ADMINISTRATIVE SERVICES DEPARTMENT[11]
[Created by 2003 Iowa Acts, House File 534, section 2]

TITLE 1
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 by department of rules

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) Summary reports
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

CHAPTER 20
INFORMATION TECHNOLOGY GOVERNANCE

20.1(81GA,ch90) General provisions
20.2(81GA,ch90) Definitions
20.3(81GA,ch90) Membership of the board
20.4(81GA,ch90) Compensation of members
20.5(8A) Officers of the board
20.6(81GA,ch90) Meetings of the board
20.7(81GA,ch90) Correspondence and communications
20.8(81GA,ch90) Powers and duties of the board

CHAPTERS 21 to 24
Reserved

CHAPTER 25
INFORMATION TECHNOLOGY OPERATIONAL STANDARDS

25.1(8A) Definitions
25.2(8A) Authority and purpose
25.3(8A) Application of standards to participating agencies
25.4(8A) Application of standards to nonparticipating entities
25.5(8A) Development of operational standards
25.6(8A) Waivers of operational standards
25.7(8A) Review of operational standards by the public and period of public comment
25.8(17A) Petition to initiate review of operational standards
25.9(8A) Adoption of enterprise operational standards
25.10 Reserved
25.11(8A) Assessment and enforcement of security operational standards

CHAPTER 26
INFORMATION TECHNOLOGY DEVELOPMENT STRATEGIES AND ACTIVITIES
26.1(8A) Development strategies and activities
26.2(8A) Partnerships with public or private entities
26.3(8A) Web-based sponsorships and promotional activities
26.4(8A) Scope of applicability

CHAPTERS 27 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

JUDICIAL OFFSET PROCEDURES
40.10(8A) Incorporation by reference
40.11(8A) Definitions
40.12(8A) Applicability and procedure
40.13(8A) Notice of offset
40.14(8A) Procedure for contesting
40.15(8A) Postoffset notification and procedure
40.16(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(81GA,HF748) General provisions
45.2(81GA,HF748) Definitions
45.3(81GA,HF748) Tuition program qualifications
45.4 Reserved
45.5(81GA,HF748) Deduction limits and frequency
45.6(81GA,HF748) Distribution of literature
45.7(81GA,HF748) Number of contributions
45.8(81GA,HF748) Cash contributions
45.9(81GA,HF748) Terminations
45.10(81GA,HF748) Remittance
45.11(81GA,HF748) Unapproved solicitation prohibited
45.12(81GA,HF748) Annual review of participating employees
45.13(81GA,HF748) Termination of qualified tuition program participation
45.14(81GA,HF748) 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(8A) Phased retirement
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

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) 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) Bone marrow and 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

CHAPTER 69
Reserved

CHAPTER 70
EMPLOYEE ORGANIZATION DUES
70.1(20) General provisions
70.2(20) Membership qualifications for payroll deductions
70.3(20) Prior approval
70.4(20) Annual certification
70.5(20) Limitations
70.6(20) Conditions to be met for payroll deduction
70.7(20) Letter of authorization
70.8(20) State held harmless

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(142B) 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
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 EMPLOYEE DRIVING GUIDELINES

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

CHAPTER 104
Reserved

CHAPTER 105
PROCUREMENT OF GOODS AND SERVICES OF GENERAL USE

105.1(8A) General provisions
105.2(8A) Definitions
105.3(8A) Competitive procurement
105.4(8A) Exemptions from competitive procurement
105.5(8A) Preferred products and vendors
105.6(8A) Centralized procurement authority and responsibilities
105.7(8A) Notice of solicitation
105.8(8A) Types of solicitations
105.9(8A) Procurement of architectural and engineering services
105.10(8A) Procurement of information technology devices and services
105.11(8A) Specifications in solicitations
105.12(8A) Awards
105.13(8A) Master agreements available to governmental subdivisions
105.14(8A) Agency purchasing authority and responsibilities
105.15(8A) Thresholds for delegating procurement authority

105.16(8A) Printing
105.17(8A) Vendor registration and approval
105.18(8A) Vendor performance
105.19(8A) General instructions, terms and conditions for vendors
105.20(8A) Vendor appeals

CHAPTER 106
PURCHASING STANDARDS FOR SERVICE CONTRACTS
106.1(8A) Authority and scope
106.2(8A) Applicability
106.3(8A) Definitions
106.4(8A) Intergovernmental agreements
106.5(8A) Use of competitive selection
106.6 Reserve
106.7(8A) Sole source procurements
106.8(8A) Emergency procurements
106.9(8A) Informal competitive procedures
106.10 Reserve
106.11(8A) Duration of service contracts
106.12(8A) Additional procedures or requirements
106.13 and 106.14 Reserve
106.15(8A) Exclusions and limitations
106.16(8A) Waiver procedure
106.17(8A) Effective date

CHAPTER 107
UNIFORM TERMS AND CONDITIONS FOR SERVICE CONTRACTS
107.1(8,8A) Authority and scope
107.2(8,8A) Applicability
107.3(8,8A) Definitions
107.4(8,8A) Uniform terms and conditions for service contracts
107.5(8,8A) Special terms and conditions
107.6(8,8A) Exclusions and limitations
107.7(8,8A) Effective date

CHAPTER 108
CONTRACTUAL LIMITATION OF VENDOR LIABILITY PROVISIONS
108.1(8A) Authority and scope
108.2(8A) Definitions
108.3(8A) Applicability
108.4(8A) Authorization of limitation of vendor liability and criteria
108.5(8A) Prohibited limitation of vendor liability provisions
108.6(8A) Negotiation of limitation of vendor liability provisions
108.7(8A) Additional requirement

CHAPTER 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) Scholarship established
116.3(8A) Application
116.4(8A) Funding
116.5(8A) Selection criteria and judging