12/9/2024

EAB CEO and Employer User Guide

Iowa Employment Appeal Board

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QCI

Contents

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

User Name
Password
LOGIN

Reset password

Resend email confirmation

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

Resend email confirmation

User Name
RESEND

Reset Password

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

Login

User Name
Password
LOGIN

Reset password

Resend email confirmation

The user can enter in 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.

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.

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.

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 only assign the CEO/s, that user will have access to all Bargaining Units that assigned to that CEO. If you choose to associate a representative to the user, then the user will only see 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.

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 login after completing these two steps.

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.
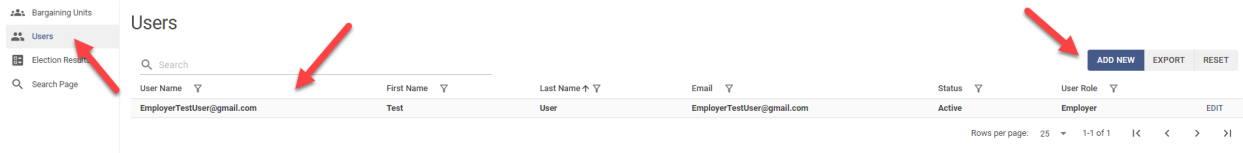

Note that a CEO user can only assign/unassign other users from an organization. They do not have the ability to assign/unassign their own user account from an organization and must contact a suPERB Administrator to do so.

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.

   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 login after completing these two steps.
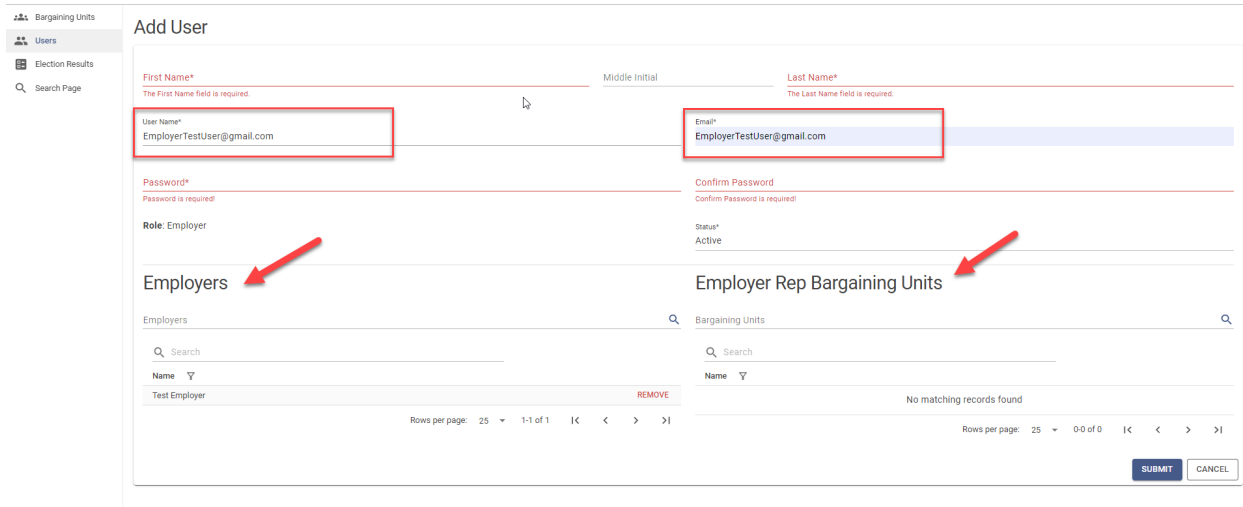
   Note that an Employer user can only assign/unassign other users from an Employer entity. They do not have the ability to assign/unassign their own user account from an Employer and must contact a suPERB Administrator to do so.

Election Process

Election Dates

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

Recertification Election Dates:

Label	Description
NOI Date	• EAB eFiles Notice of Intent to Conduct Election. • Employers may begin uploading initial voter lists to determine election fees.
CEO Extension Date	• A request for a contract extension or election fee payment extension must be requested to EAB by this date.
Voter List Final Submit Date	• The last day the employer can upload their voter eligibility list to suPERB.
Voter List Approval Date	• The last day for employee organization to propose changes to the employee list and both parties must approve the voter list by this date.
Election Fee Date	• Deadline for the employee organization to submit the retention/recertification election fee.
NOE Date	• EAB eFiles Notice of Election. • 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.
Yes Election Final Voter List Date	• The last day an admin will be able to modify the voter list on behalf of the Employer or CEO. • EAB will send the final voter eligibility lists to Yes Election by this date.
Election Start Date	• Commencement of election period at 9 am.
Election End Date	• Cessation of election at 9 am.
Objection End Date	• Last day to eFile objections (Bargaining Units will be certified after this date).

Decertification and Certification Election Dates:

| Label	Description
Voter List Final Submit Date	• The last day the employer can upload their voter eligibility list to suPERB.
Election Fee Date	• Deadline for the employee organization to submit the election fee.
Election Start Date	• Commencement of election period at 9 am.
Election End Date	• Cessation of election at 9 am.

General Voter List Information

Users are able to 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.

The Employee List page is where users can find additional information for a current election or 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 Initial Submit Date (see Business Rules section).
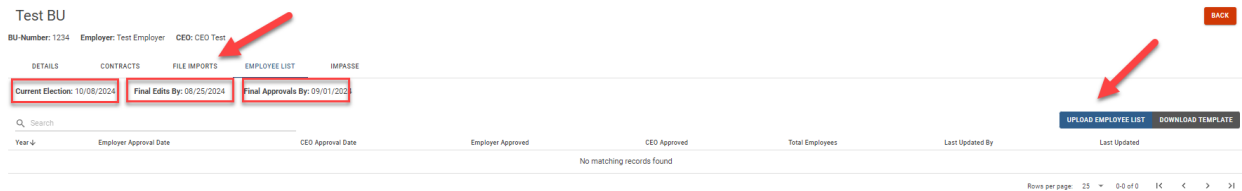
Once an Employer and Employee has approved the Voter Employee List, the list is locked to prevent any changes. Only a suPERB Administrator can remove the approval and reset the approval process, but only up to the Voter List Approval Date. After this date, the approval process will be locked to all users.
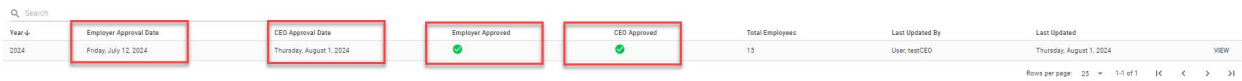

After the Employer uploads the initial voter list any user can use the Download and Export table buttons to export the employee list as shown below.
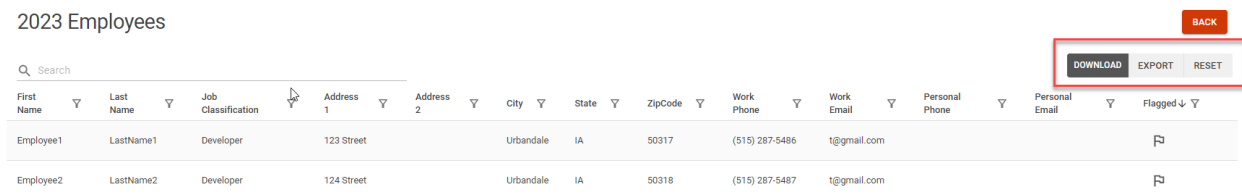

Employer Election Process
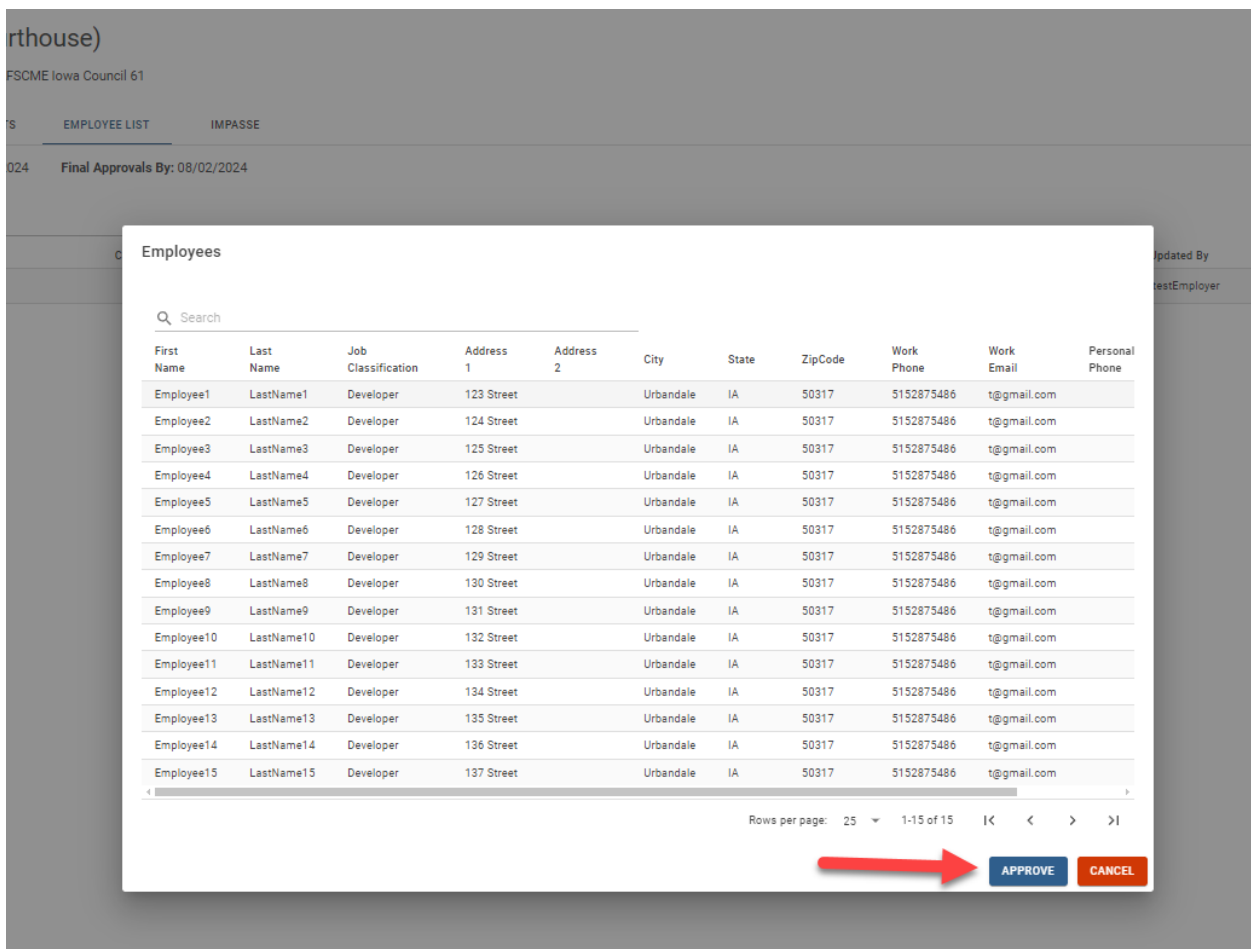
Employee Voter List Upload

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.
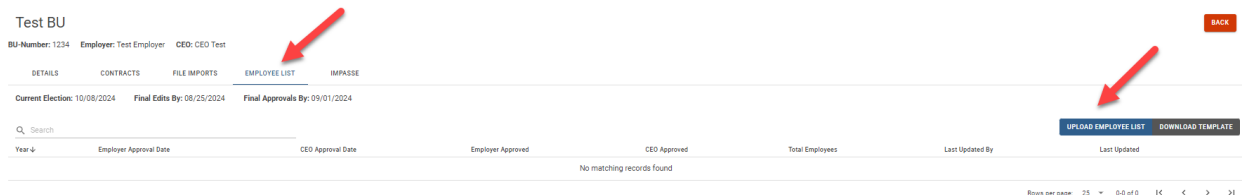
The voter list will only be accepted if all required fields are provided for each employee. If a voter list is not valid then a file errors message will appear and display a list of errors that will need to be addressed before successfully uploading a voter list.
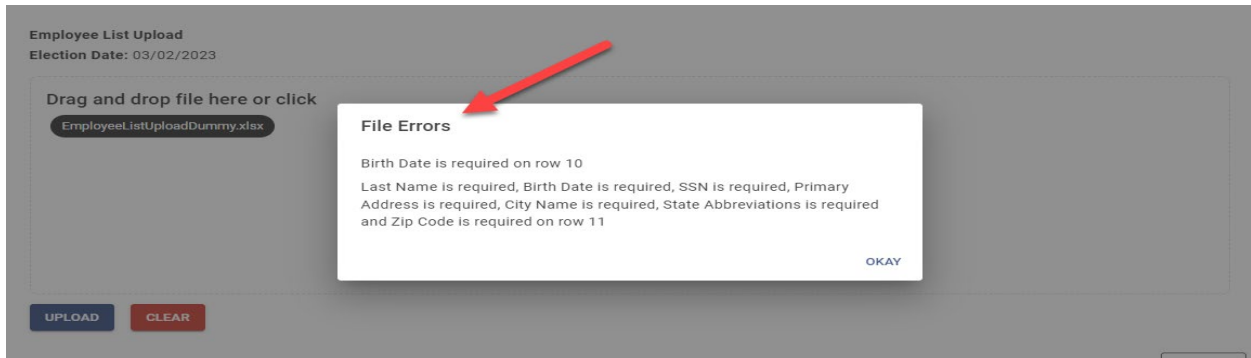
Once an Employer user has successfully imported their employee voter list, they will be able to review the voter list in a popup. Once the Employer has reviewed the voter list import, they will need to click the Approve link to completely submit and approve the voter list. As shown below, the Approve 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.

Year↓	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated			
2024	Friday, July 12, 2024		✓	✗	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 and email notification stating that the voter list is ready for Employer approval. This notification will only be sent if an Amin 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.

Year↓	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated		
2024	Tuesday, July 16, 2024		✓	✗	20	User, testEmployer	Tuesday, July 16, 2024	REMOVE APPROVAL	VIEW

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.

Year↓	Employer Approval Date	CEO Approval Date	Employer Approved	CEO Approved	Total Employees	Last Updated By	Last Updated		
2024			✗	✗	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.


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.
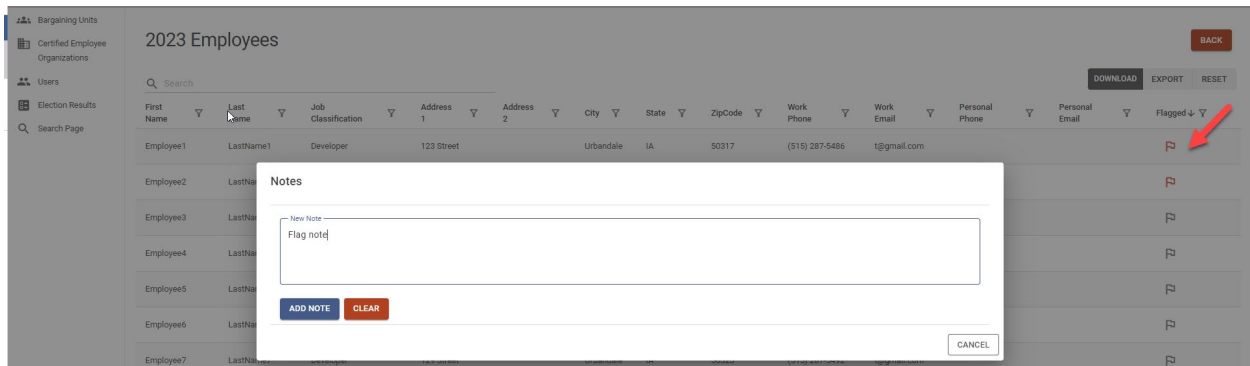
To deny an employee list the CEO user can click the Deny link and enter in a denial reason. This will reset the approval process for the Employer. An email notification will be sent to all Employer representatives notifying them that the employee list has been denied and will need to be reviewed and 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.

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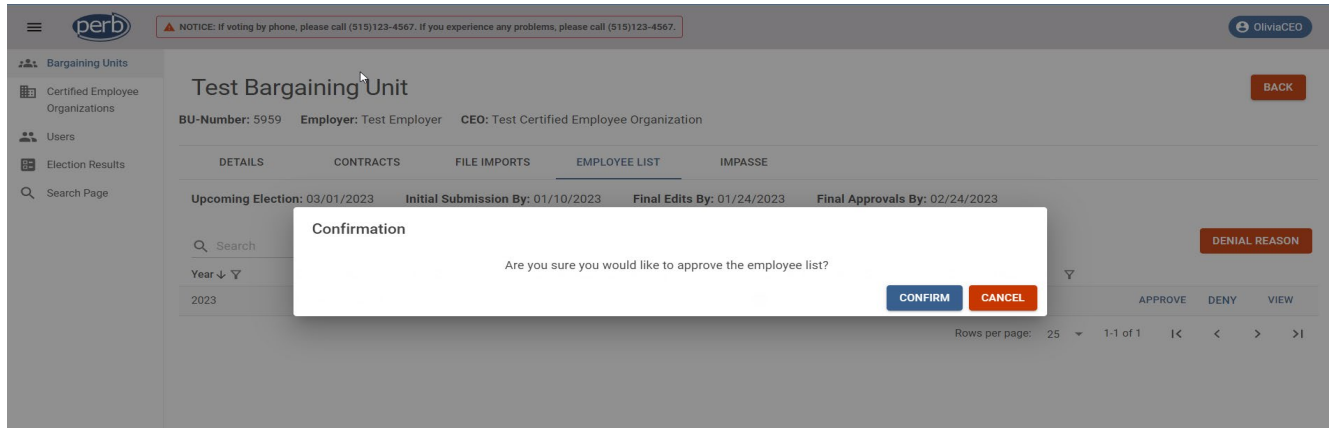
Once the list has been successfully approved by the CEO, the Employee Approval Date and Employee Approved indicator will be updated. Any flagged employees will be un-flagged, and any denial reason notes will be removed as shown below.

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.
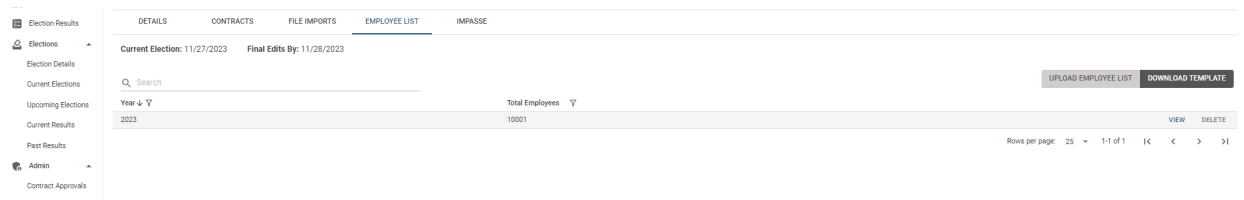
Election Results

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 through EAB. These results are only updated for recertification elections.

Election Voter Turnout for
2/1/2023 - 2/5/2023
Last Updated: Fri, Feb 17, 2023, 10:34 AM

⬇ VOTER TURNOUT DOWNLOAD

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 Notices

1. 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.
2. 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.
3. Employee Representatives Voter List Review Notice
   a. Employee reps will be notified by EAB that the employee list has been and approved by the Employer and ready for review.
4. 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.
5. 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.

6. Notice of Recertification
    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 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 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 EAB 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.

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 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.

A user must specify if they will require a mediator from EAB or if this request is just a notice to EAB. 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.

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 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.

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 notice will be sent to all CEO representatives if an annual report is needed to be filed with EAB. Annual reports need to be filed with EAB 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 EAB. The CEO user can view the organizations they belong to by clicking on the Certified Employee Organizations link on the left-hand navigation.
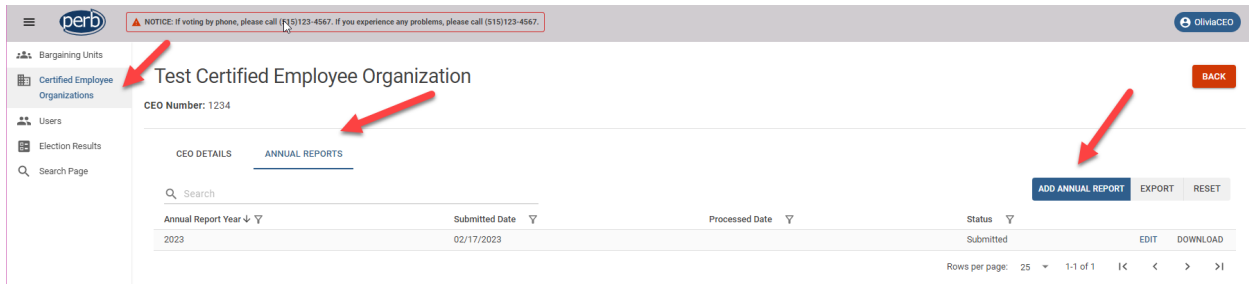
After selecting the CEO to view, the user will see two tabs and will need to click on the Annual Reports tab. Once on the Annual reports tab, the user will click on the Add Annual Report button.
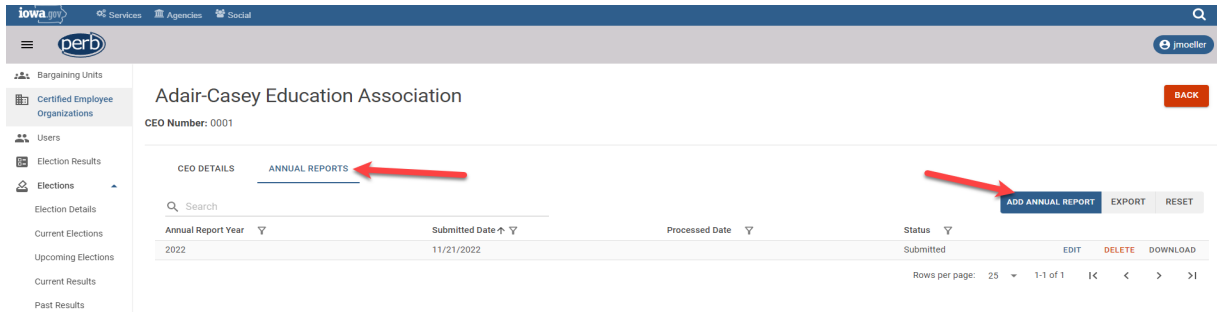
When viewing the file upload screen, the user must select the year they are uploading an Annual Report for and choose a file to upload by clicking on the Select File button. After the file has been selected, the user will then click the Submit button.
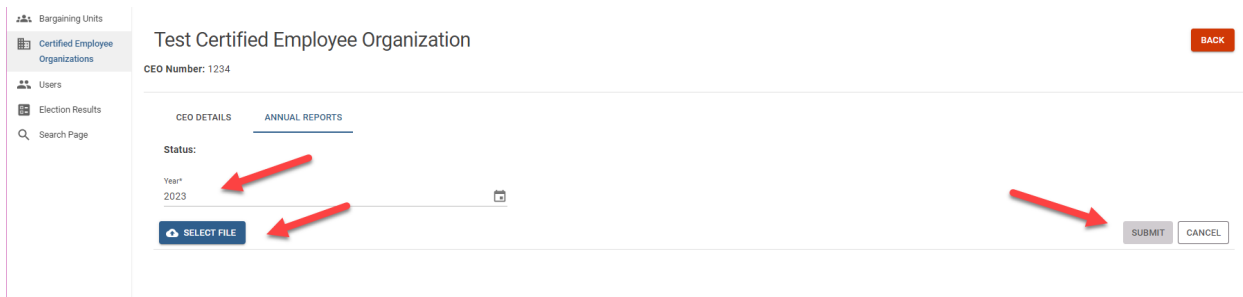
Upon uploading, the Annual Report will have a "Submitted" status and is ready for Admin approval. Admins need to review all Annual Reports that have been submitted and either approve or deny the reports. A CEO user can Edit and Download the report if the Annual Report has not been approved yet, as shown below.
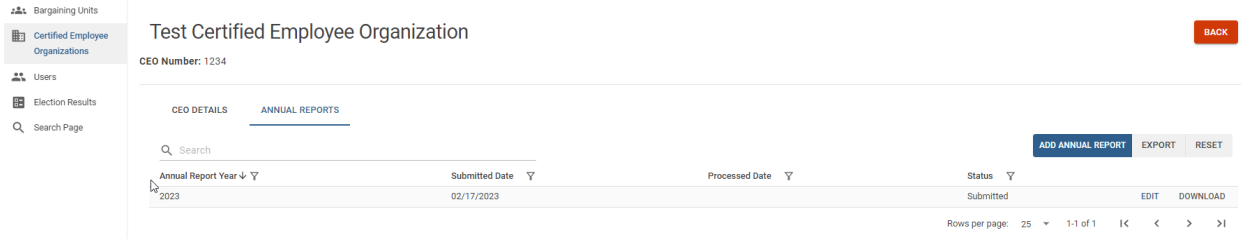
If an Annual Report is denied the status will be updated to "Denied" and all employee rep users will receive an email notice containing the status and the denial reason. The user can use the Edit button to view the Annual Report.
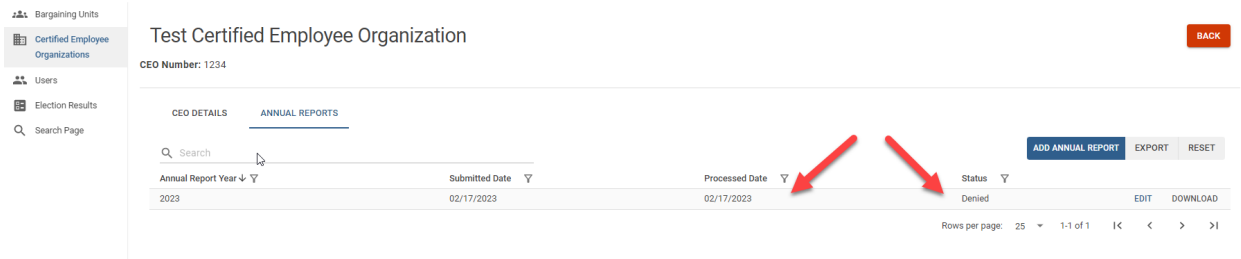
The user will be able to view the denial note left by an Admin by clicking the Denial Note button. The CEO user will need to update and submit a new Annual Report to trigger the approval process again.
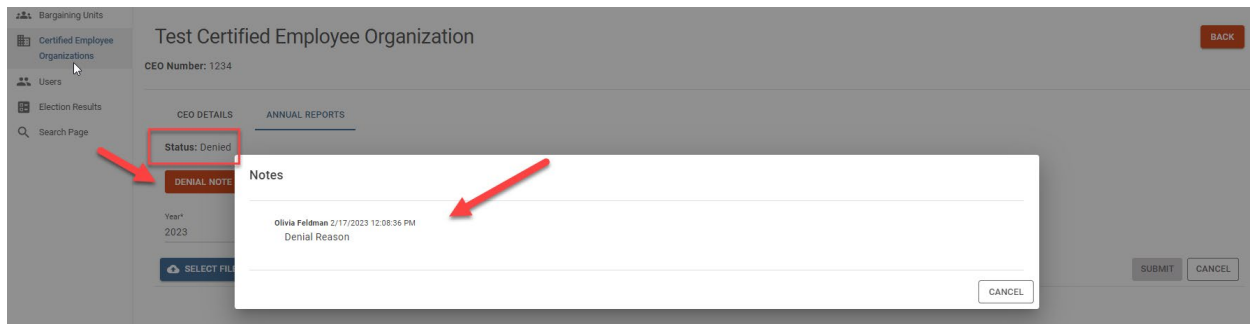
Contract Submission

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 to 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.

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 suPERB).

If a contract is denied by a suPERB 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.

When a user goes to submit their contract, they will be asked to confirm their unit type. The user will be asked to confirm if they are a Public Transit or Transportation unit as shown below.

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.

These imports will be processed and approved by a suPERB 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.

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.

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

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.

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

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.

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

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 a suPERB Admin to delete the current file.

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.

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.

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.

Search Results

When searching 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 the different tabs to search for specific document types (Contract, Iowa Neutral Decision or PERB and Court Decision).

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.