

**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(8A)	Procurement of information technology devices and services
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(8A)	Applicability
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