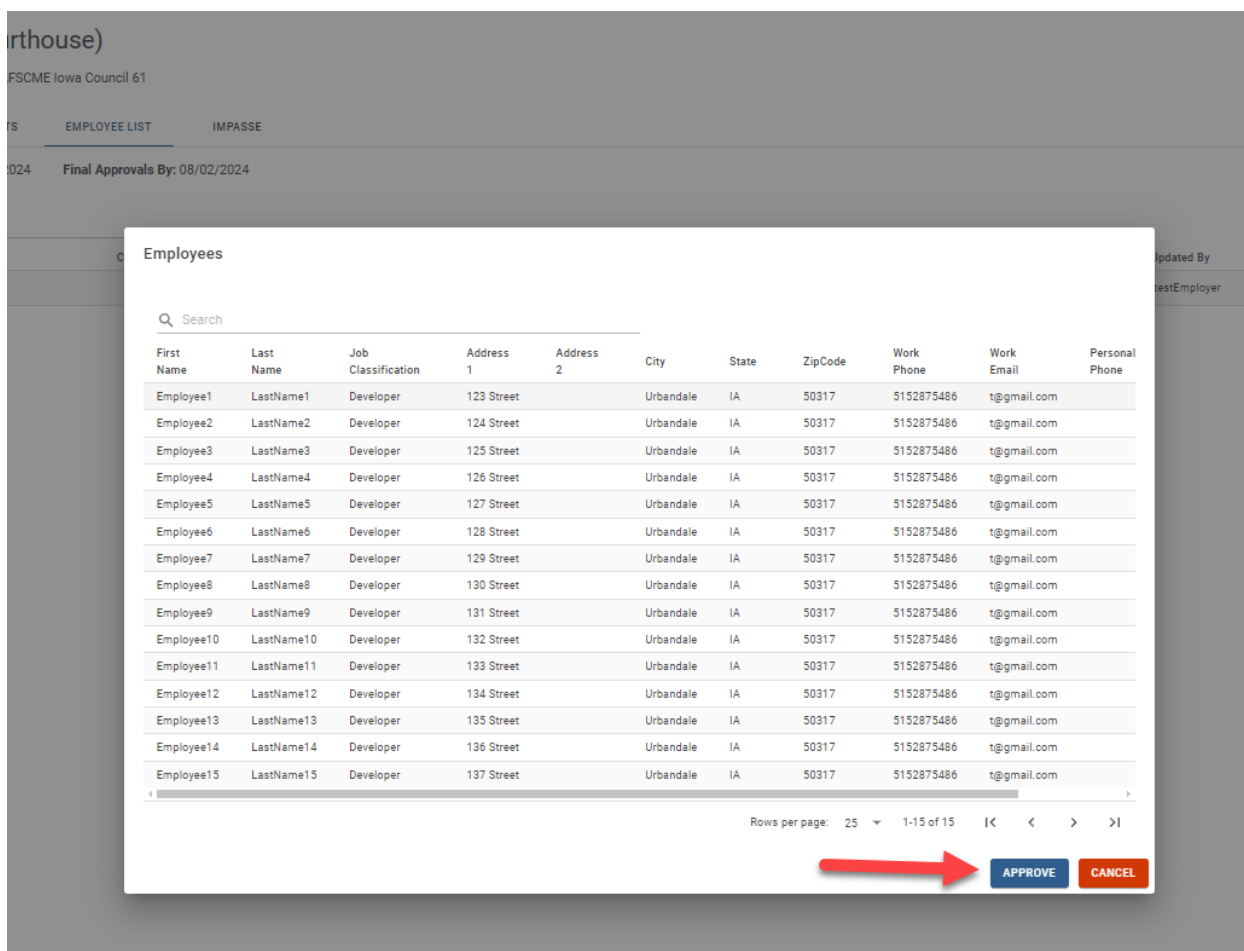
<

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The voter list will only be accepted if all required fields are provided for each employee. If a voter list is not valid then a file errors message will appear and display a list of errors that will need to be addressed before successfully uploading a voter list.



Once an Employer user has successfully imported their employee voter list, they will be able to review the voter list in a popup. Once the Employer has reviewed the voter list import, they will need to click the Approve link to completely submit and approve the voter list. As shown below, the Approve link will be the last step to successfully submit an approved voter list.



The Employer can see the list in the system after a successful submission and approval of the Voter List.

Q Search									UPLOAD EMPLOYEE LIST	DOWNLOAD TEMPLATE
Year 4	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated			
2024	Friday, July 12, 2024		<div></div>	<div></div>	15	User: testEmployer	Friday, July 12, 2024	REMOVE APPROVAL	VIEW	DELETE
Rows per page: 25 1-1 of 1									<	>

## Employee Voter List Employer Approval

In the case that an Admin has uploaded the employee list on behalf of the Employer. Then the Employer will need to review and approve the list. Employer Reps will receive an email notification stating that the voter list is ready for Employer approval. This notification will only be sent if an Admin user has uploaded the voter list on behalf of the Employer.

The user can approve the list by clicking on the Approve link on the table. A confirmation message will appear asking the user to confirm this approval action. Once the list has been successfully approved by the Employer the Employer Approval Date and Employer Approved indicator will be updated as shown below. The Upload Employee List button will be locked to prevent any changes.

Upon Employer approval an email notification will be sent out to all CEO representatives notifying them that the employee list has been uploaded/approved and is ready for CEO Approval. To remove an Employer approval the user can click the Remove Approval link to revert their approval. This action will reset the Employer Approval Date and Employer Approved indicator and unlock the Upload Employee List button. The Last Updated By and Last Updated columns will show an audit of who and when the voter list was modified by and when.

Search	Year	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated	UPLOAD EMPLOYEE LIST	DOWNLOAD TEMPLATE
	2024	Tuesday, July 16, 2024		<span style="color: green;">✔</span>	<span style="color: red;">✘</span>	20	User: testEmployer	Tuesday, July 16, 2024	REMOVE APPROVAL	VIEW

Rows per page: 25 1-1 of 1

Note that a Denial Reason button will show if a CEO has denied the list after the initial employee list upload and Employer approval. The Employer user can click the Denial Reason button to view any denial history notes as shown below.

Search	Year	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated	DENIAL REASON	UPLOAD EMPLOYEE LIST	DOWNLOAD TEMPLATE
	2024			<span style="color: red;">✘</span>	<span style="color: red;">✘</span>	15	User: testCEO	Thursday, August 1, 2024	APPROVE	VIEW	

Rows per page: 25 1-1 of 1

## Certified Employee Organization Election Process

### Employee Voter List CEO Approval

The CEO approval is the last step in the Voter Employee List approval process. CEO representatives will receive an email notification when an employee list has been approved by the Employer and is ready for the CEO approval. A CEO user can navigate to the Employee List tab and can use the Approve, Deny and View links to review and approve or deny the list. The Voter Employee List

will need to be approved by both the Employer and CEO by the Voter List Approval Date in the election schedule.

Year	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated	
2024	Friday, July 12, 2024		<span style="color: green;">●</span>	<span style="color: red;">●</span>	15	User: testEmployer	Friday, July 12, 2024	APPROVE DENY VIEW

## Employee List Flagging

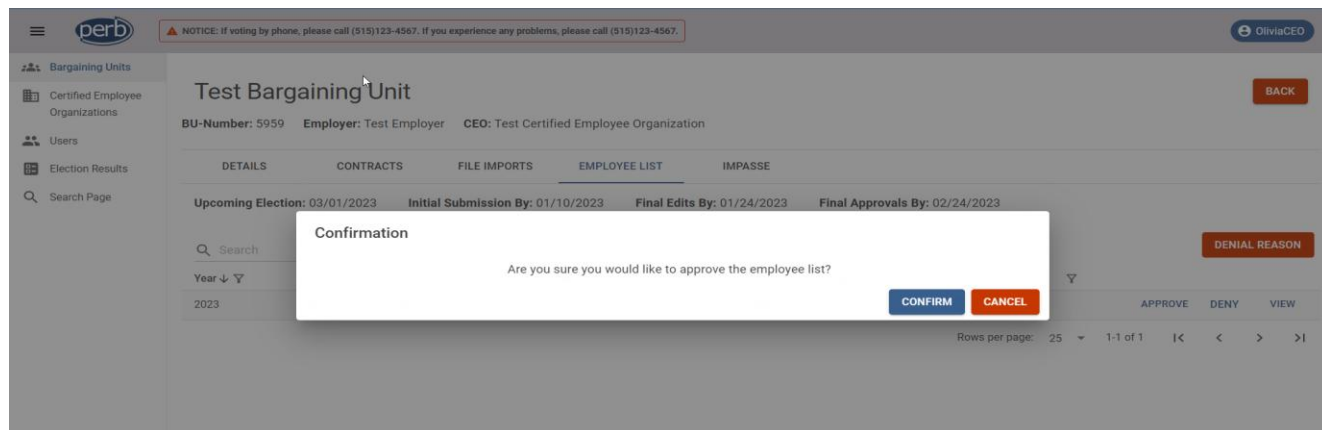
To flag employees from the Voter Employee List the CEO user can click the View link and navigate to the Employees page. The ability to flag employees is meant for a CEO user to mark employees that need to be edited or deleted by the Employer. To flag an employee, click the flag icon on the table and enter in a flag note. A flagged employee will be marked red, and any user can view the flag notes by clicking on the red flag icon as shown below.

The screenshot shows the '2023 Employees' table. The 'Flagged' column contains red flag icons. A modal titled 'Notes' is open, showing a text input field with the placeholder 'Flag note' and buttons for 'ADD NOTE', 'CLEAR', and 'CANCEL'.

To deny an employee list the CEO user can click the Deny link and add a denial reason. This will reset the approval process for the Employer. An email notification will be sent to all Employer representatives notifying them that the employee list has been denied and will need to be reviewed and re-approved. A Denial Reason button will be made visible for both CEO and Employer users and can be used to view denial reason notes.

The screenshot shows the 'Denial Reason' modal. It includes a text input field for 'New Note' and buttons for 'ADD NOTE', 'CLEAR', and 'CANCEL'. The modal is titled 'Notes' and shows a timestamp 'OliviaCEO User 2/17/2023 9:29:05 AM'.

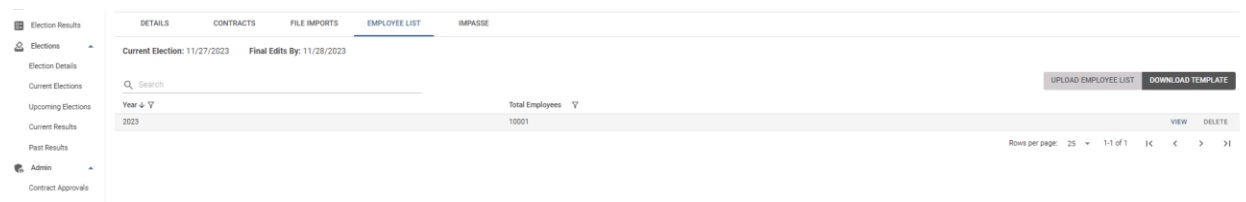
To approve an employee list the CEO user can click the Approve link and a confirmation message should appear asking the user to confirm this action.



Once the list has been successfully approved by the CEO, the Employee Approval Date and Employee Approved indicator will be updated. Any flagged employees will be un-flagged, and any denial reason notes will be removed as shown below.

Year	Employee Approval Date	CEO Approval Date	Employee Approved	CEO Approved	Total Employees	Last Updated By	Last Updated	
2024	Friday, July 12, 2024	Thursday, August 1, 2024	✓	✓	15	User: testCEO	Thursday, August 1, 2024	VIEW

The voter list approval process is only for recertification elections. For decertification and certification elections the approval action buttons will be removed from the employee list table since this is not needed for these types of elections.

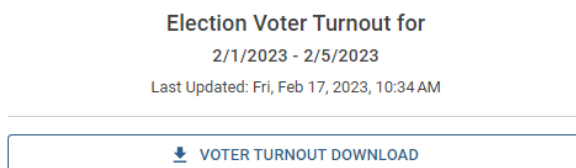


## Election Results

An Administrator will be responsible for uploading voter turnout and election results to suPERB. Admins will approve the election tally results and a board member will certify them. Once certified, the election results will be available for CEO and Employer users.

## Election Voter Turnout

Voter Turnout results will be made available after the Election End Date and will be updated as results come in to EAB staff. These results are only updated for recertification elections.



## CEO and Employer Election Results

CEO and Employer users can use the Election Results page to view past recertification election results as shown below. Click the Election Period dropdown to select a past election and the associated election results will show in the table below. Users can download a copy of the order of recertification or decertification by clicking on the Certification Report link.

**Election Results**

Must choose an Election Period  
Recertification - October 20, 2024 - July 12, 2024

Search

[DOWNLOAD CERTIFICATION REPORTS](#) [EXPORT](#) [RESET](#)

Election Start	Number	Unit	Employer	CEO	Simple Majority	Total Eligible	Yes Votes	No Votes	Void/No Preference
10/20/2024	0347	AFSCME Local 183 (Ambulance)	Johnson County	AFSCME #183	No	15	7	8	0
10/20/2024	0677	CWA #7103 (Roads)	Woodbury County	CWA #7103	Yes	15	9	5	0
10/20/2024	0678	CWA #7177 (Detention Officers)	Woodbury County	CWA #7177	No	15	7	8	0

Rows per page: 10 1-3 of 3

[CERTIFICATION REPORT](#)  
[CERTIFICATION REPORT](#)

## Election Results Notices

1. Recertification Election Notice
  - a. This email notification will be sent out by suPERB from EAB staff to any unit assigned to a recertification election. This will notify all unit reps of the upcoming election and EDMS registration information.
2. Employee List Upload Notice
  - a. Email notifications go out to Employers to remind them to upload their employee lists 1 and 5 days prior to this date.
3. Employer Voter List Approval Notice
  - a. This notification is sent to Employer reps who need to approve the voter list after an Admin user has uploaded a list on behalf of a user.
4. Employee Representatives Voter List Review Notice
  - a. Employee reps will be notified by EAB that the employee list has been approved by the Employer and ready for review.
5. Employer Representatives Voter List Review Notice
  - a. Employer reps will be notified by EAB that the employee list has been denied by the Employee and needs further review.

6. Election Fee Confirmation Notice
  - a. All Employee, Employer and Bargaining Unit reps will be notified with the confirmation election fee notice. This will notify all reps that the election fee for the given election has been paid.
7. Notice of Recertification/Decertification
  - a. All Employee, Employer and Bargaining Unit reps will be notified of recertification election results once a judge has certified the results. Attached to the notice will be an Order of Recertification/Decertification Report.

## Impasse Request

All users can request Mediation and/or Arbitration. To make the request, the user will need to click on the Bargaining Unit link in the left-hand navigation and click on the View link within the table. The user must then navigate to the Impasse tab. Current unsettled impasse requests can be viewed on the Current table shown below. Settled impasses can be viewed from the History table shown below the Current table. An Admin user can revert any settled impasses if needed.

The screenshot displays the suPERB web application interface for managing Bargaining Units (BUs). The left-hand navigation menu includes links for Bargaining Units, Certified Employee Organizations, Users, Election Results, and a Search Page. The main content area is titled 'Test BU' and includes a header with 'BU-Number: 1234', 'Employer: Test Employer', and 'CEO: CEO Test'. Below this is a tabbed interface with tabs for DETAILS, CONTRACTS, FILE IMPORTS, EMPLOYEE LIST, and IMPASSE. The IMPASSE tab is selected, showing two sub-tabs: 'Current' and 'History'. The 'Current' tab is active, displaying a table of current impasse requests. A red box highlights the 'Current' tab, and another red box highlights the 'History' tab. A red arrow points to the 'IMPASSE' tab, and another red arrow points to the 'NEW REQUEST' button. The table has columns for Mediation Requested Date, Mediator Requested Indicator, Mediator, Mediator Date Assigned, Second Mediator, Second Mediator Date Assigned, Arbitration Requested, Arbitration Hearing, and Settlement. Two rows of data are shown. The 'History' tab shows 'No matching records found'.

Mediation Requested Date	Mediator Requested Indicator	Mediator	Mediator Date Assigned	Second Mediator	Second Mediator Date Assigned	Arbitration Requested	Arbitration Hearing	Settlement
9/14/2023	No							
9/14/2023	Yes	Mediator Test	9/14/2023					

The New Request button will navigate the user to the Impasse request form. Here the user can click on the Request Forms button which navigates the user to the suPERB website to download any forms they may need. A user can request either Mediation or Arbitration or Mediation and Arbitration when making a new Impasse request.



- Bargaining Units
- Certified Employee Organizations
- Users
- Election Results
- Search Page

## Requested Impasse

[BACK](#)

### Test Bargaining Unit

BU-Number: 5959    Employer: Test Employer    CEO: Test Certified Employee Organization

 REQUEST FORMS

### Mediation

 SELECT FILE

REQUEST MEDIATION

### Arbitration

 SELECT FILE

REQUEST ARBITRATION

## Mediation

Users have the ability to request Mediation by uploading a request form and clicking on the Request Mediation button. After the user requests mediation, an email notification is sent to [eab.elections@eab.iowa.gov](mailto:eab.elections@eab.iowa.gov) notifying EAB staff of a newly requested mediation. A copy of the mediation request can be downloaded by clicking on the Download Mediation Request Button.

The screenshot shows the suPERB web application interface. The top navigation bar includes the suPERB logo and a user profile icon labeled 'EmployeeHelpUser'. The left sidebar contains links for 'Bargaining Units', 'Certified Employee Organizations', 'Users', and 'Election Results', along with a search bar. The main content area is titled 'Test BU' and shows 'BU-Number: 1234', 'Employer: Test Employer', and 'CEO: CEO Test'. Below this are tabs for 'DETAILS', 'CONTRACTS', 'FILE IMPORTS', 'EMPLOYEE LIST', and 'IMPASSE'. The 'IMPASSE' tab is active, displaying a table with columns: 'Mediation Requested Date', 'Mediator Requested Indicator', 'Mediator', 'Mediator Date Assigned', 'Second Mediator', 'Second Mediator Date Assigned', 'Arbitration Requested', 'Arbitration Hearing', and 'Settlement'. Two rows of data are shown, both dated 9/14/2023. A red box highlights the 'Current' tab, and another red box highlights the 'History' tab. A red arrow points to the 'NEW REQUEST' button in the top right corner of the table area. The bottom of the page shows pagination information: 'Rows per page: 25', '1-2 of 2', and navigation icons.

A user must specify if they will require a mediator from suPERB or if this request is just a notice to EAB of mediation. If a mediator request is indicated, an Admin can then assign a Primary Line Mediator or Second Line Mediator. When a mediator is assigned, the mediator is sent an email notification stating they have been assigned as the Primary or Second Line Mediator for the request.

The screenshot shows the 'Requested Impasse' form in the suPERB web application. The top navigation bar includes the suPERB logo and a user profile icon labeled 'EmployeeHelpUser'. The left sidebar contains links for 'Bargaining Units', 'Certified Employee Organizations', 'Users', and 'Election Results', along with a search bar. The main content area is titled 'Requested Impasse' and shows 'Adair-Casey Education Association' as the employer. Below this are tabs for 'Mediation' and 'Arbitration'. The 'Mediation' tab is active, displaying a form with fields for 'Require Mediator', 'Primary Date: Unassigned', 'Secondary Date: Unassigned', 'Primary Line Mediator', and 'Second Line Mediator'. A red arrow points to the 'Require Mediator' dropdown menu, which is currently set to 'Require Mediator'. Below the form are buttons for 'DOWNLOAD MEDIATION REQUEST', 'UPLOAD NEW FILE', 'SAVE CHANGES', 'CANCEL CHANGES', and 'ARBITRATORS LIST'. The bottom of the page shows pagination information: 'Rows per page: 25', '0-0 of 0', and navigation icons.

## Arbitration

Users have the ability to request Arbitration by uploading a request form and clicking on the Request Arbitration button. After the user requests arbitration, an email notification is sent to [eab.elections@eab.iowa.gov](mailto:eab.elections@eab.iowa.gov), notifying EAB staff of a newly requested arbitration, and the Arbitration Request Date will be updated with the current date. Users can use the Notes button to view any Settlement Impasse notes made during the Impasse process.

perb

NOTICE: If writing by phone, please call (319)123-4567. If you experience any problems, please call (319)123-4567.

Oliver2.0

Requested Impasse

Test Bargaining Unit

BU Number: 5959 Employer: Test Employer CEO: Test Certified Employee Organization

Mediation

SELECT FILE

REQUEST MEDIATION

Arbitration

Request Date: 2/22/2023

Report Due: Unassigned

Assigned Arbitrator: Unassigned

Report Received: Unassigned

List Sent: Unassigned

Hearing: Unassigned

DOWNLOAD ARBITRATION REQUEST

ARBITRATORS LIST

Settlement

Settlement Type: Unsettled

NOTES

An Admin user can then generate an arbitrator list for the parties to review and decide which arbitrator will be assigned for the arbitration process. CEO and Employer users can view this generated arbitration list by clicking on the Arbitration List button.

### Arbitrator List

First Name	Last Name	Address	City	State	Zip
Ruth	Robinson				
Sharon	Imes				
Steve	Hoffmeyer				
Rex	Wiant				
Michael	Hill				

DOWNLOAD CANCEL

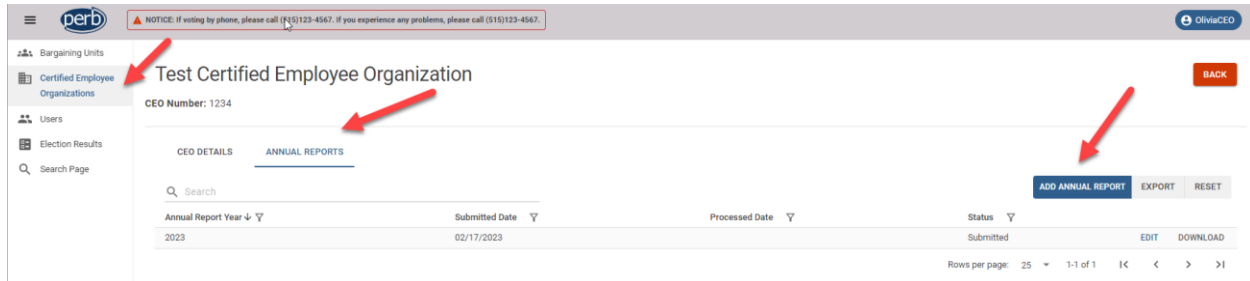
## Annual Reports Submission

### Annual Report Certified Employee Organization Notice of Noncompliance

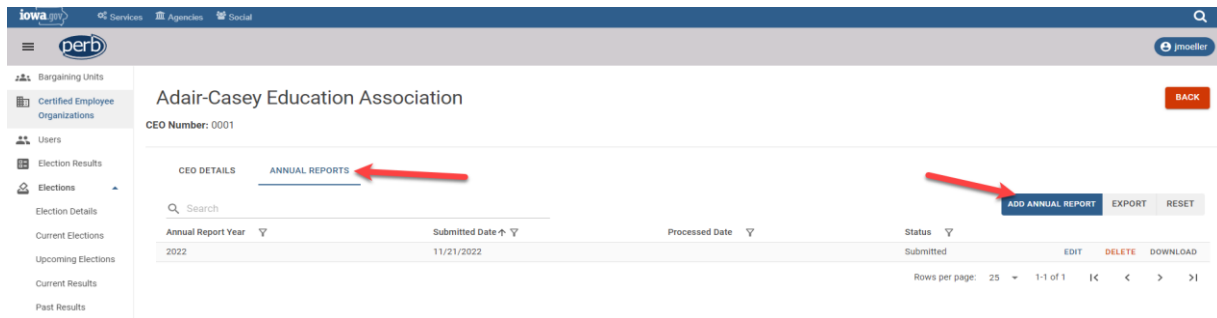
An email will be sent to all CEO representatives if an annual report needs to be filed in suPERB within 90 days of the Certified Employee Organization's fiscal year end date.

## Annual Report Upload

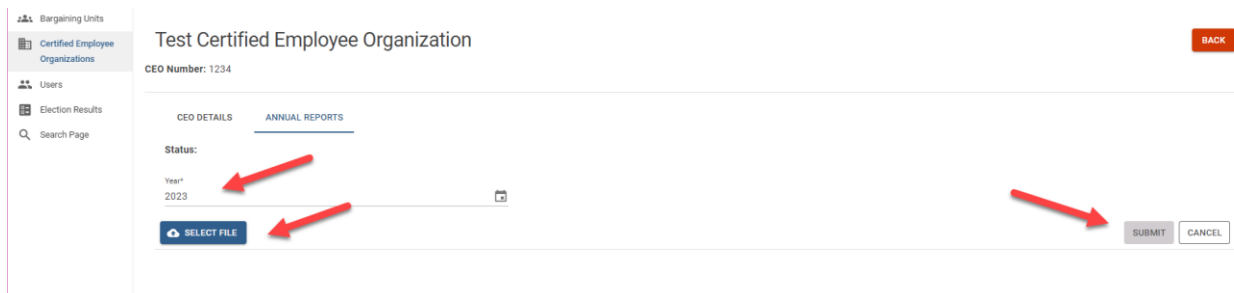
Certified Employee Organizations have the ability to upload Annual Reports to suPERB. The CEO user can view the organizations they belong to by clicking on the Certified Employee Organizations link on the left-hand navigation.



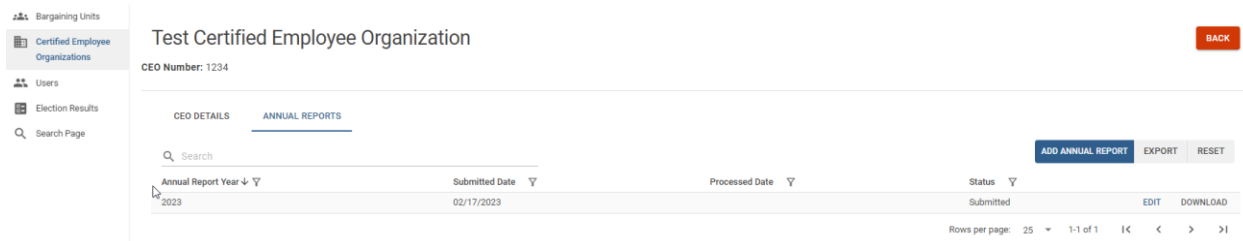
After selecting the CEO to view, the user will see two tabs and will need to click on the Annual Reports tab. Once on the Annual reports tab, the user will click on the Add Annual Report button.



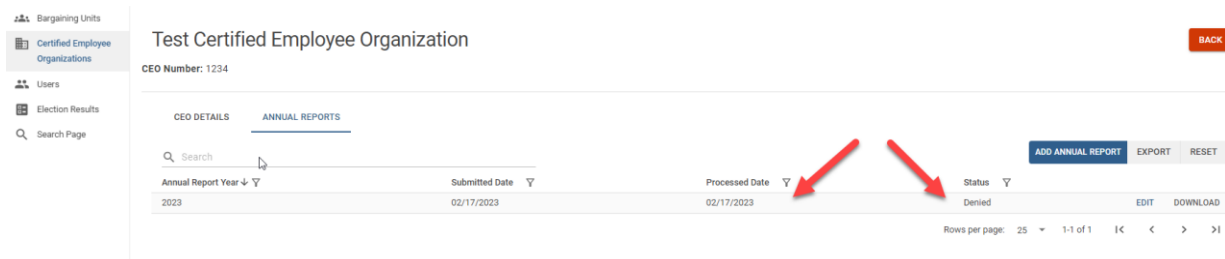
When viewing the file upload screen, the user must select the year they are uploading an Annual Report for and choose a file to upload by clicking on the Select File button. After the file has been selected, the user will then click the Submit button.



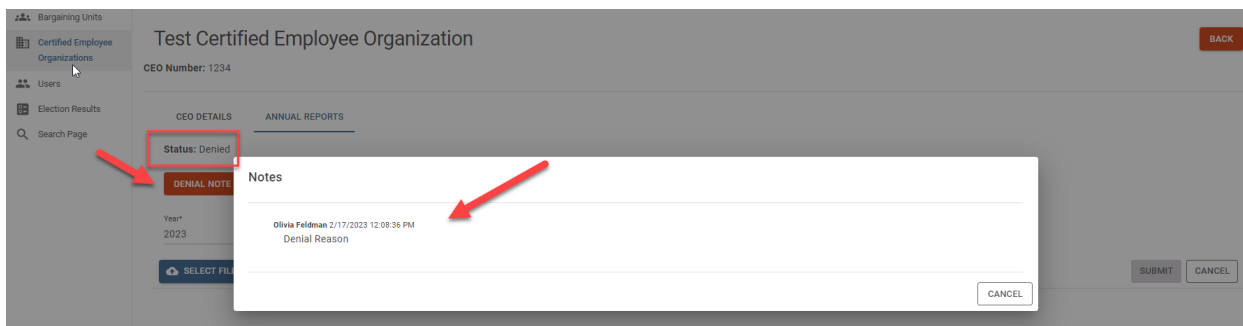
Upon uploading, the Annual Report will have a “Submitted” status and is ready for Admin approval. Admins need to review all Annual Reports that have been submitted and either approve or deny the reports. A CEO user can Edit and Download the report if the Annual Report has not been approved yet, as shown below.



If an Annual Report is denied the status will be updated to “Denied” and all employee rep users will receive an email notice containing the status and the denial reason. The user can use the Edit button to view the Annual Report.



The user will be able to view the denial note left by an Admin by clicking the Denial Note button. The CEO user will need to update and submit a new Annual Report to trigger the approval process again.



## Contract Submission

### Employer Contract Notice of Noncompliance

All Employer representatives will receive a contract reminder email from EAB notifying them that their contract end date is approaching, and a new contract will need to be uploaded to suPERB.

## Contract Upload

All users have the ability to upload contracts in suPERB. Users can navigate to the Bargaining Unit page and click on the Contracts tab to View or Download contracts associated with that Bargaining Unit.

The screenshot shows the suPERB interface for the 'Test Bargaining Unit'. The 'CONTRACTS' tab is selected. A table lists contract details with columns: Start Date, End Date, Submitted Date, Status, Processed Date, Transit or Public Safety, Extension, Reopener, Included, and Excluded. The table contains one row with the following data: Start Date: 02/01/2023, End Date: 02/01/2024, Submitted Date: 02/17/2023, Status: Submitted, Processed Date: 02/21/2023, Transit or Public Safety: No, Extension: No, Included: No, Excluded: No. The table has a search bar and a 'Rows per page' dropdown set to 25. The 'ADD CONTRACT' button is visible, and the 'EDIT' and 'DOWNLOAD' buttons are highlighted in a red box.

Once a contract has been approved by an admin then the ability to edit a contract is removed for all users as shown below (please note that older contracts may not have a processed date in EAB).

This screenshot is identical to the one above, showing the 'Test Bargaining Unit' page with the 'CONTRACTS' tab selected. The table contains one row with the following data: Start Date: 02/01/2023, End Date: 02/01/2024, Submitted Date: 02/17/2023, Status: Submitted, Processed Date: 02/21/2023, Transit or Public Safety: No, Extension: No, Included: No, Excluded: No. The 'ADD CONTRACT' button is visible, and the 'EDIT' and 'DOWNLOAD' buttons are highlighted in a red box.

If a contract is denied by an EAB Admin, the Status and Processed Date will be updated, and all reps will receive an email notice containing the status and denial reason. Users can use the View link to view the contract and denial note reason. A user can review and re-submit the contract to reset the contract approval process.

ices Agencies Social

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ofeldman

### Test Bargaining Unit

BU-Number: 5959 Employer: Test Employer CEO: Test Certified Employee Organization

DETAILS **CONTRACTS** FILE IMPORTS EMPLOYEE LIST IMPASSE

Q Search

ADD CONTRACT EXPORT RESET

Start Date ▾	End Date ▾	Submitted Date ▾	Status ▾	Processed Date ▾	Transit or Public Safety ▾	Extension ▾	Reopener ▾	Included ▾	Excluded ▾	EDIT	DOWNLOAD
02/01/2023	02/01/2024	02/17/2023	Submitted	02/21/2023		No	No				

Rows per page: 25 1-1 of 1 < > >|

### Test Bargaining Unit

BU-Number: 5959 Employer: Test Employer CEO: Test Certified Employee Organization

DETAILS **CONTRACTS** FILE IMPORTS EMPLOYEE LIST IMPASSE

Start Date\* 02/01/2023 End Date\* 02/01/2024 I Extension Reopener

Included: CEO number: 1234 Excluded: Athletic Conference

AEA Name DE District Number

Certified Enrollment Enrollment Ranking

County Adams X ▾

SELECT FILE Fall%202022%20Election%20Schedule SUBMIT CANCEL

## Ceo File Imports

A CEO user can upload Registration Reports, Financial Reports and Constitution and Bylaws file imports. To navigate to the CEO file imports page click Certified Employee Organizations link on the left-hand side and click the View link on the CEO you want to upload files for. Use the File Imports tab to see existing file imports and to add new ones.

The screenshot shows the perb.org website interface. At the top, there is a navigation bar with the perb logo, a notice about voting by phone, and a user profile for OliviaCEO. The left sidebar contains links for Bargaining Units, Certified Employee Organizations, Users, Election Results, and Search Page. The main content area is titled 'Test Certified Employee Organization' and shows 'CEO Number: 1234'. Below this, there are tabs for 'CEO DETAILS', 'ANNUAL REPORTS', and 'FILE IMPORTS'. The 'FILE IMPORTS' tab is selected. Below the tabs, there is a search bar and a table with columns for 'File Type', 'Submitted Date', 'Processed Date', and 'Status'. The table currently shows 'No matching records found'. At the bottom right, there are 'ADD NEW' and 'RESET' buttons. Red arrows point to the 'Certified Employee Organizations' link in the sidebar, the 'FILE IMPORTS' tab, and the 'ADD NEW' button.



These imports will be processed and approved by an EAB admin. A user can reference the Status and Processed Date on the File Imports table as shown below. Email notifications will be sent out during the approval process to all associated employee representatives.

Test Certified Employee Organization

BACK

CEO Number: 1234

CEO DETAILS

ANNUAL REPORTS

FILE IMPORTS

Search

ADD NEW

RESET

File Type	Submitted Date	Processed Date	Status		
Constitution and Bylaws	10/17/2023		Submitted	EDIT	DOWNLOAD
Financial Report	10/17/2023		Submitted	EDIT	DOWNLOAD
Registration Report	10/17/2023		Submitted	EDIT	DOWNLOAD

Rows per page: 25

1-3 of 3

<<

<

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>>

## Registration Report Upload

To upload a Registration Report, click on the Add New table button to navigate to the Ceo File import form. Use the File Type dropdown to select the Registration Report file type. Import the file using the Select File import button and then click the Submit button to import the file into the system.

Bargaining Units

Certified Employee Organizations

Users

Election Results

Search Page

Test Certified Employee Organization

BACK

CEO Number: 1234

CEO DETAILS

ANNUAL REPORTS

FILE IMPORTS

Status:

File Type\*

Registration Report

SELECT FILE

Registration Report.pdf

SUBMIT

CANCEL

If a file already exists with this file type, then an error message will appear as shown below.

iowa

Services

Agencies

Social

perb

NOTICE: If voting by phone, please call (515)123-4567. If you experience any problems, please call (515)123-4567.

A file for this file type already exists. Please delete this file before adding a new one or edit the current one.

Bargaining Units

Certified Employee Organizations

Users

Election Results

Search Page

Test Certified Employee Organization

BACK

CEO Number: 1234

CEO DETAILS

ANNUAL REPORTS

FILE IMPORTS

Status:

File Type\*

Registration Report

SELECT FILE

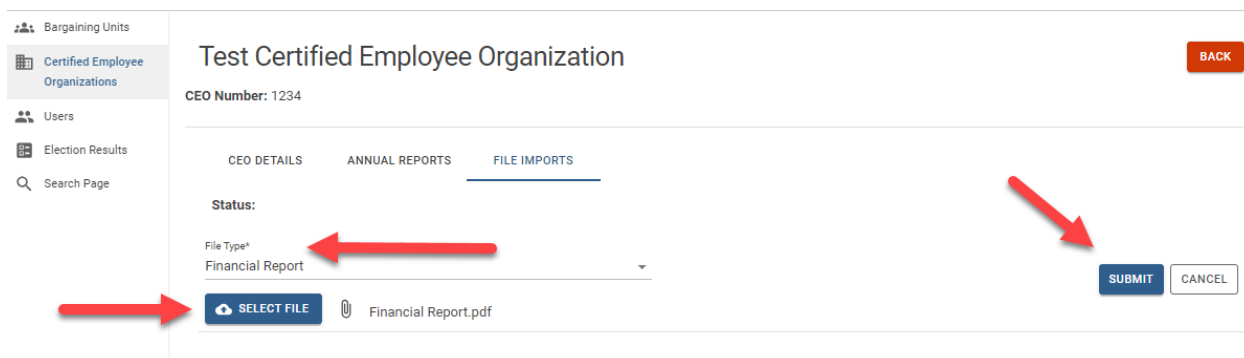
Registration Report.pdf

SUBMIT

CANCEL

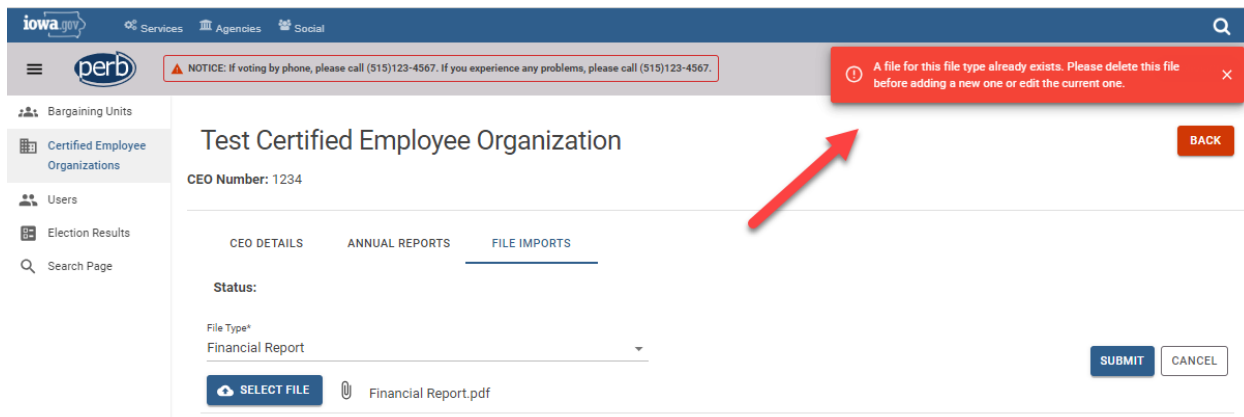
## Financial Report Upload

To upload a Financial Report, click on the Add New table button to navigate to the Ceo File import form. Use the File Type dropdown to select the Financial Report file type. Import the file using the Select File import button and then click the Submit button to import the file into the system.



This screenshot shows the 'Test Certified Employee Organization' page with the 'FILE IMPORTS' tab selected. The 'File Type\*' dropdown is set to 'Financial Report'. A red arrow points to the 'SELECT FILE' button, another points to the 'SUBMIT' button, and a third points to the 'Financial Report.pdf' file name. The page includes a sidebar with navigation links and a top navigation bar with a search icon.

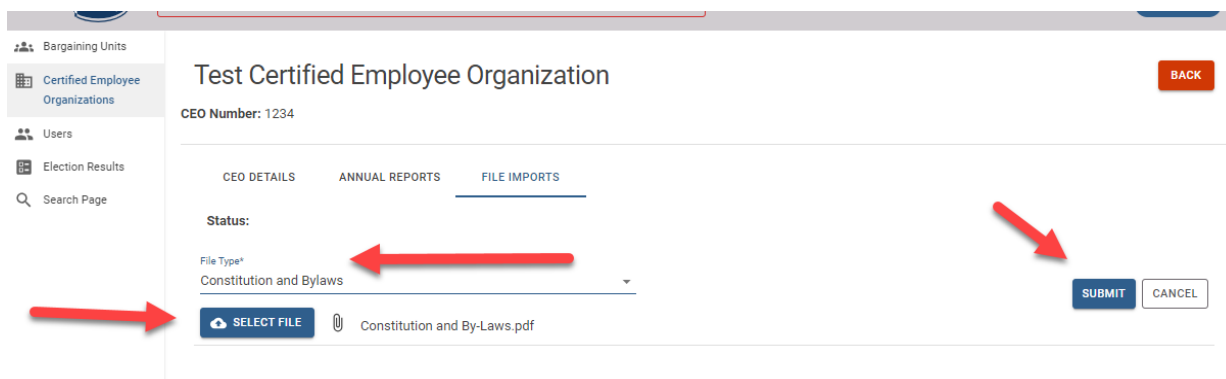
If a file already exists with this file type, then an error message will appear as shown below.



This screenshot shows the same 'Test Certified Employee Organization' page, but with an error message displayed at the top: 'A file for this file type already exists. Please delete this file before adding a new one or edit the current one.' A red arrow points to the error message. The rest of the form is identical to the previous screenshot.

## Constitution and Bylaws Upload

To upload a Constitution and Bylaws file, click on the Add New table button to navigate to the Ceo File import form. Use the File Type dropdown to select the Constitution and Bylaws file type. Import the file using the Select File import button and then click the Submit button to import the file into the system.



This screenshot shows the 'Test Certified Employee Organization' page with the 'FILE IMPORTS' tab selected. The 'File Type\*' dropdown is set to 'Constitution and Bylaws'. A red arrow points to the 'SELECT FILE' button, another points to the 'SUBMIT' button, and a third points to the 'Constitution and By-Laws.pdf' file name. The page includes a sidebar with navigation links and a top navigation bar with a search icon.

If a file already exists with this file type, then an error message will appear as shown below.

The screenshot shows the 'Test Certified Employee Organization' page for CEO Number: 1234. The 'FILE IMPORTS' tab is active. A red error message box at the top right states: 'A file for this file type already exists. Please delete this file before adding a new one or edit the current one.' A red arrow points to this message. The page includes a sidebar with navigation links: Bargaining Units, Certified Employee Organizations, Users, Election Results, and Search Page. The main content area shows a 'Status:' field, a 'File Type\*' dropdown menu set to 'Constitution and Bylaws', and a 'SELECT FILE' button. A file named 'Constitution and By-Laws.pdf' is listed. There are 'SUBMIT' and 'CANCEL' buttons, and a 'BACK' button in the top right corner.

## CEO File Approvals

Once an Admin has approved the CEO file a user can no longer edit the file. If an already approved file needs to be updated, then contact an EAB Admin to delete the current file.

The screenshot shows the 'Test Certified Employee Organization' page for CEO Number: 1234. The 'FILE IMPORTS' tab is active. A table lists the imported files. The 'Status' column has a dropdown menu with options: Submitted, Approved, and Denied. The 'Submitted' and 'Approved' rows have 'EDIT' and 'DOWNLOAD' buttons. The 'Denied' row has a 'DENIAL NOTE' button. A red box highlights the 'Status' dropdown and the 'EDIT' and 'DOWNLOAD' buttons for the 'Approved' row. Another red box highlights the 'DENIAL NOTE' button for the 'Denied' row. The table has columns: File Type, Submitted Date, Processed Date, Status, and Actions. The 'Submitted Date' and 'Processed Date' columns are highlighted. The table shows three rows: 'Constitution and Bylaws', 'Financial Report', and 'Registration Report'. The 'Status' column shows 'Submitted', 'Approved', and 'Denied' respectively. The 'Actions' column shows 'EDIT' and 'DOWNLOAD' buttons for 'Submitted' and 'Approved' rows, and a 'DENIAL NOTE' button for the 'Denied' row. The table has a search bar and 'ADD NEW' and 'RESET' buttons. The 'Rows per page' is set to 25, and there are 1-3 of 3 rows. The page includes a sidebar with navigation links: Bargaining Units, Certified Employee Organizations, Users, Election Results, and Search Page. The main content area shows a 'Status:' field, a 'File Type\*' dropdown menu set to 'Constitution and Bylaws', and a 'SELECT FILE' button. A file named 'Constitution and By-Laws.pdf' is listed. There are 'SUBMIT' and 'CANCEL' buttons, and a 'BACK' button in the top right corner.

File Type	Submitted Date	Processed Date	Status	Actions
Constitution and Bylaws	10/17/2023		Submitted	EDIT DOWNLOAD
Financial Report	10/17/2023	10/18/2023	Approved	EDIT DOWNLOAD
Registration Report	10/17/2023	10/18/2023	Denied	DENIAL NOTE

If an Admin has denied a CEO file import, then the user can review the denial reason by viewing the record and clicking on the Denial Note button as shown below. The CEO user can resolve issues stated in the denial reason note and re-upload the file to be re-approved.

The screenshot shows the 'Test Certified Employee Organization' page for CEO Number: 1234. The 'FILE IMPORTS' tab is active. The 'Status' is set to 'Denied'. A red arrow points to the 'DENIAL NOTE' button. A modal window titled 'Notes' is open, showing the denial reason note: 'Olivia Feldman 10/18/2023 10:37:34 AM denial reason note'. The modal has a 'CANCEL' button. The page includes a sidebar with navigation links: Bargaining Units, Certified Employee Organizations, Users, Election Results, and Search Page. The main content area shows a 'Status:' field, a 'File Type\*' dropdown menu set to 'Registration Report', and a 'SELECT FILE' button. A file named 'Registration Report' is listed. There are 'SUBMIT' and 'CANCEL' buttons, and a 'BACK' button in the top right corner.

## Document Search

The public and all users can search for files by clicking on the Search Documents button on the login screen as shown below.

The screenshot shows the PERB login interface. At the top is a navigation bar with 'iowa.gov' and 'perb' logos, and links for Services, Agencies, and Social. Below this is a 'Login' section with input fields for 'User Name' and 'Password', a 'LOGIN' button, and links for 'Reset password' and 'Resend email confirmation'. Below the login section is a 'Searchable Database for Contracts & Decisions' section with a 'SEARCH DOCUMENTS' button, which is highlighted by a red arrow.

CEO and Employer users can click on the Search Page menu option to navigate to the Search Documents page from their account as shown below.

The screenshot shows the PERB user account dashboard. The left sidebar contains a menu with options: Bargaining Units, Certified Employee Organizations, Users, Election Results, and Search Page. The 'Search Page' option is highlighted with a red arrow. The main content area displays a table titled 'Bargaining Units' with columns for Number, Unit, Employer, CEO, Type, Affiliation, Impasse Requested, Contract End Date, Election Date, Employer Approved List, and Employee Approved List. A red arrow points to the 'Search' button in the top left of the table area.

Number	Unit	Employer	CEO	Type	Affiliation	Impasse Requested	Contract End Date	Election Date	Employer Approved List	Employee Approved List	
5959	Test Bargaining Unit	Test Employer	Test Certified Employee Organization	Education	User Guide		2/1/2024	2/1/2023	✓	✓	VIEW

## Search Results

When searching for files, at least one filter is required to be entered prior to searching. The Full Text Search filter allows the user to search for keywords within the documents. A user can use different tabs to search for specific document types (Contract, Iowa Neutral Decision or PERB and Court Decision).

Bargaining Units

Certified Employee Organizations

Users

Election Results

Search Page

Document Search

CONTRACT

IOWA NEUTRAL DECISION

PERB AND COURT DECISION

Document

Full Text Search

Bargaining Unit

Number

Type

Affiliation

Employer

Name

Type

Organization

Name

Number

Contract

Start Date

End Date

Athletic Conference

AEA Name

DE District Number

Certified Enrollment

Enrollment Ranking

County

SEARCH

Searching on a keyword will bring up the search results with a section of the file showing the keyword highlighted. Users can then choose to view the entire file by clicking on the View button.

iowa

Services

Agencies

Social

perb

Search Results: 3367

BACK

326-11-12\_11\_16\_22T16\_52\_55\_054.pdf

VIEW

Hits	Employee Organization	Employer Name	Bargaining Type	Contract Start Date	Contract End Date
107	Iowa Western CC Higher Education Association	Iowa Western Community College	Teachers	07/01/2011	06/30/2012

Collective Bargaining Agreement Iowa Western Community College And Iowa Western Community College Higher Education Association 2011-2012 NITY COLLE WESTERN COM OLLEGE Est. 1966 Collective Bargaining Agreement Iowa Western Community College And Iowa Western Community College Higher Education Association 326 2011-2012 Table of Contents ARTICLE 1 DEFINITIONS I ARTICLE 2 WORK Y E A R 2 ARTICLE 3 HOURS 3 NON-INSTRUCTIONAL EMPLOYEES 3 INSTRUCTIONAL EMPLOYEES 3 ARTICLE 4 SENIORITY 4 ARTICLE 5 TRANSFER 5 DEFINITION 5 VOLUNTARY 5 INVOLUNTARY 5 ARTICLE 6 REDUCTION IN STAFF 6 RECALL PROCEDURES 6 ARTICLE 7 LEAVES OF ABSENCE 8 SICK LEAVE GENERAL 8 CRITICAL ILLNESS IN IMMEDIATE FAMILY 8 DEATH IN IMMEDIATE FAMILY 8 JURY DUTY 9 EXTENDED PROFESSIONAL LEAVE 9 MILITARY SERVICE 9 PERSONAL LEAVE 9 EMERGENCY LEAVE OR ADDITIONAL LEAVES 10 ARTICLE 8 IN-SERVICE EDUCATION 11 ARTICLE 9 WAGES AND SALARY 12 SALARY RANGES 12 HIRING GUIDELINES 12 HIRINGGRIEVANCE PROCEDURE 23 DEFINITION 23 PURPOSE 23 PROCEDURE 23 GENERAL PROVISION 24 ARTICLE 16 DURATION AND SIGNATURE 25 APPENDLXA DUES CHECKOFF AUTHORIZATION FORM 26 APPENDIX B GRIEVANCE FORM 27 APPENDIX C 2011-2012 SALARY CALCULATOR 29 ARTICLE 10 INSURANCE ... 16 HEALTH AND ACCIDENT INSURANCE 16 DENTAL INSURANCE 16 LONG-TERM DISABILITY 17 GROUP LIFE INSURANCE. 17 GENERAL PROVISIONS 17 ARTICLE 11 SUPPLEMENTAL PAY. 18 ARTICLE 12 HEALTH AND SAFETY. 19 ARTICLE 13 DUES CHECKOFF ... 20 AUTHORIZATION 20 DURATION ..... 20 TRANSMISSION OF DUES. 20 HOLD HARMLESS AGREEMENT 20 ARTICLE 14 EVALUATION ... 21 PROBATIONARY EMPLOYEE ..... 21 NON-PROBATIONARY EMPLOYEE 21 ARTICLE 15 GRIEVANCE PROCEDURE 23 DEFINITION 23 PURPOSE ... 23 PROCEDURE. 23 GENERAL PROVISION 24 ARTICLE 16 DURATION AND SIGNATURE. 25 APPENDIX A DUES CHECKOFF AUTHORIZATION FORM 26 APPENDIX B GRIEVANCE FORM. 27 APPENDIX C 2011-2012 SALARY CALCULATOR 29 A R T I C L E 1 RECOGNITION The Iowa Western Community CollegeThe Iowa Western Community College Higher Education Association is hereby recognized as the certified exclusive bargaining representative for all personnel as set forth in the P.E.R.B. certification instrument (case 371) issued on the 11th day o f November 1975. College shall mean the Board o f Directors o f the Iowa Western Community College (Merged Area X111) or its duly authorized agents or representatives. 2.Association shall mean the Iowa Western Community College Higher Education Association or its duly authorized agents or representatives. 4.

887-14-15\_11\_16\_22T16\_50\_27\_805.pdf

VIEW

Hits	Employee Organization	Employer Name	Bargaining Type	Contract Start Date	Contract End Date
152	Northeast Iowa CC Support Staff Assn.	Northeast Iowa Community College	Mixed	07/01/2014	06/30/2015

www.nicc.edu NORTHEAST IOWA COMMUNITY COLLEGE COLLECTIVE BARGAINING AGREEMENT BETWEEN NORTHEAST IOWA COMMUNITY COLLEGE AND NORTHEAST IOWA COMMUNITY COLLEGE SUPPORT STAFF ASSOCIATION 2014-2015 NORTHEAST IOWA COMMUNITY COLLEGE www.nicc.edu COLLECTIVE BARGAINING AGREEMENT BETWEEN NORTHEAST IOWA COMMUNITY COLLEGE AND NORTHEAST IOWA COMMUNITY COLLEGE SUPPORT STAFF ASSOCIATION 2014-2015