

A dark blue vertical bar runs along the left edge of the page. A blue arrow-shaped graphic points to the right, containing the date. Below the arrow, several thin, curved lines in shades of blue and grey sweep upwards from the bottom left corner.

3/2/2023

suPERB CEO and Employer User Guide

Iowa Public Employment Relations Board

Feldman, Olivia
QCI

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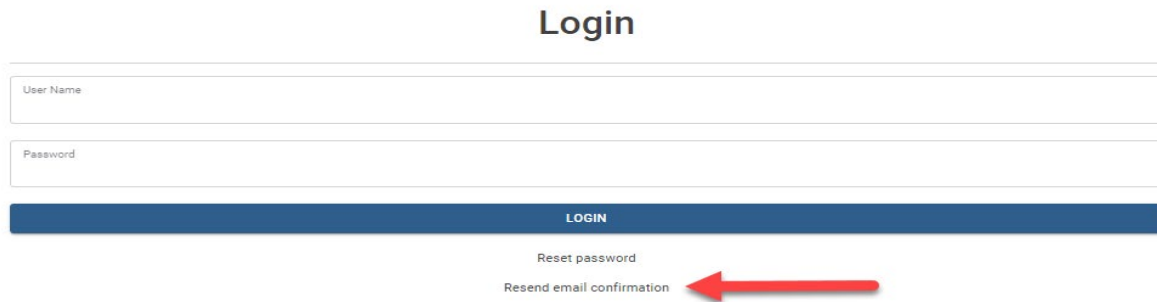
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New User Registration

Superb Website: <https://iowa-superb.iowa.gov/>

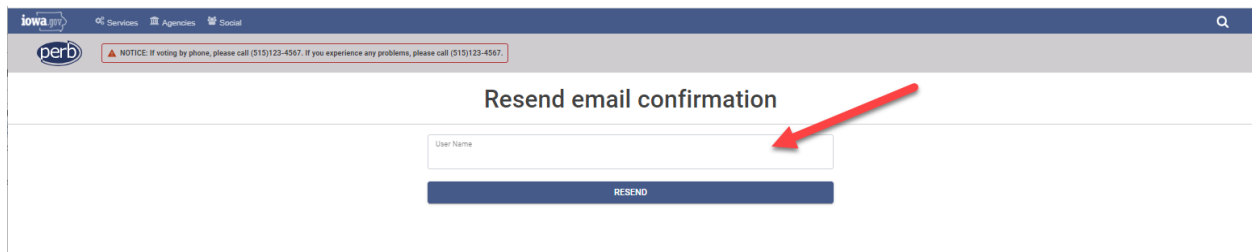
Resend Email Confirmation

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



The screenshot shows the suPERB login page. At the top, the word "Login" is centered. Below it are two input fields: "User Name" and "Password". A blue "LOGIN" button is positioned below the password field. Underneath the button are two links: "Reset password" and "Resend email confirmation". A red arrow points to the "Resend email confirmation" link.

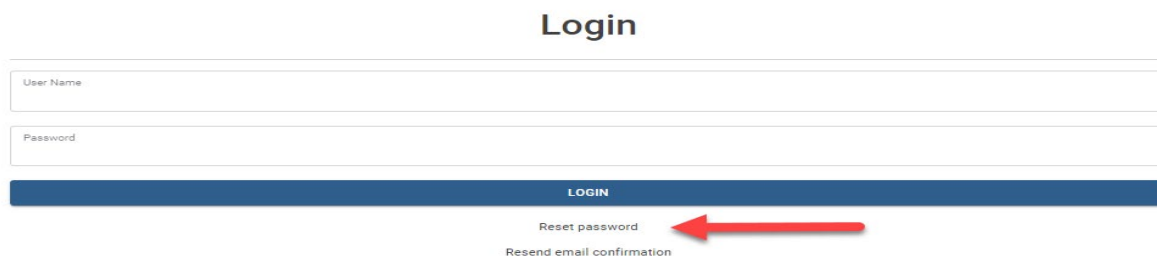
The user can enter in their username and click the Resend button. A new confirmation email will be sent to the user's email address.



The screenshot shows the "Resend email confirmation" page. At the top, there is a navigation bar with the Iowa suPERB logo and links for "Services", "Agencies", and "Contact". Below the navigation bar is a notice: "NOTICE: If voting by phone, please call (515)123-4567. If you experience any problems, please call (515)123-4567." The main heading is "Resend email confirmation". Below this is a "User Name" input field and a blue "RESEND" button. A red arrow points to the "RESEND" button.

Reset Password

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



This screenshot is identical to the one above, showing the suPERB login page. The "Reset password" link is highlighted with a red arrow.

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.

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	ofoldman@qcl.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 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 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.

Add User

First Name*
The First Name field is required.

Middle Initial

Last Name*
The Last Name field is required.

User Name*
Jane.Doe@gmail.com

Email*
Jane.Doe@gmail.com

Password*
Password is required.

Confirm Password
Confirm Password is required.

Role: Organization

Status: Active

CEOs

CEOs

Search

Name ▾

Text Certified Employee Organization

Rows per page: 25 1-1 of 1

CEO Rep Bargaining Units

CEO Rep Bargaining Units

Search

Name ▾

No matching records found

Rows per page: 25 0-0 of 0

BU Rep Bargaining Units

BU Rep Bargaining Units

Search

Name ▾

No matching records found

Rows per page: 25 0-0 of 0

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.

Users

Search

User Name ▾ First Name ▾ Last Name ▾ Email ▾ Status ▾ User Role ▾

EmployerTestUser@gmail.com	Test	User	EmployerTestUser@gmail.com	Active	Employer
----------------------------	------	------	----------------------------	--------	----------

Rows per page: 25 1-1 of 1

ADD NEW **EXPORT** **RESET**

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 is managed by using date deadlines throughout the election process.

Label	Description
Agreement Date	<ul style="list-style-type: none"> Employee must submit collective bargaining agreement by this date for an election to be scheduled
NOI Date	<ul style="list-style-type: none"> PERB eFiles Notice of Intent to Conduct Election Employers may begin uploading initial voter lists to determine election fees
Voter List Initial Submit Date	<ul style="list-style-type: none"> Employer must upload initial employee list by this date Last day for parties to object to Notice of Intent or, if no Notice of Intent was filed, to notify agency that an election should be conducted
CEO Extension and Election Fee Date	<ul style="list-style-type: none"> CEO fee payment/request for extension of payment due
NOE Date	<ul style="list-style-type: none"> PERB eFiles Notice of Election 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
Voter List Final Submit Date	<ul style="list-style-type: none"> Last day to submit final voter list
Voter List Approval Date	<ul style="list-style-type: none"> Last day for employee organization to propose changes to the employee list
Election Start Date	<ul style="list-style-type: none"> Beginning of Election
Election End Date	<ul style="list-style-type: none"> End of Election
Objection End Date	<ul style="list-style-type: none"> Last day to eFile objections (Bargaining Units can be certified after this date)

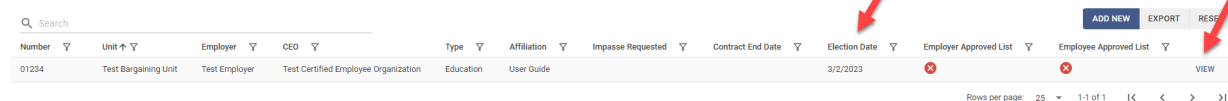
Business Rules Associated to Election Dates

1. Voter List Initial Submit Date
 - a. Email notifications go out to Employers to remind them to upload their employee lists 1 and 5 days prior to this date.
 - b. No new lists can be uploaded to suPERB by Employers after this date.
 - c. Admins have the ability to upload new lists, if necessary, on a case-by-case basis.
2. Voter List Final Submit Date
 - a. Employers are unable to make changes to employee lists after this date.
 - b. Admins can make changes on a case-by-case basis.
3. Voter List Approval Date
 - a. Voter List should be approved by all parties by this date
 - b. Admins are unable to make changes to employee lists after this date.
4. Objection End Date
 - a. Bargaining Units are able to be certified after this date.

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.

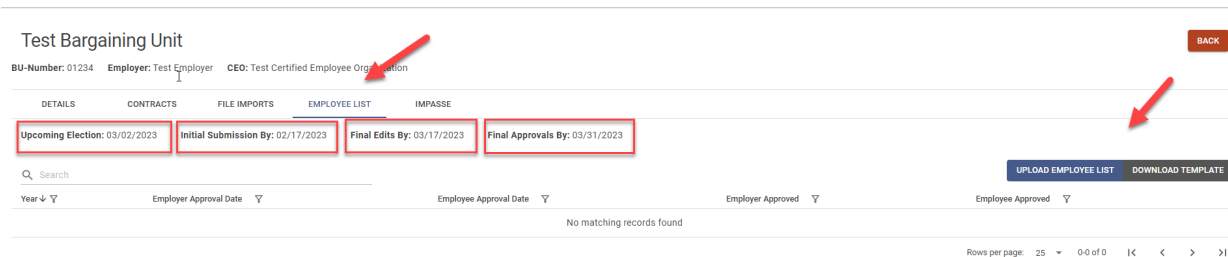
Bargaining Units



Number	Unit	Employer	CEO	Type	Affiliation	Impasse Requested	Contract End Date	Election Date	Employer Approved List	Employee Approved List	
01234	Test Bargaining Unit	Test Employer	Test Certified Employee Organization	Education	User Guide			3/2/2023			VIEW

Rows per page: 25 1-1 of 1

The Employee List page is where users can find additional information for a current election as well as previous elections voter lists. 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).



Test Bargaining Unit		BU-Number: 01234		Employer: Test Employer	CEO: Test Certified Employee Organization			BACK
DETAILS	CONTRACTS	FILE IMPORTS	EMPLOYEE LIST	IMPASSE				
Upcoming Election: 03/02/2023		Initial Submission By: 02/17/2023		Final Edits By: 03/17/2023		Final Approvals By: 03/31/2023		
No matching records found								

Rows per page: 25 0-0 of 0

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.

Search	Employer Approval Date	Employee Approval Date	Employer Approved	Employee Approved	
2023	Friday, February 17, 2023	Friday, February 17, 2023	✓	✓	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

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 Bargaining Unit

BU-Number: 01234 Employer: Test Employer CEO: Test Certified Employee Organization

DETAILS CONTRACTS FILE IMPORTS **EMPLOYEE LIST** IMPASSE

Upcoming Election: 03/02/2023 Initial Submission By: 02/17/2023 Final Edits By: 03/17/2023 Final Approvals By: 03/31/2023

Search

Year	Employer Approval Date	Employee Approval Date	Employer Approved	Employee Approved
No matching records found				

Rows per page: 25 0-0 of 0

UPLOAD EMPLOYEE LIST DOWNLOAD TEMPLATE

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.

Employee List Upload

Election Date: 03/02/2023

Drag and drop file here or click

EmployeeListUploadDummy.xlsx

File Errors

Birth Date is required on row 10

Last Name is required, Birth Date is required, SSN is required, Primary Address is required, City Name is required, State Abbreviations is required and Zip Code is required on row 11

OKAY

UPLOAD CLEAR

Once an Employer user has successfully uploaded their employee voter list, they will be able to view the record on the table. The table record will provide updated Employee and Employer approval statuses and dates.

Test Bargaining Unit BACK

BU-Number: 01234 Employer: Test Employer CEO: Test Certified Employee Organization

DETAILS CONTRACTS FILE IMPORTS **EMPLOYEE LIST** IMPASSE

Upcoming Election: 03/02/2023 Initial Submission By: 02/17/2023 Final Edits By: 03/17/2023 Final Approvals By: 03/31/2023

Q Search

Year ▾	Employer Approval Date ▾	Employee Approval Date ▾	Employer Approved ▾	Employee Approved ▾	
2023					UPLOAD EMPLOYEE LIST DOWNLOAD TEMPLATE
					APPROVE VIEW

Rows per page: 25 1-1 of 1

Employee Voter List Employer Approval

After an Employer has uploaded the employee list 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.

Upcoming Election: 03/02/2023 Initial Submission By: 02/17/2023 Final Edits By: 03/17/2023 Final Approvals By: 03/31/2023

Q Search

Year ▾	Employer Approval Date ▾	Employee Approval Date ▾	Employer Approved ▾	Employee Approved ▾	
2023	Friday, February 17, 2023				DENIAL REASON UPLOAD EMPLOYEE LIST DOWNLOAD TEMPLATE
					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.

Upcoming Election: 03/02/2023 Initial Submission By: 02/17/2023 Final Edits By: 03/17/2023 Final Approvals By: 03/31/2023

Q Search

Year ▾	Employer Approval Date ▾	Employee Approval Date ▾	Employer Approved ▾	Employee Approved ▾	
2023	Friday, February 17, 2023				DENIAL REASON UPLOAD EMPLOYEE LIST DOWNLOAD TEMPLATE
					REMOVE APPROVAL 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.

Upcoming Election: 03/02/2023 Initial Submission By: 02/17/2023 Final Edits By: 03/17/2023 Final Approvals By: 03/31/2023					
Search					
Year ▾	Employer Approval Date ▾	Employee Approval Date ▾	Employer Approved ▾	Employee Approved ▾	APPROVE DENY VIEW
2023	Friday, February 17, 2023		✓	✗	
Rows per page: 25 1-1 of 1 < > >					

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.

2023 Employees														
Search														
First Name ▾	Last Name ▾	Job Classification ▾	Address 1 ▾	Address 2 ▾	City ▾	State ▾	Zip Code ▾	Work Phone ▾	Work Email ▾	Personal Phone ▾	Personal Email ▾	Flagged ▾		
Employee1	LastName1	Developer	123 Street		Urbandale	IA	50317	(515) 287-5486	td@gmail.com			🚩		
Employee2	LastName2											🚩		
Employee3	LastName3											🚩		
Employee4	LastName4											🚩		
Employee5	LastName5											🚩		
Employee6	LastName6											🚩		
Employee7	LastName7											🚩		

Notes

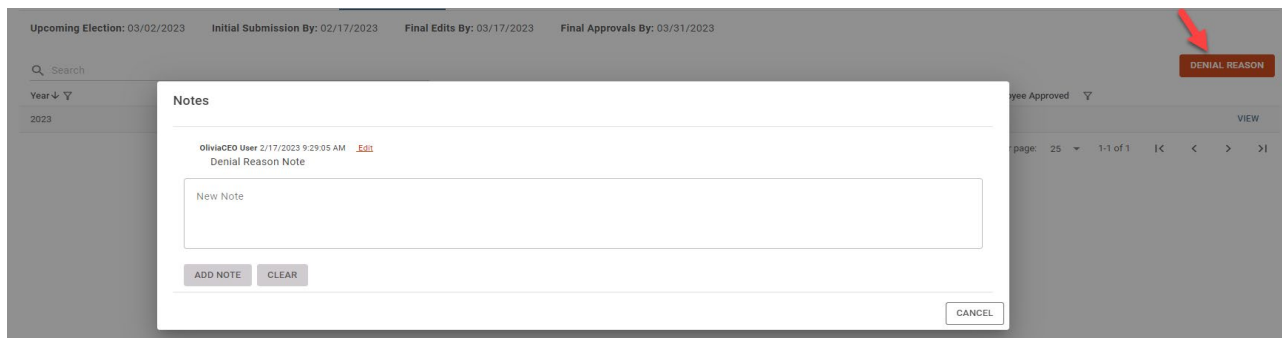
New Note

Flag note

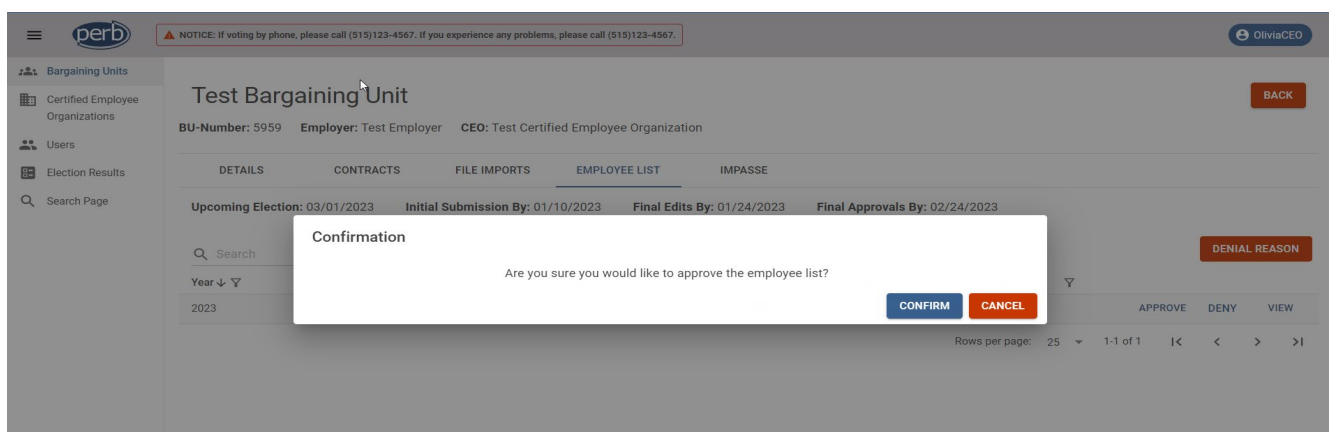
ADD NOTE CLEAR

CANCEL

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.

Year ▾	Employer Approval Date ▾	Employee Approval Date ▾	Employer Approved ▾	Employee Approved ▾	
2023	Friday, February 17, 2023	Friday, February 17, 2023	✓	✓	VIEW


Election Results

A suPERB 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

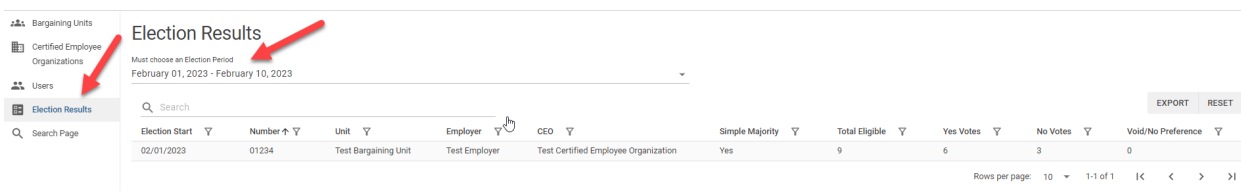
Voter Turnout results will be made available after the Election End Date and will be updated as results come in through suPERB.

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 Election Period 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.



Election Start	Number	Unit	Employer	CEO	Simple Majority	Total Eligible	Yes Votes	No Votes	Void/No Preference
02/01/2023	01234	Test Bargaining Unit	Test Employer	Test Certified Employee Organization	Yes	9	6	3	0

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. Employee Representatives Voter List Review Notice
 - a. Employee reps will be notified by suPERB that the employee list has been and approved by the Employer and ready for review.
3. Employer Representatives Voter List Review Notice
 - a. Employer reps will be notified by suPERB that the employee list has been denied by the Employee and needs further review.
4. 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 have the ability to 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 has the ability to revert any settled impasses if needed.

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

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

DETAILS CONTRACTS FILE IMPORTS EMPLOYEE LIST **IMPASSE**

Current

Search

NEW REQUEST RESET

Mediation Requested	Mediator	Mediator Date Assigned	Second Mediator	Second Mediator Date Assigned	Arbitration Requested	Arbitration Hearing	Settlement
					2/22/2023		VIEW
					2/22/2023		VIEW
Stevey Adams		2/22/2023					VIEW
2/22/2023							VIEW

Rows per page: 25 1-4 of 4

History

Search

RESET

Mediation Requested	Mediator	Mediator Date Assigned	Second Mediator	Second Mediator Date Assigned	Arbitration Requested	Arbitration Hearing	Settlement
2/21/2023	John Baker	2/22/2023	Ernie Belton	2/22/2023			Settled prior to mediation

Rows per page: 25 1-1 of 1

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 PERB 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.

perb REQUESTED IMPASSE OliviaCEO

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 iaperb@iowa.gov notifying PERB staff of a newly requested mediation. An Admin can then assign a Primary Line Mediator or Second Line Mediator as well as download the request form. 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.

Requested Impasse

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

Mediation
 Requested Date: 2/21/2023
 Mediation: Unassigned
 Primary Date: 2/22/2023
 Primary Line Mediator: John Baker
 Secondary Date: 2/22/2023
 Second Line Mediator: Ernie Belton
 DOWNLOAD MEDIATION REQUEST

Arbitration
 SELECT FILE
 REQUEST ARBITRATION

Settlement
 Settlement Type: Unsettled
 NOTES

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 iaperb@iowa.gov notifying PERB 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.

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 Date: 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	7067 Oak Brook Drive	Urbandale	IA	50322
Sharon	Imes	3465 Ebner Coulee Rd.	LaCrosse	WI	54601-4358
Steve	Hoffmeyer	65 119th AVE NW	Coon Rapids	MN	55448-8300
Rex	Wiant	37 East Concord Ave.	Kansas City	MO	64112
Michael	Hill	42 Lost Dutchman DR	St. Peters	MO	63376

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 suPERB. Annual reports need to be filed with 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.

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

OliviaCEO

Bargaining Units

Certified Employee Organizations

Users

Election Results

Search Page

Test Certified Employee Organization

CEO Number: 1234

CEO DETAILS

ANNUAL REPORTS

Search

Annual Report Year ▾ Submitted Date ▾ Processed Date ▾ Status ▾

2023 02/17/2023 Submitted

ADD ANNUAL REPORT EXPORT RESET

EDIT DOWNLOAD

Rows per page: 25 1-1 of 1

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.

iowa

Services Agencies Social

perb

OliviaCEO

Bargaining Units

Certified Employee Organizations

Users

Election Results

Elections

Election Details

Current Elections

Upcoming Elections

Current Results

Past Results

Adair-Casey Education Association

CEO Number: 0001

CEO DETAILS

ANNUAL REPORTS

Search

Annual Report Year ▾ Submitted Date ▾ Processed Date ▾ Status ▾

2022 11/21/2022 Submitted

ADD ANNUAL REPORT EXPORT RESET

EDIT DELETE DOWNLOAD

Rows per page: 25 1-1 of 1

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.

Test Certified Employee Organization

CEO Number: 1234

CEO DETAILS ANNUAL REPORTS

Status:

Year* 2023

SELECT FILE

SUBMIT CANCEL

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.

Test Certified Employee Organization

CEO Number: 1234

CEO DETAILS ANNUAL REPORTS

ADD ANNUAL REPORT EXPORT RESET

Annual Report Year	Submitted Date	Processed Date	Status	
2023	02/17/2023		Submitted	EDIT DOWNLOAD

Rows per page: 25 1-1 of 1

If an Annual Report is denied the status will be updated to “Denied” and the user can use the Edit button to view the Annual Report.

Test Certified Employee Organization

CEO Number: 1234

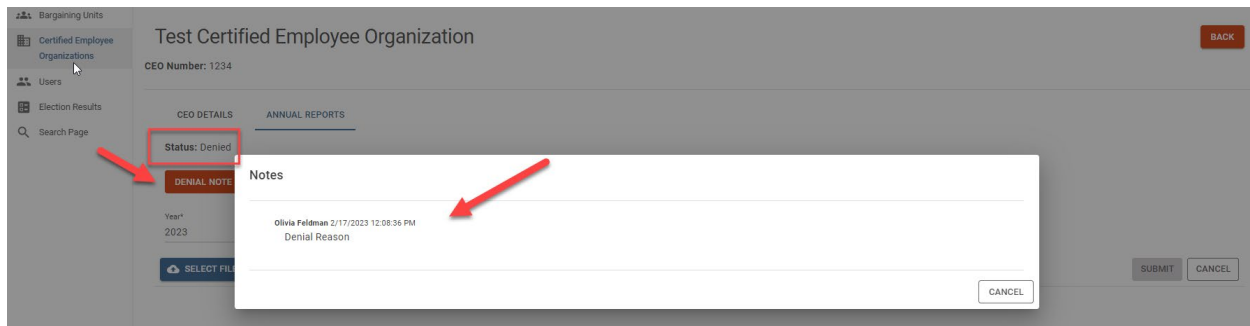
CEO DETAILS ANNUAL REPORTS

ADD ANNUAL REPORT EXPORT RESET

Annual Report Year	Submitted Date	Processed Date	Status	
2023	02/17/2023	02/17/2023	Denied	EDIT DOWNLOAD

Rows per page: 25 1-1 of 1

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.



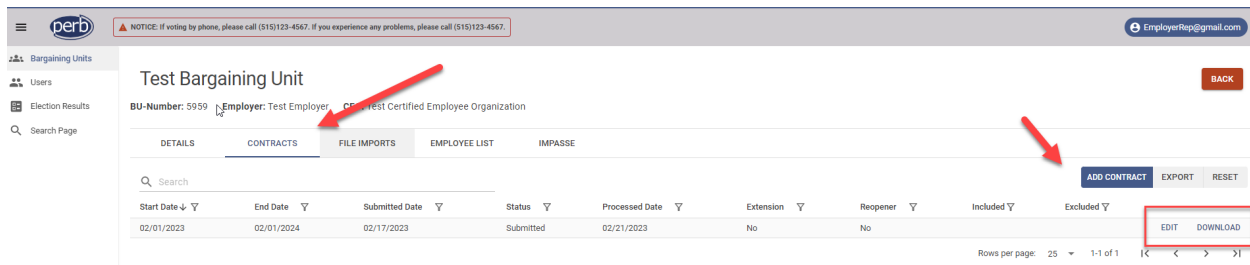
Contract Submission

Employer Contract Notice of Noncompliance

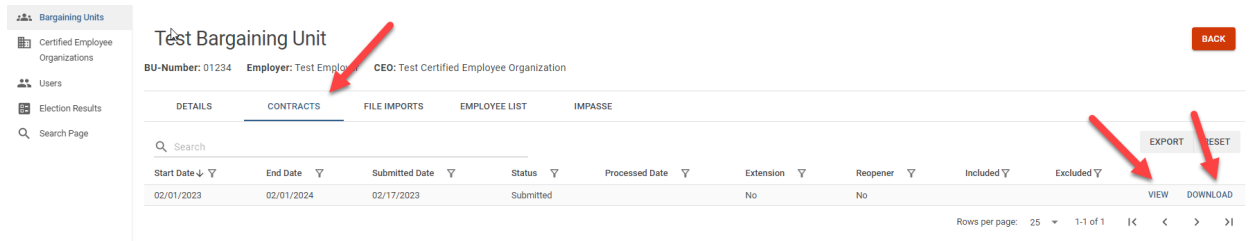
All Employer representatives will receive a contract reminder email from suPERB notifying them that their contract end date is approaching, and a new contract will need to be uploaded to suPERB.

Contract Upload

Admin and Employer 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.



CEO users can only view contracts and will not have the ability to edit or add a contract as shown below.



If a contract is denied by a suPERB Admin, the Status and Processed Date will be updated, and Employer and CEO users can use the View link to view the contract and denial note reason. An Employer user can review and re-submit the contract to reset the contract approval process.

Bargaining Units

Certified Employee Organizations

Users

Election Results

Search Page

Test Bargaining Unit

BU-Number: 01234

Employer: Test Employer

CEO: Test Certified Employee Organization

DETAILS

CONTRACTS

FILE IMPORTS

EMPLOYEE LIST

IMPASSE

Q Search

EXPORT

RESET

Start Date ▾	End Date ▾	Submitted Date ▾	Status ▾	Processed Date ▾	Extension ▾	Reopener ▾	Included ▾	Excluded ▾
02/01/2023	02/01/2024	02/17/2023	Denied	02/17/2023	No	No		

Rows per page: 25

1-1 of 1

<

>

VIEW

DOWNLOAD

Bargaining Units

Certified Employee Organizations

Users

Election Results

Search Page

Test Bargaining Unit

BU-Number: 01234

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

Extension: False

Reopener: False

Included:

CEO number: 1234

AEA Name

Certified Enrollment

County: Adams

CANCEL

Excluded:

Athletic Conference

DE District Number

Enrollment Ranking

Status: Denied

DENIAL NOTE

Document Search

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

iowa

Services

Agencies

Social

perb

Q

Login

User Name

Password

LOGIN

Reset password

Resend email confirmation

Searchable Database for

Contracts & Decisions

Q SEARCH DOCUMENTS

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.

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

Bargaining Units

ADD NEW EXPORT RESET

Number	Unit	Employer	CEO	Type	Affiliation	Impasse Requested	Contract End Date	Election Date	Employer Approved List	Employee Approved List	
5999	Test Bargaining Unit	Test Employer	Test Certified Employee Organization	Education	User Guide		2/1/2024	2/1/2023	✓	✓	VIEW

Rows per page: 25 1-1 of 1

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).

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.

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 X I I I) 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.					

867-14-15_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					