



# MINUTES

## Service Committee of the Legislative Council

June 20, 2001

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### MEMBERS PRESENT:

Representative Christopher Rants, Chairperson  
Senator Mary Kramer, Vice Chairperson

Senator Michael Gronstal  
Senator Andy McKean

Representative John Connors  
Representative Steven Sukup

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## MEETING IN BRIEF

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- I. Procedural Business.
  - II. Personnel Reports.
  - III. Legislative Staff Agencies Pay Resolution.
  - IV. Legislative Pay Matrix.
  - V. Flexible Pay Plan.
  - VI. Additional Business.
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## **Service Committee of the Legislative Council**

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### **I. Procedural Business.**

Temporary Chairperson Representative Christopher Rants called the Service Committee of the Legislative Council to order at 9:10 a.m., Wednesday, June 20, 2001, in Room 116, State Capitol, Des Moines, Iowa.

The Service Committee elected Representative Christopher Rants as Chairperson and Senator Mary Kramer as Vice Chairperson of the Committee.

The Service Committee approved the minutes of the December 12, 2000, meeting of the Committee.

The Service Committee adjourned at 10:07 a.m.

### **II. Personnel Reports.**

#### **A. Legislative Fiscal Bureau.**

The Service Committee received and filed the June 2001 and the annual personnel reports from the Legislative Fiscal Bureau.

#### **B. Legislative Service Bureau.**

The Service Committee received and filed the June 2001 and the annual personnel reports from the Legislative Service Bureau and recommended that the Legislative Council promote the following employees:

Ms. Rhonda Fowler, from Legislative Document Technician 1, grade 19, step 2, to Legislative Document Technician 2, grade 22, step 1, effective June 2001.

Ms. Julie Goldman, from Legislative Document Technician 1, grade 19, step 2, to Publications Assistant, grade 21, step 2, effective June 2001.

Ms. Cindy Summers, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 2, effective June 2001.

Ms. Stephanie Runde, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective June 2001.

Mr. Craig Cronbaugh, from LIO Officer 1, grade 24, step 4, to LIO Officer 2, grade 27, step 3, effective June 2001.

Mr. Myles Kappelman, from LIO Officer 1, grade 24, step 4, to LIO Officer 2, grade 27, step 2, effective June 2001.

Mr. Bruce Carr, from Assistant Editor 1, grade 24, step 4, to Assistant Editor 2, grade 27, step 3, effective July 2001.

Ms. Teri Souer, from Supervising Legislative Document Technician, grade 25, step 4, to Legislative Document Technician Supervisor, grade 28, step 2, effective June 2001.

Ms. Stephanie Hoff, from Assistant Editor 2, grade 27, step 3, to Assistant Editor 3, grade 30, step 1, effective June 2001.

**C. Legislative Computer Support Bureau.**

The Service Committee received and filed the June 2001 and the annual personnel reports from the Legislative Computer Support Bureau and recommended that the Legislative Council promote the following employees:

Ms. Valerie Hansen, from Computer Systems Analyst I, grade 27, step 4, to Computer Systems Analyst II, grade 29, step 3, effective June 2001.

Ms. Mary Reed, from Executive Secretary, grade 24, step 3, to Confidential Secretary, grade 27, step 2, effective July 2001.

**D. Office of Citizens' Aide/Ombudsman.**

The Service Committee received and filed the June 2001 and the annual personnel reports from the Office of Citizens' Aide/Ombudsman and recommended that the Legislative Council promote the following employees:

Mr. Kyle White, from Assistant, grade 27, step 4, to Assistant I, grade 29, step 3, effective June 2001.

Mr. Rory Calloway, from Assistant, grade 27, step 4, to Assistant I, grade 29, step 3, effective June 2001.

Mr. Don Grove, from Assistant, grade 27, step 3, to Assistant I, grade 29, step 3, effective November 2001.

**III. Legislative Staff Agencies Pay Resolution.**

Pursuant to Senate Concurrent Resolution 5, the Service Committee recommended by voice vote that the Legislative Council adopt a pay resolution relating to the compensation of employees of the central legislative staff agencies beginning during the Seventy-ninth General Assembly effective from July 1, 2001, through June 30, 2003. The pay resolution is similar to the pay resolution adopted for employees of the Senate and House during the Seventy-ninth General Assembly.

**IV. Legislative Pay Matrix.**

**A. Background – Discussion.**

The legislative pay matrix is a chart that determines the salary for each employee subject to that employee's position classification. The matrix includes pay ranges based on a particular employee's pay grade. Each pay grade includes a minimum and maximum annual pay and includes six incremental steps from the minimum to the maximum pay for each pay grade. For the 2000-2001 fiscal year, three executive branch pay matrices could have been selected to apply to legislative staff employees. Instead of using one of the three executive branch pay matrices, the Legislature, by action of the Legislative Council, voted to use the previous year's legislative pay matrix and add the applicable cost-of-living adjustment to the salaries in that pay matrix. For the 2001-2002 fiscal year, the executive branch has adopted a single pay matrix for use by noncontract executive branch employees. This pay matrix, in contrast to the legislative pay matrix, for many pay grades has a lower minimum but a higher maximum pay

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level for each pay grade and can be segmented into seven rather than six steps. In addition to its use by the executive branch, the judicial branch has adopted this new executive branch pay matrix. In discussing these various pay matrices, Mr. Dennis Prouty, Director, Legislative Fiscal Bureau, indicated some concern about not adopting the executive branch pay matrix based upon comparable worth concerns, given the divergence in pay between the executive branch pay matrix and the current legislative pay matrix. Chairperson Rants and Vice Chairperson Kramer both expressed concern about coupling legislative pay to the executive branch pay matrix at this time.

### **B. Committee Action.**

The Service Committee recommends that the legislative pay matrix in effect during the fiscal year beginning July 1, 2000, be adjusted upward by 3 percent for the fiscal year commencing with the pay period beginning June 22, 2001.

## **V. Flexible Pay Plan.**

### **A. Discussion.**

Mr. Prouty discussed a proposal, outlined in a June 14, 2001, memorandum submitted to the Service Committee, to allow the Legislative Fiscal Bureau to adopt a flexible pay plan for its employees. The guidelines for the flexible pay plan require retention of the current legislative pay classification system for hiring and promotion of employees within a specific pay grade, allow employees to be paid at any amount between the minimum and maximum of a pay grade, continue changes in pay linked to employees' merit review date and the evaluation process, continue salary budgeting as in the past for provision of cost-of-living and discretionary increases, and provide for discretionary salary increases that would not in the aggregate exceed the cost of average merit increases for all eligible employees. The guidelines do not apply to employees eligible for overtime pay and do not provide for any pay increases for employees paid at the maximum of a pay grade.

In discussing the proposal, Representative Connors questioned whether an adequate grievance process was in place to handle potential grievances by employees under this proposal. Mr. Prouty indicated that a process is provided for in the Personnel Guidelines that have been adopted by the Legislative Council. Representative Connors commented that he was concerned that such a proposal could create jealousies on the job and could create more problems for managers than it might solve. Vice Chairperson Kramer stated that she thought the plan would work and that the greater flexibility provided by the proposal would be a positive.

### **B. Committee Action.**

The Service Committee approved, on a vote of 4-1 (with Representative Connors voting no), the Legislative Fiscal Bureau's implementation of a flexible pay plan for its employees, effective July 1, 2001.

## **VI. Additional Business.**

### **A. Annual Agency Director Review.**

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The Service Committee indicated that it intended, through the legislative leadership, to conduct an annual evaluation of each nonpartisan staff agency director this summer.

### **B. Session Overtime Compensation.**

The Service Committee recommended that the Legislative Council authorize the Service Committee to consider and approve, disapprove, or modify a proposal to provide an additional 40 hours of compensatory time for eligible legislative branch employees who have accumulated over 300 hours of overtime during a legislative session.

### **C. Uniform State Laws Commission Budget Modification.**

The Service Committee recommended that the expenditure of the amount from the appropriation in Code section 2.12 for the Commission on Uniform State Laws, as authorized by the Legislative Council at the December 2000 meeting, be amended to \$28,600.

### **D. Director of Department of Personnel Presentation.**

The Service Committee recommended that Ms. Mollie Anderson, Director of the Department of Personnel, be asked to address the Service Committee at its next meeting, if possible, regarding position classification systems.

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