

**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

## 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(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

## CHAPTER 121

## CONTRACT COMPLIANCE

- 121.1(19B) Policy