

**ADMINISTRATIVE SERVICES DEPARTMENT[11]**

[Created by 2003 Iowa Acts, House File 534, section 2]

## TITLE I

*GENERAL DEPARTMENTAL PROCEDURES*

## CHAPTER 1

## DEPARTMENT ORGANIZATION

- 1.1(8A) Creation and mission
- 1.2(8A) Location
- 1.3(8A) Director
- 1.4(8A) Administration of the department

## CHAPTERS 2 and 3

Reserved

## CHAPTER 4

## PUBLIC RECORDS AND FAIR INFORMATION PRACTICES

- 4.1(8A,22) Definitions
- 4.2(8A,17A,22) Statement of policy, purpose and scope
- 4.3(8A,22) Requests for access to records
- 4.4(8A,17A,22) Access to confidential records
- 4.5(8A,17A,22) Requests for treatment of a record as a confidential record and its withholding from examination
- 4.6(8A,22) Procedure by which a person who is the subject of a record may have additions, dissents, or objections entered into a record
- 4.7(8A,17A,22) Consent to disclosure by the subject of a confidential record
- 4.8(8A,17A,22) Notice to suppliers of information
- 4.9(8A,22) Disclosures without the consent of the subject
- 4.10(8A,22) Routine use
- 4.11(8A,22) Consensual disclosure of confidential records
- 4.12(8A,22) Release to subject
- 4.13(8A,22) Availability of records
- 4.14(8A,22) Personally identifiable information
- 4.15(8A,22) Other groups of records
- 4.16(8A,22) Data processing systems
- 4.17(8A,22) Applicability
- 4.18(8A) Agency records

## CHAPTER 5

## PETITIONS FOR RULE MAKING

- 5.1(17A) Petition for rule making
- 5.2(17A) Briefs
- 5.3(17A) Inquiries
- 5.4(17A) Department consideration

## CHAPTER 6

## AGENCY PROCEDURE FOR RULE MAKING

- 6.1(17A) Applicability
- 6.2(17A) Advice on possible rules before notice of proposed rule adoption
- 6.3(17A) Public rule-making docket
- 6.4(17A) Notice of proposed rule making
- 6.5(17A) Public participation
- 6.6(17A) Regulatory analysis
- 6.7(17A,25B) Fiscal impact statement
- 6.8(17A) Time and manner of rule adoption
- 6.9(17A) Variance between adopted rule and published notice of proposed rule adoption
- 6.10(17A) Exemptions from public rule-making procedures
- 6.11(17A) Concise statement of reasons
- 6.12(17A) Contents, style, and form of rule

6.13(17A)	Department rule-making record
6.14(17A)	Filing of rules
6.15(17A)	Effectiveness of rules prior to publication
6.16(17A)	General statements of policy
6.17(17A)	Review of rules by department

## CHAPTER 7 CONTESTED CASES

7.1(8A,17A)	Scope and applicability
7.2(8A,17A)	Definitions
7.3(8A,17A)	Time requirements
7.4(8A,17A)	Requests for a contested case hearing
7.5(8A,17A)	Notice of hearing
7.6(8A,17A)	Presiding officer
7.7(17A)	Waiver of procedures
7.8(8A,17A)	Telephone/video proceedings
7.9(8A,17A)	Disqualification
7.10(8A,17A)	Consolidation—severance
7.11(8A,17A)	Pleadings
7.12(8A,17A)	Service and filing of pleadings and other papers
7.13(8A,17A)	Discovery
7.14(8A,17A)	Subpoenas
7.15(8A,17A)	Motions
7.16(8A,17A)	Prehearing conference
7.17(17A)	Continuances
7.18(8A,17A)	Withdrawals
7.19(8A,17A)	Intervention
7.20(8A,17A)	Hearing procedures
7.21(8A,17A)	Evidence
7.22(8A,17A)	Default
7.23(8A,17A)	Ex parte communication
7.24(8A,17A)	Recording costs
7.25(8A,17A)	Interlocutory appeals
7.26(8A,17A)	Decisions
7.27(8A,17A)	Appeals and review
7.28(8A,17A)	Applications for rehearing
7.29(8A,17A)	Stays of department actions
7.30(8A,17A)	No factual dispute contested cases
7.31(8A,17A)	Emergency adjudicative proceedings

## CHAPTER 8 DECLARATORY ORDERS

8.1(17A)	Petition for declaratory order
8.2(17A)	Notice of petition
8.3(17A)	Intervention
8.4(17A)	Briefs
8.5(17A)	Inquiries
8.6(17A)	Service and filing of petitions and other papers
8.7(17A)	Consideration
8.8(17A)	Action on petition
8.9(17A)	Refusal to issue order
8.10(17A)	Contents of declaratory order—effective date
8.11(17A)	Copies of orders
8.12(17A)	Effect of a declaratory order

## CHAPTER 9 WAIVERS

9.1(17A,8A)	Definitions
9.2(17A,8A)	Scope

9.3(17A,8A)	Applicability
9.4(17A,8A)	Granting a waiver
9.5(17A,8A)	Filing of petition for waiver
9.6(17A,8A)	Content of petition
9.7(17A,8A)	Additional information
9.8(17A,8A)	Notice
9.9(17A,8A)	Hearing procedures
9.10(17A,8A)	Ruling
9.11(17A,8A)	Public availability
9.12(17A,8A)	Rules from which the department shall not grant waivers
9.13(17A,8A)	Submission of waiver information
9.14(17A,8A)	Cancellation of a waiver
9.15(17A,8A)	Violations
9.16(17A,8A)	Defense
9.17(17A,8A)	Judicial review

## CHAPTERS 10 to 19

Reserved

### TITLE II INFORMATION TECHNOLOGY

## CHAPTERS 20 to 34

Reserved

### TITLE III STATE ACCOUNTING

## CHAPTERS 35 to 39

Reserved

## CHAPTER 40

### OFFSET OF DEBTS OWED STATE AGENCIES

40.1(8A)	Definitions
40.2(8A)	Scope and purpose
40.3(8A)	Participation guidelines
40.4(8A)	Duties of the agency
40.5(8A)	Duties of the department—performance of the offset
40.6(8A)	Multiple claims—priority of payment
40.7(8A)	Payments of offset amounts
40.8(8A)	Reimbursement for offsetting liabilities
40.9(8A)	Confidentiality of information
OFFSET OF DEBTS OWED TO CLERKS OF THE DISTRICT COURT	
40.10(8A)	Incorporation by reference
40.11(8A)	Applicability and procedure
40.12(8A)	Notice of offset
40.13(8A)	Procedure for contesting
40.14(8A)	Postoffset notification and procedure
40.15(8A)	Report of satisfaction of obligations

## CHAPTER 41 AUDITING CLAIMS

41.1(8A)	General provisions
41.2(8A)	Official travel
41.3(8A)	Temporary duty assignment
41.4(8A)	Authorization for travel
41.5(8A)	Mode of transportation
41.6(8A)	Subsistence allowance
41.7(8A)	Miscellaneous expense
41.8(8A)	State-owned vehicle

CHAPTER 42  
ACCOUNTING PROCEDURES OF PUBLIC IMPACT

42.1(8A) Scope and application

CHAPTER 43  
EMPLOYEE PAYROLL DEDUCTIONS FOR CHARITABLE ORGANIZATIONS

43.1(70A) General provisions  
43.2(70A) Qualifications  
43.3(70A) Enrollment period  
43.4(70A) Certification  
43.5(70A) Payroll system  
43.6(70A) Forms  
43.7(70A) Payee  
43.8(70A) Contribution limits  
43.9(70A) Distribution of literature  
43.10(70A) Number of contributions  
43.11(70A) Cash contributions  
43.12(70A) Terminations  
43.13(70A) Authorization forms  
43.14(70A) State held harmless  
43.15(70A) Remittance

CHAPTER 44  
PROFESSIONAL/TRADE DUES DEDUCTIONS

44.1(70A) General provisions  
44.2(70A) Qualifications  
44.3(70A) Forms  
44.4(70A) Deduction limits and frequency  
44.5(70A) Distribution of literature  
44.6(70A) Number of contributions  
44.7(70A) Cash contributions  
44.8(70A) Terminations  
44.9(70A) Remittance  
44.10(70A) Solicitation prohibited  
44.11(70A) Annual review of participating employees

CHAPTER 45  
PAYROLL DEDUCTION FOR TUITION PROGRAM CONTRIBUTIONS

45.1(70A) General provisions  
45.2(70A) Definitions  
45.3(70A) Tuition program qualifications  
45.4 Reserved  
45.5(70A) Deduction limits and frequency  
45.6(70A) Distribution of literature  
45.7(70A) Number of contributions  
45.8(70A) Cash contributions  
45.9(70A) Terminations  
45.10(70A) Remittance  
45.11(70A) Unapproved solicitation prohibited  
45.12(70A) Annual review of participating employees  
45.13(70A) Termination of qualified tuition program participation  
45.14(70A) Reinstatement of company participation

CHAPTER 46  
PAYROLL DEDUCTION FOR ADDITIONAL INSURANCE COVERAGE

46.1(70A) General provisions  
46.2(70A) Definitions  
46.3(70A) Insurance company qualifications

46.4(70A)	Noneligible types of insurance
46.5(70A)	Deduction limits and frequency
46.6(70A)	Distribution of literature
46.7(70A)	Number of contributions
46.8(70A)	Cash contributions
46.9(70A)	Terminations
46.10(70A)	Remittance
46.11(70A)	Unapproved solicitation prohibited
46.12(70A)	Annual review of participating employees
46.13(70A)	Termination of company participation
46.14(70A)	Reinstatement of company participation

#### CHAPTER 47

Reserved

#### CHAPTER 48

#### PREPAYMENT OF EXPENSES

48.1(8A)	Definitions
48.2(8A)	Prepayment of expenses
48.3(8A)	Prepayment under special circumstances
48.4(8A)	Prior approval for prepayment of expenses

#### CHAPTER 49

Reserved

#### TITLE IV

#### *HUMAN RESOURCES*

#### CHAPTER 50

#### HUMAN RESOURCES DEFINITIONS

50.1(8A)	Definitions
----------	-------------

#### CHAPTER 51

#### COVERAGE AND EXCLUSIONS

51.1(8A)	State personnel system
51.2(8A)	Merit system
51.3(8A)	Confidential collective bargaining exclusion
51.4(8A)	Personnel services contracts

#### CHAPTER 52

#### JOB CLASSIFICATION

52.1(8A)	Overall administration
52.2(8A)	Classification descriptions and guidelines
52.3(8A)	Position description questionnaires
52.4(8A)	Position classification reviews
52.5(8A)	Classification appeals
52.6(8A)	Implementation of position classification decisions

#### CHAPTER 53

#### PAY

53.1(8A)	Pay plan adoption
53.2(8A)	Pay plan content
53.3(8A)	Pay plan review and amendment
53.4(8A)	Pay administration
53.5(8A)	Appointment rates
53.6(8A)	Payroll transactions
53.7(8A)	Within grade increases
53.8(8A)	Temporary assignments
53.9(8A)	Special pay
53.10	Reserved

53.11(8A) Overtime  
 53.12 Reserved  
 53.13(8A) Appeals

#### CHAPTER 54

##### RECRUITMENT, APPLICATION AND EXAMINATION

54.1(8A) Recruitment  
 54.2(8A) Applications  
 54.3(8A) Examinations  
 54.4(8A) Development and administration of examinations  
 54.5(8A) Scoring examinations  
 54.6(8A) Review of written examination questions  
 54.7(8A) Drug use and drug tests  
 54.8(8A) Nonmerit hiring procedure

#### CHAPTER 55

##### ELIGIBLE LISTS

55.1(8A) Establishment of eligible lists  
 55.2(8A) Removal of names from eligible lists  
 55.3(8A) Statement of availability

#### CHAPTER 56

##### FILLING VACANCIES

56.1(8A) Method of filling vacancies  
 56.2(8A) List requests  
 56.3(8A) Types of lists  
 56.4(8A) Selective lists  
 56.5(8A) Expiration of a list  
 56.6(8A) Incomplete lists  
 56.7(8A) Referral and appointment of "conditional" applicants  
 56.8(8A) Adjustment of errors

#### CHAPTER 57

##### APPOINTMENTS

57.1(8A) Filling vacancies  
 57.2(8A) Probationary appointment  
 57.3(8A) Provisional appointment  
 57.4(8A) Temporary appointment  
 57.5(8A) Reinstatement  
 57.6(8A) Internship appointment  
 57.7(8A) Seasonal appointment  
 57.8(8A) Overlap appointment  
 57.9(8A) Noncompetitive appointments for disabled veterans  
 57.10(8A) Rescinding appointments

#### CHAPTER 58

##### PROBATIONARY PERIOD

58.1(8A) Duration  
 58.2(8A) Disciplinary actions  
 58.3(8A) Voluntary demotion during the period of probationary status  
 58.4(8A) Promotion during the period of probationary status  
 58.5(8A) Transfer during the period of probationary status  
 58.6(8A) Reclassification during the period of probationary status  
 58.7(8A) Leave without pay during the period of probationary status  
 58.8(8A) Vacation and sick leave during the period of probationary status  
 58.9(8A) Probationary period for promoted permanent employees

CHAPTER 59  
PROMOTION, TRANSFER, TEMPORARY ASSIGNMENT, REASSIGNMENT  
AND VOLUNTARY DEMOTION

59.1(8A)	Promotion
59.2(8A)	Reassignment
59.3(8A)	Temporary assignments
59.4(8A)	Voluntary demotion
59.5(8A)	Transfer

CHAPTER 60  
SEPARATIONS, DISCIPLINARY ACTIONS AND REDUCTION IN FORCE

60.1(8A)	Separations
60.2(8A)	Disciplinary actions
60.3(8A)	Reduction in force

CHAPTER 61  
GRIEVANCES AND APPEALS

61.1(8A)	Grievances
61.2(8A)	Appeals
61.3(8A)	Informal settlement

CHAPTER 62  
PERFORMANCE REVIEW

62.1(8A)	System established
62.2(8A)	Minimum requirements
62.3(8A)	Copies of records

CHAPTER 63  
LEAVE

63.1(8A)	Attendance
63.2(8A)	Vacation leave
63.3(8A)	Sick leave with pay
63.4(8A)	Family and Medical Leave Act leave
63.5(8A)	Leave without pay
63.6(8A)	Rights upon return from leave
63.7(8A)	Compensatory leave
63.8(8A)	Holiday leave
63.9(8A)	Military leave
63.10(8A)	Educational leave
63.11(8A)	Election leave
63.12(8A)	Court appearances and jury duty
63.13(8A)	Voting leave
63.14(8A)	Disaster service volunteer leave
63.15(8A)	Absences due to emergency conditions
63.16(8A)	Particular contracts governing
63.17(8A)	Examination and interviewing leave
63.18(8A)	Service on committees, boards, and commissions
63.19(8A)	Donated leave for catastrophic illnesses of employees and family members
63.20(8A,70A)	Blood, bone marrow, and living organ donation leave

CHAPTER 64  
BENEFITS

64.1(8A)	Health benefits
64.2(8A)	Dental insurance
64.3(8A)	Life insurance
64.4(8A)	Long-term disability insurance
64.5(8A)	Health benefit appeals
64.6(8A)	Deferred compensation

64.7(8A)	Dependent care
64.8(8A)	Premium conversion plan (pretax program)
64.9(8A)	Interviewing and moving expense reimbursement
64.10(8A)	Education financial assistance
64.11(8A)	Particular contracts governing
64.12(8A)	Tax-sheltered annuities (TSAs)
64.13(8A)	Health flexible spending account
64.14(8A)	Deferred compensation match plan
64.15(8A)	Insurance benefit eligibility
64.16(8A)	Sick leave insurance program

CHAPTER 65  
POLITICAL ACTIVITY

65.1(8A)	Political activity of employees
65.2(8A)	Restrictions on political activity of employees
65.3(8A)	Application of Hatch Act

CHAPTER 66  
CONDUCT OF EMPLOYEES

66.1(8A)	General
66.2 and 66.3	Reserved
66.4(8A)	Performance of duty
66.5(8A)	Prohibitions relating to certain actions by state employees

CHAPTER 67  
Reserved

CHAPTER 68

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

68.1(19B)	Definitions
68.2(19B)	Plans, policies and records
68.3(19B)	Planning standards
68.4(19B)	Dissemination
68.5(19B)	Reports
68.6(19B)	Discrimination complaints, including disability-related and sexual harassment complaints
68.7(19B)	Training

CHAPTERS 69 and 70  
Reserved

CHAPTER 71  
COMBINED CHARITABLE CAMPAIGN

71.1(8A)	Policy
71.2(8A)	Definitions
71.3(8A)	Basic premises
71.4(8A)	Administration
71.5	Reserved
71.6(8A)	Eligibility of charitable agencies

CHAPTERS 72 to 99  
Reserved

TITLE V  
*GENERAL SERVICES*

CHAPTER 100  
CAPITOL COMPLEX OPERATIONS

100.1(8A)	Definitions
100.2(8A)	Security
100.3(142D)	Smoking

- 100.4(8A) Use and scheduling of capitol complex facilities
- 100.5(8A) Solicitation
- 100.6(8A) Office space management

#### CHAPTER 101 PARKING

- 101.1(8A) Purpose
- 101.2(8A) Definitions
- 101.3(8A) Parking space assignments
- 101.4(8A) Parking for persons with disabilities
- 101.5(8A) Visitor parking
- 101.6(8A) Deliveries
- 101.7(8A) Employee parking
- 101.8(8A) Temporary parking
- 101.9(8A) Prohibited parking
- 101.10(8A) Waiver
- 101.11(8A) Enforcement
- 101.12(8A) Fines
- 101.13(8A) Appeals

#### CHAPTER 102 STATE PRINTING

- 102.1(8A) Purpose
- 102.2(8A) Definitions
- 102.3(8A) Location
- 102.4(8A) State printing
- 102.5(8A) Printing equipment
- 102.6(8A,49) Publication of ballot and notice
- 102.7(8A,49) Cost of publication—sample ballot
- 102.8(8A,618) Fees paid to newspapers

#### CHAPTER 103 STATE DRIVER GUIDELINES FOR STATE VEHICLE USE AND FUELING

- 103.1(8A) Purpose
- 103.2(8A) Definitions
- 103.3(8A) Applicability
- 103.4(8A) Vehicle assignment guidelines
- 103.5(8A) Type of accident
- 103.6(8A) Valid driver's license required
- 103.7(8A) Required reporting
- 103.8(8A) Mandatory training
- 103.9(8A) Required adherence to motor vehicle laws
- 103.10(8A) Responsibility for payment of traffic violations
- 103.11(8A) Access to driving records
- 103.12(8A) Corrective actions
- 103.13(8A) Reconsideration of suspension
- 103.14(8A) Probationary drivers
- 103.15(8A) Temporary restricted license
- 103.16(8A) Vehicle fueling
- 103.17(8A) State fleet qualified renewable fuels compliance report

#### CHAPTERS 104 to 109 Reserved

#### CHAPTER 110 INVENTORY GUIDELINES FOR STATE OF IOWA PERSONAL AND REAL PROPERTY

- 110.1(7A) Purpose
- 110.2(7A) Definitions

- 110.3(7A) Accounting for items in aggregate
- 110.4(7A) Physical inventory
- 110.5(7A) Inventory identification
- 110.6(7A) Inventory listing
- 110.7(7A) Capital leases

## CHAPTER 111

## DISPOSAL OF STATE PERSONAL PROPERTY

- 111.1(8A) Definitions
- 111.2(8A) Disposal of state surplus property
- 111.3(8A) State vehicle auctions

## CHAPTERS 112 and 113

Reserved

## CHAPTER 114

## ORGANIZATION AND OPERATION OF TERRACE HILL

- 114.1(8A) Definitions
- 114.2(8A) Mission statement
- 114.3(8A) Terrace Hill commission
- 114.4(8A) Gifts, bequests, endowments
- 114.5(8A) Public and private grants and donations
- 114.6(8A) Sale of mementos
- 114.7(8A) Facilities management
- 114.8(8A) Tours

## CHAPTER 115

Reserved

## CHAPTER 116

## TERRACE HILL ENDOWMENT FOR THE MUSICAL ARTS

- 116.1(8A) Structure
- 116.2(8A) Senior competition scholarship established
- 116.3(8A) Application
- 116.4(8A) Funding
- 116.5(8A) Selection criteria and judging

## TITLE VI

*CENTRAL PROCUREMENT*

## CHAPTER 117

## PROCUREMENT OF GOODS AND SERVICES OF GENERAL USE

- 117.1(8A) General provisions
- 117.2(8A) Definitions
- 117.3(8A) Competitive procurement
- 117.4(8A) Master agreements
- 117.5(8A) Exemptions from competitive procurement
- 117.6(8A) Preferred products and vendors
- 117.7(8A) Centralized procurement authority and responsibilities
- 117.8(8A) Notice of solicitations
- 117.9(8A) Types of solicitations
- 117.10(8A) Procurement of architectural and engineering services
- 117.11 Reserved
- 117.12(8A) Specifications in solicitations
- 117.13(8A) Awards
- 117.14(8A) Agency purchasing authority and responsibilities
- 117.15(8A) Thresholds for delegating procurement authority
- 117.16(8A) Printing
- 117.17(8A) Vendor registration and approval
- 117.18(8A) Vendor performance

- 117.19(8A) General instructions, terms and conditions for vendors
- 117.20(8A) Vendor appeals
- 117.21(8A) Waiver procedure

#### CHAPTER 118

##### PURCHASING STANDARDS FOR SERVICE CONTRACTS

- 118.1(8A) Authority and scope
- 118.2 Reserved
- 118.3(8A) Definitions
- 118.4(8A) Intergovernmental agreements
- 118.5(8A) Use of competitive selection
- 118.6 Reserved
- 118.7(8A) Sole source procurements
- 118.8(8A) Emergency procurements
- 118.9(8A) Informal competitive procedures
- 118.10 Reserved
- 118.11(8A) Duration of service contracts
- 118.12(8A) Additional procedures or requirements
- 118.13 and 118.14 Reserved
- 118.15(8A) Exclusions and limitations
- 118.16(8A) Waiver procedure
- 118.17(8A) Effective date

#### CHAPTER 119

##### UNIFORM TERMS AND CONDITIONS FOR SERVICE CONTRACTS

- 119.1(8,8A) Authority and scope
- 119.2(8,8A) Applicability
- 119.3(8,8A) Definitions
- 119.4(8,8A) Uniform terms and conditions for service contracts
- 119.5(8,8A) Special terms and conditions
- 119.6(8,8A) Exclusions and limitations
- 119.7(8,8A) Effective date

#### CHAPTER 120

##### CONTRACTUAL LIMITATION OF VENDOR LIABILITY PROVISIONS

- 120.1(8A) Authority and scope
- 120.2(8A) Definitions
- 120.3(8A) Applicability
- 120.4(8A) Authorization of limitation of vendor liability and criteria
- 120.5(8A) Prohibited limitation of vendor liability provisions
- 120.6(8A) Negotiation of limitation of vendor liability provisions
- 120.7(8A) Additional requirement

#### CHAPTER 121

##### CONTRACT COMPLIANCE

- 121.1(19B) Policy

#### CHAPTERS 122 to 129

Reserved

#### CHAPTER 130

##### STATE LIBRARY OF IOWA

- 130.1(8A) Definitions
- 130.2(8A) Organization and mission
- 130.3(8A) Operations

#### CHAPTER 131

##### PROGRAMS AND FUNDING

- 131.1(8A) Purpose

- 131.2(8A) Financial support
- 131.3(8A) Enrich Iowa
- 131.4(8A) State of Iowa Libraries Online (SILO)
- 131.5(8A) Standards and accreditation program
- 131.6(8A) Endorsement program for the Iowa public library community
- 131.7(8A) Summer library program
- 131.8(8A) State publications depository program
- 131.9(8A) IA Shares
- 131.10(8A) People's law library of Iowa

CHAPTER 132  
INTERNET USE POLICY

- 132.1(8A) Rights and responsibilities
- 132.2(8A) Violation of policy
- 132.3(8A) Internet access
- 132.4(8A) Staff assistance