



**STATE OF IOWA  
PUBLIC EMPLOYMENT RELATIONS BOARD**

Cheryl K. Arnold, Chairperson  
Jamie Van Fossen, Member  
Mary T. Gannon, Member

**VOTER LIST INSTRUCTIONS**

The employer is required to provide PERB with a Voter List, meaning a list of employees in the bargaining unit within seven days after a Notice of Intent to Conduct an Election is filed. For 2019, the Employer should provide this list between August 26, 2019, and September 3, 2019. PERB will not accept late submissions.

If a Notice of Election is filed, PERB will ask the Employer to update the list with all employees in the bargaining unit as of the date of the Notice of Election, September 18, 2019. The Employer shall update the list, if it has changed, and provide PERB that list between September 18, 2019, and September 25, 2019.

The Voter List shall be in **Excel format** and organized in alphabetical order by the employees' last names, and provide the following: Last name, first name, job classification, date of birth (MM/DD/YYYY), last four digits of social security number, home address (in one Excel cell), work e-mail address if available, personal e-mail address if known, work telephone number if available, personal telephone number if known.

The format of the document is shown below.

Employer									
Employee Organization									
BU #									
Last Name	First Name	Job Classification	Birth Date	Last 4 Digits of Social Security #	Home Address	Work E-mail Address	Personal E-mail Address	Work Phone #	Personal Phone #
Anderson	James	Worker 1	01/02/1960	1111	111 Ash Street, Des Moines, IA 50317	<a href="mailto:janderson@city.gov">janderson@city.gov</a>	Unknown	111-111-1111	111-111-1111
Miller	Tina	Worker 1	04/08/1960	2222	222 Birch Street, Adair, IA 50002	<a href="mailto:tmiller@county.gov">tmiller@county.gov</a>	Unknown	222-222-2222	222-222-2222

**\*\*THE EMPLOYER MUST PROVIDE THE VOTER ELIGIBILITY LIST IN EXCEL FORMAT BY E-MAIL TO [IAPERB@IOWA.GOV](mailto:IAPERB@IOWA.GOV) OR SUBMIT THROUGH SHAREFILE BY REQUESTING A LINK FROM THE AGENCY**

E-mail Subject Line or Document Title (If Through ShareFile):  
**BU-XXXX-EMPLOYER/CERTIFIED EMPLOYEE ORGANIZATION Voter Eligibility List**



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### **THINGS TO DO**

- DO** input all of an employee's data on one row of the excel workbook.
- DO** provide each bargaining unit list in a SEPARATE excel workbook.
- DO** alphabetize by LAST name.
- DO** provide the last four digits ONLY of the social security number
- DO** hyphenate last names when two last names are used
- DO** input all of an employee's address in one cell of the excel workbook.
- DO** delete any additional data so that only the required information is sent to PERB.
- DO** send the certified employee organization an email to let them know you have submitted the list to PERB and the number of employees on the list.

### **THINGS NOT TO DO**

- DO NOT** input an employee's information in multiple rows of the excel workbook.
- DO NOT** provide the middle initial or entire middle name.
- DO NOT** hide any columns or rows of the spreadsheet
- DO NOT** use any formulas in the excel workbook sent to PERB.
- DO NOT** provide the entire social security number or provide it as "xxx-xx-1234" or any other derivative.
- DO NOT** replace a zero with the letter "O" in the social security number
- DO NOT** supply any additional information.
- DO NOT** send the entire list, which includes the date of birth and social security numbers to the certified employee organization.