

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 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

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(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	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

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)	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

- 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 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

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) 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