

State of Iowa

1959

IOWA
DEPARTMENTAL
RULES

JULY
1959
SUPPLEMENT

Containing

The permanent rules and regulations of general application promulgated
by the state departments from January 1, 1959 to July 1, 1959



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PREFACE

This volume is published in compliance with section 14.3 (7) of the Code. The rules of the various boards and departments are arranged in alphabetical order, using the names of the departments in general use.

Not all of the rules and regulations promulgated by the state departments have been included. The Act specifies "permanent" rules of "general application." Where rules have been omitted by the editor there is a notation indicating where such rules may be obtained.

July 1959

The Editor

PUBLICATION OF DEPARTMENTAL RULES

Section 14.3 of the Code, subsection 7, requires the Code Editor to:

"Prepare the manuscript copy, and cause to be printed by the state superintendent of printing in each year in which a Code is published, a volume which shall contain the permanent rules and regulations of general application, promulgated by each state board, commission, bureau, division or department, other than a court, having statewide jurisdiction and authority to make such rules. The code editor may omit from said volume all rules and regulations applying to professional and regulatory examining and licensing provisions and any rules and regulations of limited application. The code editor may make reference in the volume as to where said omitted rules and regulations may be procured.

"This volume shall be known as the Iowa departmental rules and any rule printed therein may be cited as _____ I.D.R. _____ giving the year of publication and the page where the particular rule, by number, may be found.

The code editor may provide cumulative, semiannual supplements for insertion in the latest published volume and a place shall be provided in the binding of said volume for insertion of such supplements."

to purchase only nursery stock which has been inspected for the year ending September 1, 19____, from _____

I further agree that, if during the said year, I obtain nursery stock from any parties other than those named above, I will give written notice of such purchase to the State Entomologist of Iowa, and will not sell or otherwise dispose of such stock without his written consent to do so.

I affirm that as a nursery dealer I have and will maintain proper facilities for keeping all nursery stock to be offered for sale in a viable condition pending such sale.

Subscribed and sworn to before me by the said _____
this _____ day of _____, 19_____.

Notary Public in and for County

of _____

Rule 24. Individuals, firms or corporations who are offering nursery stock for sale at nursery grounds, stores, roadside stands, public market places, or any other place, shall have and maintain proper facilities for keeping all nursery stock in a viable condition pending sale, and shall keep in view of the public the proper kind of certificate showing that they have the right to be offering nursery stock for sale.

ARCHITECTURAL EXAMINERS

(Filed May 26, 1959)

Pursuant to authority vested in this Board, by Section 118.8, Code of Iowa, Rules and Regulations appearing at 1958 I.D.R. 28, and pertaining to examinations are amended as follows:

1. By adding to Section 5 the following paragraph:

Each candidate will be informed of his grade after the examinations. Should he fail any examination, he will be readmitted to take it the next time it is conducted. He will be readmitted a third time should he again fail. A fourth time will be granted him, after the lapse of one year provided that the four attempts take place within the elapsed time of three years. Any candidate who fails to pass the complete examination comprising the seven individual examinations after four attempts or within three years will be required to submit a new examination and a new fee, and will be required to appear for a new Personal Audience at which time the Board will determine whether he should again be admitted to the examination.

(Filed May 26, 1959)

Pursuant to the authority vested in this Board, by Section 118.6, Code of Iowa, rules and regulations appearing at 1958 I.D.R. 28, Sec. 7, is hereby rescinded, and the following

adopted in lieu thereof:

1. If the term, "and Associates", is used by a firm practicing architecture in Iowa under the title "Architect", each associate must be registered in Iowa.

2. Corporations may not enter into contract as Architects in the State of Iowa, nor may they issue contract documents bearing the name of the corporation as architect or any of its derivative terms. All responsible officials or a corporation who engage in correspondence or who design, supervise, or administer projects under the title "Architect" within the State of Iowa must be registered in Iowa. The following designation will be acceptable on contract documents:

FOR THE BLANK CORPORATION

A. A. Smith, B. B. Jones,
and C. C. Doe, Architects

3. An Architect from another state may not solicit, sign a contract, nor submit sketches within the State of Iowa using the term, Architect or any of its derivatives unless he is registered in Iowa.

(Filed May 26, 1959)

Pursuant to the authority vested in this Board by Section 118.11 Code of Iowa, rules and regulations appearing at 1958 I.D.R. 28, Sec. 8 is rescinded.

DEPARTMENT OF BANKING

(Filed May 21, 1959)

Pursuant to authority vested in the Superintendent of Banking by Section 524.10, Code of Iowa, the following rules and regulations pertaining to BANK PARKING LOT OFFICES are hereby adopted:

8.11 A PARKING LOT OFFICE may be established by a bank only upon land which, in addition to serving as the location for such PARKING LOT OFFICE, shall be of sufficient area and so improved as to qualify as a bona fide parking lot.

8.12 A PARKING LOT OFFICE shall only be established within such reasonable distance from the parent bank so as to be of convenient and practicable use for parking by bank customers whose banking business requires their presence inside the parent bank.

8.13 In addition to drive-up and/or walk-up teller's windows which are a part of the parent bank building, no bank may establish more than one PARKING LOT OFFICE which may consist of one or more off the street

drive-up and/or walk-up teller's windows.

8.14 Rules and Regulations of the Department of Banking, State of Iowa, 8.1 through 8.8 pertaining to the operation of Bank Offices, except paragraph F of Regulations 8.4, shall apply also to the operation of PARKING LOT OFFICES.

8.15 Where land shall be purchased by a bank for PARKING LOT and PARKING LOT OFFICE use, Section 526.34, Code of 1958, as it pertains to the approval of the Superintendent of Banking and Regulation 3.1 of the Department of Banking, State of Iowa, shall apply. Where land shall be leased for PARKING LOT and PARKING LOT OFFICE use, the lease and any modification, extension or renewal thereof shall be approved by the Superintendent of Banking prior to its becoming binding upon the proponent bank.

8.16 Any bank operating a PARKING LOT OFFICE shall identify such PARKING LOT OFFICE and maintain such identification whenever and wherever designated as follows:

PARKING LOT OFFICE	
	Bank
	, Iowa

8.17 Any bank desiring to establish a PARKING LOT OFFICE shall make application to the Department of Banking for a CERTIFICATE TO OPERATE A BANK PARKING LOT OFFICE. The applicant bank shall furnish such information as the Superintendent of Banking may request to support the applica-

tion. When in the opinion of the Superintendent of Banking it is advisable, a field investigation of the application will be made, in which event, Regulation 1.4 of the Department of Banking, State of Iowa, applicable to investigation expense shall apply.

8.18 SPECIMEN COPY OF APPLICATION FOR CERTIFICATE TO OPERATE A BANK PARKING LOT OFFICE.

COPIES OF THIS APPLICATION FORM MAY BE OBTAINED FROM THE STATE BANKING DEPARTMENT.

**APPLICATION FOR CERTIFICATE
TO OPERATE A BANK PARKING LOT OFFICE**

_____ , 19____

Superintendent of Banking
State of Iowa, Department of Banking
Des Moines 9, Iowa

Dear Sir:

On behalf of our bank and pursuant to authority granted by Board of Direc-

tors, duly recorded in the minutes of our Board meeting held on _____,

19____, this application is herewith submitted to you and to the STATE BANK-

ING BOARD for permission to open and operate a BANK PARKING LOT OF-

FICE at _____ (address),

_____ (city, town or village), _____

County, Iowa, described legally as _____

The members of the Board of Directors have, as also duly recorded in said minutes, carefully read Section 524.10, Section 528.51 and Section 528.53 of the Code of Iowa, as well as the RULES AND REGULATIONS of the DEPARTMENT OF BANKING pertaining to the operation of BANK OFFICES and BANK PARKING LOT OFFICES, and thereupon have authorized the undersigned to herewith state that said Board agrees to faithfully abide by such laws and any other banking laws appertaining and by such rules and regulations, fully cognizant that any violation of, or unauthorized deviation from them, shall be cause for immediate cancellation by the Department of Banking of any such Certificate to Operate a Bank Parking Lot Office that may be granted to our Bank.

Very truly yours,

(Name of Bank)

_____, Iowa

President, Vice-President
Cashier

Bank Parking Lot Office Certificate No. _____ Bank No. _____

**STATE OF IOWA
DEPARTMENT OF BANKING**

Certificate to Operate a Bank Parking Lot Office

Its application dated _____, 19____, having been duly received and favorably acted upon by the STATE BANKING BOARD, authority is hereby given to the _____

located at _____, County of _____,

State of Iowa, to operate a bank parking lot office at _____
(address)

_____, County of _____
(city, town or village)

State of Iowa, legally described as _____

in accordance with Section 528.51 and Section 528.53 of the Code of Iowa; and in conformity with the RULES AND REGULATIONS of the DEPARTMENT OF BANKING drawn pursuant to Section 524.10 of the Code of Iowa, and which RULES AND REGULATIONS are on file in the Office of the Iowa Secretary of State and which now appear or which will hereafter appear in the IOWA DEPARTMENTAL RULES as required by Chapter 51 of the Acts of the 54th General Assembly, 1951. (Chapter 17A, Code of Iowa, 1958.)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, at the

City of Des Moines, Iowa, this _____ day of

_____, A. D., 19_____.

Superintendent of Banking

COMMERCE COMMISSION

(Filed April 8, 1959)

Pursuant to authority vested in this Commission by Sections 490.4 and 490.18, Code of Iowa, the rule and regulation appearing at Page 73, 1958 I.D.R. is hereby rescinded and the following adopted in lieu thereof:

Rule PL-113. Construction, Operation, and Maintenance. All pipelines and underground gas storage facilities and all equipment used

in connection therewith shall be constructed, operated and maintained in accordance with Section 3—OIL PIPING SYSTEMS and Section 8—GAS TRANSMISSION AND DISTRIBUTION of the American Standard Code for Pressure Piping as adopted by the American Society of Mechanical Engineers and as said sections maybe hereafter altered, amended or modified by said society.

STATE COMPTROLLER

AMENDMENT TO RULES FOR AUDITING CLAIMS
(Filed June 24, 1959)

1958 I.D.R. 82 is amended as follows:

1. Amend Rule 5 by striking the rule, and inserting the following:

"Rule 5. Officers and State employees shall be allowed hotel and meal expenses when required to travel outside of the city or town of their residence or official domicile, but in no event shall the amount thereof exceed \$10.00 per day in this state. When by reason of dining car, meals and berth on Pullman exceed the per diem same will be allowed if approved by the head of the department. Name of hotel where expense is incurred must

be given, and receipt submitted. Charges for breakfast will not be allowed when claimant leaves his residence or domicile after 7:00 A. M. Hotel and meal expense is not limited outside the state but should be reasonable. It is the duty of the heads of departments to authorize only such amounts as are justified by nature of the travel. Hire of conference room. —When necessary to engage in a conference room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved by the head of the department.

This rule does not apply to elective officers."

This rule goes into effect July 1, 1959.

CONSERVATION COMMISSION

Additional Temporary Rules
May Be Obtained From The Commission

ADMINISTRATIVE ORDER NO. 263
(Filed January 22, 1959)

The State Conservation Commission, on its

own motion does hereby order and declare under and pursuant to the power and authority of Section 109.39, Code 1958, that for the period from March 1, 1959 to March 1, 1960, the open seasons, daily catch limits and possession limits for fishes be as follows:

INLAND WATERS OF THE STATE				BOUNDARY WATERS	
Kind of Fish	Open Season	Daily Catch Limit	Possession Limit	Min. Length or Weight	Mississippi and Missouri Rivers and inland waters of Lee County
Carp, Buffalo, Quillback, Gar, Dogfish, Gizzard, Shad	Continuous	None	None	None	Same as inland waters
Sheepshead, Sucker, Redhorse, Chub, Sunfish, Bluegill	Continuous	None	None	None	Same as inland waters
Bullheads	Continuous	15 So. of Hwy. 30.	30 So. of Hwy. 30.	None	Continuous open season with no catch or possession limits
Rock Sturgeon, Paddlefish	Continuous	15 each species	30 each species	5 lb.	Same as inland waters
Sand Sturgeon	Continuous	15	30	1 lb.	Same as inland waters
Crappie, Yellow Bass, Silver Bass, Warmouth Bass, Rock Bass, Perch	Continuous	15 each species	30 each species	None	Same as inland waters
Trout (All species)	Continuous	8	8	None	Same as inland waters
Minnows	Continuous	None	None	None	Same as inland waters
Frogs (except Bullfrogs)	May 9-Nov. 30	4 doz.	8 doz.	None	Same as inland waters
Bullfrogs (<i>Rana catesbeiana</i>)	May 9-Nov. 30	1 doz.	1 doz.	None	Same as inland waters
Catfish	Continuous	16	16	None	Continuous open season with no catch or possession limit
Largemouth Bass	May 23-Feb. 15 north of Hwy. 30.				
Smallmouth Bass	Continuous So. of Hwy. 30	5	10	None	Same as inland waters except continuous open season
Walleye—Sauger	May 9-Feb. 15 north of Hwy. 30.				
Northern Pike	Apr. 11-Feb. 15 south of Hwy. 30.	5 each species	10 each species	None	Daily catch limit 8, possession limit 16. Continuous open season
	May 9-Feb. 15	3	6	None	Continuous open season with no catch or possession limit

DAIRY INDUSTRY

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Where waters are located within the confines of state, city, municipal parks, etc., fishing will be permitted only when such areas are open to the public.

EXCEPTIONS: In Little Spirit Lake, Dickinson County; Iowa and Tuttle (Okamanpedan) Lakes, Emmet County; Burt (Swag) Lake, Kossuth County; and Iowa Lake, Osceola County, the following exceptions apply: **WALLEYE PIKE**, daily catch limit 6, possession limit 6; **NORTHERN PIKE OR PICKEREL**, daily catch limit 3, possession limit 3; **CAT-FISH**, daily catch limit 8, possession limit 8; **LARGEMOUTH AND SMALLMOUTH BASS**, daily catch limit 5, possession limit 5; open

season May 23 to November 30.

ADMINISTRATIVE ORDER NO. 271
(Filed March 16, 1959)

The State Conservation Commission of Iowa on its own motion, does hereby order and declare that under and pursuant to the power and authority of Section 109.39, aforesaid, that Lake Macbride in Johnson County and Viking Lake in Montgomery County are hereby open to fishing during the open season as established by law commencing at 5:00 o'clock a.m., May 30, 1959, subject to regulations that apply to all other inland waters of the state.

DAIRY INDUSTRY COMMISSION

(Filed March 26, 1959)

Pursuant to authority vested in this Commission by Section 179.3, 179.6 and 179.7, Code of Iowa, the following rules and regulations pertaining to Iowa Dairy Industry Commission are hereby adopted:

1. The first buyer of milk or cream charged with the collection of the excise tax under Chapter 179, Code of Iowa, shall keep a complete and accurate record of such pur-

chases during the period of May 1 to June 30, inclusive each year. Such records include (1) date of purchase, (2) name of producer, and (3) pounds of milk or cream purchased from each producer. Such records shall be preserved for a period of two (2) years.

2. The return required by Section 179.7, shall be filed with the Dairy Industry Commission on or before August 1st of each year, on forms furnished by the Commission, or ones substantially similar thereto.

EMPLOYMENT SECURITY COMMISSION

(Filed December 29, 1958, Received by Editor January 29, 1959)

Pursuant to authority vested in this Commission by Section 96.11-2, Code of Iowa, rules and regulations appearing at 1958 I. D. R., pages 92-95 (Regulations 201, 202, and 203) are hereby rescinded and the following adopted in lieu thereof:

Regulation 201—Claims for Benefits for Total and Partial Unemployment.

A. Claims and registrations for benefits for Total Unemployment.

1. Any individual claiming benefits or waiting period credits for total unemployment shall report in person at the public employment office most accessible to him and shall there register for work and file a claim for benefits, which claim shall be effective as of the first day of the calendar week in which he does so report and file his claim, except as otherwise provided in this regulation.

2. In order to establish eligibility for benefits or for waiting period credits for weeks of total unemployment, the claimant shall (a) continue to report in person at intervals of not less than one week on a designated day of the week, and at a particular hour of the day, when so directed, or at intervals of less than one week, and at a particular hour, when directed to do so by a representative of the Iowa Employment Security Commission, at a public employment office at which he registered for work and filed his claim for benefits; and (b) file at such office on his regular reporting day, and at a designated hour, if so directed, his continued claim for benefits.

3. The Iowa Employment Security Commis-

sion, for reasons found to constitute good cause for any individual's inability to report to the public employment office at which he filed his claim for benefits and registered for work, may permit such individual to report to any other employment office maintained as a part of a state-controlled system of public employment offices in this state.

4. The Iowa Employment Security Commission, for reasons found to constitute good cause for any individual's failure to appear at the time specified for reporting to the public employment office, may accept a continued claim from such individual as having been made at the specified time, provided such continued claim is filed within seven days following the date specified for his reporting if weekly claims service is provided and within fourteen days if bi-weekly claims service is provided.

5. If an individual is located in an area served only by an itinerant service of the Iowa Employment Security Commission, his claim for total unemployment may be accepted as effective as of the first day of the calendar week in which he became totally unemployed, provided that he registered in person with such itinerant service at the first available opportunity following the commencement of his total unemployment.

6. Claims for benefits for total unemployment shall set forth (a) that the individual claims benefits; (b) that he registers for work; and (c) such other information as is required thereby. The claim for benefits for total unemployment shall constitute both the individual's registration for work and his claim for benefits, or waiting period credits.

7. Continued claims for benefits for total unemployment shall set forth (a) that the individual continues his claim for benefits; (b) that he is totally unemployed; (c) that he registers for work; (d) that since he last registered for work he has performed no service and earned no wages, except as indicated; and (e) such other information as is required thereby. The continued claim for benefits for total unemployment shall constitute both the individual's registration for work and his claim for benefits or waiting period credits.

8. For the week which immediately precedes an individual's re-employment under conditions which no longer render him eligible for benefits or waiting period credits (total or partial), such individual may file, in person or by mail, a report of his total unemployment and supplementary earnings received for such week in the form of a signed statement, providing that such individual at the beginning of the week for which the claim is made (a) registered for work, (b) filed a claim or continued claim for benefits or waiting period credits.

B. Claims and registrations for individuals located in areas served only by itinerant service.

1. In order to claim benefits or waiting period credits for total unemployment any individual located in an area served only by the itinerant service of the Iowa State Employment Service, shall report in person to such itinerant service at the time and place designated by the commission at the first available opportunity therefor, and shall (a) register for work, (b) file a claim for benefits with such service pursuant to the provisions of regulation 201-A (1) and (6).

2. In order to establish eligibility for benefits or for waiting period credit for weeks of total unemployment during a continuous period of total unemployment, the claimant shall (a) continue to report on the date specified for reporting to such service, and (b) file continued claims for benefits pursuant to the provisions of regulation 201-A (2), (3), (4), and (7).

C. Definitions.

1. "Regular job" as referred to in section 96.19, subsection 10, paragraph "b", of the Code, shall mean a job with an employer with whom the individual has a continuous attachment during a given claim period. Attachment will ordinarily have reference to the individual who has been employed and expects to continue in the employ of the employer for a considerable period — a month, six weeks or longer.

2. Week of partial unemployment. With respect to a partially unemployed individual whose wages are paid on a weekly basis, a week of partial unemployment shall consist of his pay period week; with respect to a partially unemployed individual whose wages are not paid on a weekly basis, but the amount the claimant has earned during any seven consecutive days period or periods within such pay period can be determined and such information furnished to the commission, a week of partial unemployment shall consist of a calendar week or such other seven consecutive days period within the pay period as may be found

appropriate under the circumstances and prescribed by the commission.

D. Registration and Filing of Claims for Partial Unemployment.

1. A claim for benefits filed by an individual in person at any local employment office in this state or with an authorized itinerant agent of the commission on form IUC 211, shall constitute such individual's notice of unemployment, registration for work and claim for benefits or waiting period credit, with respect to each week of partial unemployment covered by the claim provided that such claim is filed not later than four weeks after the individual receives, through his employer or through the commission, appropriate notice of his potential eligibility for partial benefits as to any such week of partial unemployment.

2. Any individual claiming benefits or waiting period credits for week of partial unemployment not in a benefit year shall file his claim in person at any local employment office in this state or with an authorized itinerant agent of the commission on form IUC 211. On the filing of a valid claim for benefits, the benefit year of such individual will begin with the day with respect to which the claim is filed, provided that such claim is filed not later than four weeks after the individual receives, through his employer or through the commission, appropriate notice of his potential eligibility for partial benefits as to any such weeks of partial unemployment.

3. A continued claim for partial benefits filed by an individual in person at any local employment office in the State or with an authorized itinerant agent of the commission, shall constitute such individual's notice of unemployment, registration for work and claim for partial benefits or waiting period credits with respect to each week of partial unemployment covered by the claim provided that such continued claim is filed not later than four weeks after the individual receives, through his employer or through the commission, appropriate notice of his potential eligibility for partial benefits as to any such week of partial unemployment.

4. Any partially unemployed individual who fails with good cause to file a claim for partial benefits or waiting period credit shall be permitted to file such claim with respect to any week of partial unemployment at any time up to thirteen weeks following the close of the actual or potential benefit year in which such claim period falls, provided such claim is filed within one week after the individual is appropriately notified of his potential eligibility for partial unemployment. Failure to file a claim for partial benefits or waiting period credit as provided in these regulations shall be deemed to be for good cause if due to failure on the part of the employer to comply with the requirements relating to participation in the initiation of a claim, verification or other requirements relating to partial unemployment, to coercion or intimidation exercised by the employer to prevent the prompt filing of a claim for partial benefits or waiting period credit, or to failure by the commission to discharge its responsibilities under the law and these regulations.

E. Employer Responsibility in the Initiation of Claims for Partial Unemployment Benefits.

1. Each employer, not later than seven days immediately following the close of any week in which he has reduced the customary prevailing hours of work of any employee to the extent that the weekly wages of such employee amount to less than \$50.00, shall complete and deliver to such individual a notice that he may be potentially eligible for benefits. This notice shall be a claim for partial unemployment compensation benefits on form IUC 211.

(Amendment Filed June 23, 1959)

2. The employer may elect to use in lieu of form IUC 211 a payroll by-product, if the pay period of the employer coincides with the week or weeks of partial unemployment claimed, providing that the payroll by-product appropriately notifies the worker of his potential right to partial unemployment benefits, and contains:

- a. Information necessary to establish the identity of the employer and claimant,
- b. The pay period week covered,
- c. The total amount of earnings in each such pay period week,
- d. The following certification (individual or rubber stamped), "I certify that the above amount represents reduced earnings in a week of less than full-time work because of lack of work."
- e. Signature of employer (individual or facsimile),
- f. The date such payroll by-product was delivered to the worker.

3. Upon filing of a first claim for partial benefits for a benefit year the commission shall promptly notify each worker named therein of his potential rights to partial benefits and shall notify his employer of such worker's partial earnings limit and benefit year ending date. Upon receipt of such notice, each employer shall record the partial earnings limit and the benefit year ending date on his payroll records.

F. Employer's Verification of Partial Unemployment.

1. After an employer has been notified of a partial earnings limit (a worker's weekly benefit amount, plus \$6), and current benefit year ending date of any worker in his employ, such employer, until otherwise notified, shall, immediately after the end of any pay period within which there were weeks in which the worker earned less than his weekly benefit amount, plus \$6, and in any case not later than thirty days after the end of the first week of partial unemployment, occurring within such pay period (as provided for in regulation 201E (1)) which began within such benefit year and for which such worker's earnings fall below such partial earnings limit because of lack of work in such week, furnish each such worker a joint low earnings report and claim for partial unemployment compensation benefits (individual) form IUC 211, setting forth the information required therein; or

(Amendment Filed June 23, 1959)

2. The employer may elect to use in lieu of form IUC 211 a payroll by-product in conformity with the provisions of regulation 201-E (2).

3. Upon request by the commission an employer shall complete and return to the commission form IUC 213, request for employer's individual earnings report with respect to any individuals named on such form for the purpose of verifying earnings reported by the individual to the commission.

G. Mass Partial Unemployment.

1. The term "Mass Partial Unemployment" means a reduction of hours to less than full-time work at the same time and for the same reason for 25 or more partially unemployed individuals customarily employed in a single establishment.

2. When mass partial unemployment occurs the employer, not later than seven days immediately following the close of any pay period during which mass partial unemployment occurred in any week and in any case not later than thirty days after the end of the first week of partial unemployment occurring within such pay period, shall complete and mail or deliver to the nearest public employment office of the Iowa Employment Security Commission a joint low earnings report and claim for partial unemployment compensation benefits (Mass, Form IUC 212), covering each week of partial unemployment occurring in any such pay period. This requirement shall remain effective with respect to each pay period in any benefit year of any individual unless the employer is otherwise notified by the Iowa Employment Security Commission.

3. Upon receipt of form IUC 212 covering initial mass partial unemployment, the Iowa Employment Security Commission will immediately notify on form IUC 211 each individual listed on form IUC 212 that he is potentially eligible for partial unemployment compensation benefits and that he may file a claim for such benefits as provided in regulation 201-D.

4. The employer or employing unit may elect to use in lieu of form IUC 212, form IUC 211 or payroll by-product as provided in regulation 201-E.

H. Employer Records.

1. Each employer shall keep his payroll records in such form that it would be possible from an inspection thereof to determine with respect to each worker in his employ who may be eligible for partial benefits:

- a. Wages earned, by weeks, as provided for in regulation 201-C (2).
- b. Whether any week was in fact a week of less than full-time work.
- c. Time lost, if any, by each such worker due to his unavailability for work.

Regulation 203—Payment of Benefits to Interstate Claimants.

1. The following regulation shall govern the Iowa Employment Security Commission in its administrative cooperation with other states adopting a similar regulation for the payment of benefits to interstate claimants.

2. Definitions.

As used in this regulation, unless the context clearly requires otherwise:

a. "Interstate Benefit Payment Plan" means the plan approved by the Interstate Conference of Employment Security Agencies under which benefits shall be payable to unemployed individuals absent from the state (or states) in which benefit credits have been accumulated.

b. "Interstate claimant" means an individual who claims benefits under the unemployment insurance law of one or more liable states through the facilities of an agent state. The term "interstate claimant" shall not include any individual who customarily commutes from a residence in an agent state to work in a liable state unless the Iowa Employment Security Commission finds that this exclusion would create undue hardship on such claimants in specified areas.

c. "State" includes Alaska, Hawaii, the District of Columbia, Puerto Rico, and the Virgin Islands.

d. "Agent state" means any state in which an individual files a claim for benefits from another state.

e. "Liable state" means any state against which an individual files, through another state, a claim for benefits.

f. "Benefits" means the compensation payable to an individual, with respect to his unemployment, under the unemployment insurance law of any state.

g. "Week of unemployment" includes any week of unemployment as defined in the law of the liable state from which benefits with respect to such week are claimed.

3. Registration for work.

a. Each interstate claimant shall be registered for work, through any public employment office in the agent state when and as required by the law, regulations, and procedures of the agent state. Such registration shall be accepted as meeting the registration requirements of the liable state.

b. Each agent state shall duly report, to the liable state in question, whether each interstate claimant meets the registration requirements of the agent state.

4. Benefit Rights of Interstate Claimants

a. If a claimant files a claim against any state, and it is determined by such state that the claimant has available benefit credits in such state, then claims shall be filed only against such state as long as benefit credits are available in that state. Thereafter, the claimant may file claims against any other state in which there are available benefit credits.

For the purposes of this regulation, benefit credits shall be deemed to be unavailable whenever benefits have been exhausted, terminated, or postponed for an indefinite period or for the entire period in which benefits would otherwise be payable, or whenever benefits are affected by the application of a seasonal restriction.

b. The benefit rights of interstate claimants established by this regulation shall apply

only with respect to new claims filed on or after July 5, 1953.

5. Claims for Benefits.

a. Claims for benefits or waiting period shall be filed in interstate claimants on uniform interstate claim forms and in accordance with uniform procedures developed pursuant to the Interstate Benefit Payment Plan. Claims shall be filed in accordance with the type of week in use in the agent State. Claims filed against the Iowa Employment Security Commission shall be processed and paid on the basis of the type of benefit week used by the agent State.

b. Claims shall be filed in accordance with agent-state regulations for intrastate claims in local employment offices, or at an itinerant point, or by mail.

i. With respect to claims for weeks of unemployment in which individual was not working for his regular employer, the liable state shall, under circumstances which it considers good cause, accept a continued claim filed up to 1 week, or one reporting period, late. If a claimant files more than one reporting period late, an initial claim must be used to begin a claim series and no continued claim for a past period shall be accepted.

ii. With respect to weeks of unemployment during which an individual is attached to his regular employer, the liable state shall accept any claim which is filed within the time limit applicable to such claims under the law of the agent state.

6. Determinations of Claims

a. The agent state shall, in connection with each claim filed by an interstate claimant, ascertain and report to the liable state in question such facts relating to the claimant's availability for work and eligibility for benefits as are readily determinable in and by the agent state.

b. The agent state's responsibility and authority in connection with the determination of interstate claims shall be limited to investigation and reporting of relevant facts. The agent state shall not refuse to take an interstate claim.

7. Appellate Procedure

a. The agent state shall afford all reasonable cooperation in the taking of evidence and the holding of hearings in connection with appealed interstate benefit claims.

b. With respect to the time limits imposed by the law of a liable state upon the filing of an appeal in connection with a disputed benefit claim, an appeal made by an interstate claimant shall be deemed to have been made and communicated to the liable state on the date when it is received by any qualified officer of the agent state.

(Filed June 23, 1959)

Pursuant to authority vested in this Commission by Section 96.11-2, Code of Iowa, Rule 7 appearing at 1958 I. D. R., page 88, is hereby rescinded and the following adopted in lieu thereof:

Rule 7 — Rule Establishing the Manner in Which Benefits Shall be Charged Against the

ENGINEERING EXAMINERS

14

Accounts of Several Employers for Whom an Individual Performed Services in Employment in the Same Calendar Quarter.

Where an individual has been employed by two or more employers during the same period, benefits payable to such individual by reason of such employment shall be charged against the accounts of such employers, against whose accounts the maximum charges hereunder have not previously been made, in accordance with the following:

When wage records filed with the Commission by employers show that the individual has been employed by two or more employers dur-

ing the same calendar quarter, but the wage records do not indicate that employment within the quarter has been consecutive, then the benefits paid to such eligible individual shall be apportioned and charged against the accounts of such employers in direct ratio to the wages earned by such individual in insured work for such calendar quarter. The method of apportionment for chargeback purposes shall be on the basis of the ratio which the wages earned by such individual in insured work for each such employer in such calendar quarter bears to the total wages earned by such individual in insured work from all such employers in such calendar quarter.

ENGINEERING EXAMINERS

(Filed March 30, 1959)

Be it Resolved By The Board of Engineering Examiners, at a meeting held March 2, 1959, to make the following changes in the departmental rules, as provided in Section 114.6, Code 1958.

Subrule (g) of Rule No. 1, appearing at 1958 Iowa Departmental Rules, page 101, is hereby rescinded in favor of board's rules of internal operation.

Subrule (h) of Rule No. 1, appearing on

page 101, be amended by striking the second sentence, line 6, beginning with words "A candidate" and ending with the word "examination," line 10.

Rule No. 4, appearing on page 102, is hereby rescinded as it appears but is retained as a board rule of internal operation.

The second and third paragraphs of Rule No. 9, appearing on page 102, are hereby rescinded but are retained as board's rules of internal operation.

HEALTH DEPARTMENT

(Filed April 17, 1959)

To Amend Rules and Regulations Setting Minimum Standards for Nursing Homes, page 18, 4.3 Nursing Supervision and Staffing, Regulations 6 through 9; to read:

6. After June 1, 1960, in homes of a licensed bed capacity of less than twenty (20) beds there shall be at least one qualified nurse on duty forty (40) hours per week, and on recall when not on regular assignment.

7. After June 1, 1960, in homes with a licensed bed capacity of twenty (20) to fifty (50), a nurse shall be on duty at least eighty

(80) hours per week with one nurse on recall when not on regular assignment.

8. After June 1, 1960, in homes with a licensed bed capacity of fifty-one (51) to one-hundred (100), a nurse shall be on duty at least one-hundred twenty (120) hours per week, with one nurse on recall when not on regular assignment.

9. After June 1, 1960, in homes with a licensed bed capacity of over one-hundred (100) a nurse shall be on duty at least one-hundred sixty (160) hours per week, with one nurse on recall when not on regular assignment.

HIGHWAY COMMISSION

Local rules in regard to speed zones and stop signs may be obtained from the commission.

DEPARTMENT OF JUSTICE

By virtue of the authority vested in the Attorney General by House File 718 (Chapter 364), Acts of the 58th General Assembly, approved May 15, 1959, and effective July 4, 1959, the Attorney General hereby adopts the following rules and regulations for the operation of a register of all charitable trusts heretofore or hereafter established or active in the State of Iowa:

ARTICLE I Registration

Section 1. There is hereby established in the Department of Justice, a Register of

Charitable Trusts.

Section 2. On or before December 31, 1959, the trustee or trustees of each charitable trust established or active in the State on July 4, 1959, shall file with the Attorney General a statement showing:

1. Whether such charitable trust was established by will, deed, indenture or other instrument, and the name of the testator or settlor.

2. The name and address of the trustee or trustees.

3. The name and address of the present charitable beneficiary or beneficiaries.

4. The name and address of any future charitable beneficiary or beneficiaries.

5. The value of the trust as of the latest appraisal and the date of said appraisal.

Section 3. The trustee or trustees of each charitable trust becoming effective or active in the State after July 4, 1959, shall, within 30 days after such trust is effective or active in the State or on or before December 31, 1959, whichever is later, file with the Attorney General a statement containing the same information which is required of charitable trusts established or active in the State on July 4, 1959, under Section 2, hereof.

Section 4. Each registration statement filed under Section 2 or Section 3 of Article I hereof, shall be accompanied by a registration fee of five dollars (\$5.00). Checks should be made payable to "Treasurer, State of Iowa."

Section 5. Forms for filing registration statements shall be obtained from the Attorney General, State House, Des Moines 19, Iowa.

Section 6. Charitable trusts in which the charitable interest is contingent upon the happening of an uncertain future event are exempt from registration; provided, however, that upon the happening of said event vesting the charitable interest the trustee or trustees of such trust must, within a period of 30 days

from such vesting, file a registration statement containing the information aforesaid.

ARTICLE II

Notice and Certification

Section 1. The Attorney General shall be notified by the trustee or trustees of all judicial proceedings affecting or in any manner dealing with a charitable trust or affecting or in any manner dealing with a trustee or trustees who holds in trust within the State property given, devised or bequeathed for charitable, educational or religious purposes, and who administers the same in whole or in part for said purposes within the State. Such notice may be given to the Attorney General:

a. By mailing a notice of such proceedings by registered mail to the Office of the Attorney General, or

b. By leaving said notice at the office of the Attorney General with some person in charge thereof, or

c. In any other manner prescribed by law.

Section 2. The Attorney General, or his duly authorized assistant, shall certify copies of all papers and documents which are a part of any of the files or records relating to charitable trusts as may be necessary from time to time.

To be effective July 4, 1959.

MERIT SYSTEM COUNCIL

(Filed January 14, 1959)

Pursuant to the personnel provisions of the Social Welfare Department, Chapter 234, Sections 234.6, 234.8, 234.12, 234.13, Code of Iowa; and the Social Security Act as amended, and the Standards for a Merit System of Personnel Administration issued by the Federal Social Security Board on November 1, 1939, rules and regulations appearing at 1958 I. D. R., page 235, Article I, Section 7, and pertaining to exempt Positions in the State Department of Social Welfare and in the

County Boards of Social Welfare, are amended by striking from Section 7 (d)

"In the program of Child Welfare Services,"

As amended, Section 7 (d) reads as follows:

"Part-time professional persons who are paid for any form of medical, nursing or other professional service and who are not engaged in the performance of administrative duties under the State plan, provided that such persons meet the standards of training and experience established by the State Board of Social Welfare;"

PUBLIC INSTRUCTION DEPARTMENT

(Filed January 22, 1959)

Pursuant to authority conferred upon said board by provision of Section 257.10 (11), Code 1958, the within amendment to rules and regulations governing the certification and approval of school personnel be and are hereby adopted.

Amend, effective August 31, 1960, 1958 I. D. R., page 264, column 2, by striking from paragraph c. the caption "Based on Fifty Semester Hours of Specified College Credit," and inserting in lieu thereof the caption, "Based on Seventy-five Semester Hours of Specified College Credit." Further amend said paragraph by striking from line 3 the figures "50" and inserting in lieu thereof the figures "75."

(Filed June 2, 1959)

Pursuant to authority conferred upon said board by provision of Section 257.10 (12),

Code 1958, the amendments to rules and regulations governing the approval of school districts be and are hereby adopted.

Amend July 1958 Supplement I. D. R., page 6, column 1, Standard 4, by striking said standard and inserting in lieu thereof the words, "Standard 4. Each approved school district shall eventually be recognized according to status levels."

Amend July 1958 Supplement I. D. R., page 6, column 1, Standard 5, by striking the sentence "Such nonapproval shall be retroactive to cover the period of time during which said school district has failed to meet the established standards." and inserting in lieu thereof the sentence, "Such nonapproval shall be effective from date of notification until such time as established standards are met."

Amend July 1958 Supplement I. D. R., page 6, column 2, Standard 9, by striking the period "." after the word "Instruction" in line 7 and

adding the words, "and with the local county superintendent of schools."; further amend line 11 and page 7, column 1, line 1 by striking the words, "the scope and sequence of offerings;"

Amend July 1958 Supplement I. D. R., page 7, column 1, Standard 18, by striking the period "." in line 5 after the word "Instruction" and adding the words, "and with the local county superintendent of schools."

Amend July 1958 Supplement I. D. R., page 7, column 2, Standard 24, by striking the entire standard and inserting in lieu thereof the words, "Standard 24. The daily and weekly schedule shall be organized in a manner which, in the judgment of local school officials, best fits the conditions within which the educational program is operated, provided that, if such courses are to yield one unit of credit when pursued for 36 weeks, at least 200 minutes per week shall be scheduled for each non-laboratory course, and at least 275 minutes per week shall be scheduled for laboratory science courses and courses in art, industrial arts, music, homemaking, typewriting, and such other courses which the State Board of Public Instruction may, from time to time, designate."

Amend July 1958 Supplement I. D. R., page 7, column 2, Standard 25, by striking the entire standard and inserting in lieu thereof the words, "Standard 25. A unit of credit (grades 9 through 12) shall be defined as that amount of credit gained by a pupil who successfully completes a course which is pursued for 36 weeks for the required number of minutes per week as specified by the State Board of Public Instruction. Fractional units shall be awarded only in a manner consistent with this standard in terms of the proportionate time devoted to the courses for which such units are granted."

Amend July 1958 Supplement I. D. R., page 7, column 2, Standard 28, by striking from line 3 the words "by each teacher"

Amend July 1958 Supplement I. D. R., page 8, column 1, Standard 30, by striking lines 23 to 27 inclusive and adding in lieu thereof the words, "and (g) assure adequate guidance to pupils to make sure that individuals keep their participation in activities within such limits that their benefits from other aspects of the school program will not be jeopardized."

Amend July 1958 Supplement I. D. R., page 8, column 1, Standard 32, by inserting in line 1 after the word, "schools" the words, "comprised of kindergarten, and grades one through six,"

Amend July 1958 Supplement I. D. R., page 8, column 1, Standard 33, by striking the entire standard and inserting in lieu thereof the words, "Standard 33. Supervised intramural sports shall be encouraged in grades seven, eight and nine.

"For purposes of this standard two levels of priority shall be considered: first, the school system shall provide professional personnel, space and facilities, equipment and supplies, and a broad program of **basic instruction** in physical education, based upon individual and group needs for all pupils; second, the school system shall sponsor a broad and varied, voluntary program of intramural activities for

all pupils in the upper elementary grades and junior high school."

Amend July 1958 Supplement I. D. R., page 8, column 2, Standard 37, line 9 by striking the period "." after the word "Instruction" and inserting the words, "and the local county superintendent of schools."

Amend July 1958 Supplement I. D. R., page 9, column 1, Standard 53, lines 5 to 11 inclusive, by striking the entire sentence following the word "times." and inserting in lieu thereof the sentences, "A copy of this record shall be supplied to the receiving school when a child transfers from one school or school system to another. It shall include the full name of the pupil, birth date, entry date, schools previously attended, name of each subject in which he has been enrolled, health data, records of standardized test scores, grades or marks, number of units earned and the date of withdrawal or promotion."

Amend July 1958 Supplement I. D. R., page 9, column 2, Standard 54, line 1, by striking the word "elementary".

Amend July 1958 Supplement I. D. R., page 9, column 2, Standard 58 and Standard 59 by striking both standards and inserting in lieu thereof the following standard appropriately numbered: "Centralized library materials shall be provided in each elementary-school system, even though at any given time the bulk of the collection of books and other types of learning materials is actually housed in classrooms. Items such as books; pictures; maps; charts; audio-visual equipment with appropriate slides, films, film-strips and sound recordings; and museum items shall be included as parts of said materials. The entire collection shall be catalogued and classified according to the Dewey decimal system and made accessible to teachers and pupils alike."

Amend July 1958 Supplement I. D. R., page 9, column 2, Standard 61, Standard 62; page 9, column 2, and page 10, column 1, Standard 63; and page 10, column 1, Standard 64; by striking all said standards and inserting in lieu thereof the following standard appropriately numbered: "Each elementary-school classroom shall be provided with a globe of a type acceptable to the Department of Public Instruction and each elementary-school classroom in grades three through eight shall be provided with: (a) a multi-volume junior encyclopedia with a copyright date not more than ten years old selected from a list approved by the Department of Public Instruction or made adequate central library provisions in each building subject to the approval of the Department of Public Instruction; (b) a standard adult-level dictionary; and (c) one dictionary suitable for elementary-school pupils for each pupil enrolled. Each elementary school shall have one adult encyclopedia with a copyright date not more than ten years old selected from a list approved by the Department of Public Instruction."

Amend July 1958 Supplement I. D. R., page 10, column 1, Standard 65, by striking said standard and inserting in lieu thereof the following standard appropriately numbered: "In addition to the basic readers, each elementary-school classroom shall be provided with readers or reading materials sufficient to sup-

plement the basic readers in the following ways: (a) to meet needs of average group; (b) to meet needs of accelerated readers; and (c) to meet needs of pupils with reading problems."

Amend July 1958 Supplement I. D. R., page 10, column 1, Standard 66, by striking said standard and inserting in lieu thereof the following standard appropriately numbered: "The pupils in each elementary-school classroom shall be provided with appropriate collateral reading materials supporting each unit or topic being studied as needed to supplement the basic textbooks used in each subject-matter area."

Amend July 1958 Supplement I. D. R., page 10, column 1, Standard 67, by striking said standard.

Amend July 1958 Supplement I. D. R., page 10, column 1, Standard 68, by striking said standard and inserting in lieu thereof the following standard appropriately numbered: "Each elementary school shall be provided with at least four general periodicals and at least three additional specialized periodicals appropriate for use by elementary-school pupils all to be selected from lists approved by the Department of Public Instruction."

Amend July 1958 Supplement I.D.R., page 10, column 1, Standard 70, line 4, by placing a period "." after the word "library" and by striking from lines 4 to 5 inclusive the words, "with a seating capacity for at least twenty-five pupils."

Amend July 1958 Supplement I.D.R., page

10, column 1, Standard 71, line 2, by striking the figures "850" and inserting in lieu thereof the figures "1750".

Amend July 1958 Supplement I.D.R., page 10, column 1, Standard 72, line 2, by striking the figures "10" and inserting in lieu thereof the figures "20".

Amend July 1958 Supplement I.D.R., page 10, column 1, Standard 74; page 10, column 2 Standard 75; Standard 76; and Standard 77; by striking said standards and inserting in lieu thereof the following standard appropriately numbered: "Each secondary-school classroom shall be supplied with at least one approved student dictionary; each secondary-school library containing the tenth grade or above shall be provided with at least one multi-volume, adult encyclopedia with a copyright date not more than ten years old; each separately organized secondary-school library including any grade from seven through twelve shall be provided with (a) at least one multi-volume, junior encyclopedia with a copyright date not more than ten years old; (b) at least one unabridged dictionary, and also student dictionaries in number sufficient to serve the number of pupils enrolled; and (c) at least one world atlas and one historical atlas.

"All of the above items shall be purchased from lists approved by the Department of Public Instruction."

Amend July 1958 Supplement I.D.R., page 10, column 2, Standard 78, by striking said standard.

PUBLIC SAFETY DEPARTMENT

SAFETY RESPONSIBILITY AND DRIVERS LICENSE DIVISION POINT SYSTEM RULES AND REGULATIONS

(Filed July 7, 1959)

Pursuant to authority vested in the Commissioner of Public Safety by Senate File 463 (Chapter 222), Acts of the 58th General Assembly, approved May 14, 1959, and effective July 4, 1959, the Commissioner of Public Safety hereby adopts the following rules and regulations.

The point system, hereinafter set forth, shall be used by the Department as a guide in determining when there is sufficient evidence to suspend the motor vehicle operating privileges of an operator or chauffeur. Upon the accumulation of ten points, the motor vehicle operating privileges of the operator or chauffeur shall be subject to suspension.

The point system shall in no manner be construed as intended to restrict the authority of the Commissioner to suspend, revoke, restrict, or otherwise affect the operating privileges of an operator or chauffeur.

POINT SYSTEM (Weighted Scale)

Conviction	Point Assessment
Reckless Driving (Section 321.283)	5
Speeding (Section 321.236, 321.285, 321.286, 321.287, 321.295, 321.377)	4

Failure to yield right of way (Section 321.319, 321.320, 321.321, 321.322, 321.324, 321.327, 321.353)	4
Failure to stop for stopped school bus (Section 321.372)	4
Failure to have control over vehicle (Section 321.288, 321.363, 321.364)	4
Improper passing (Section 321.299, 321.302, 321.303, 321.304)	4
Failure to obey a traffic-control device, signal or sign (Section 321.229, 321.236, 321.257, 321.258, 321.341, 321.342, 321.343, 321.344, 321.345)	4
Driving on wrong side of highway or street (Section 321.297, 321.298)	4
Leaving scene of property damage accident (Section 321.262, 321.263, 321.264, 321.265)	4
Improper turning (Section 321.311, 321.312, 321.314)	3
Failure to dim lights (Section 321.415)	3
Failure to give appropriate signal (Section 321.315, 321.316)	3
Following another vehicle too closely (Section 321.307, 321.308, 321.309, 321.367)	3
Improper changing lane of travel (Section 321.306)	2
Violation of any minimum speed law (Section 321.294)	2

Those sections referred to above are those that appear in Chapter 321, 1958 Code of Iowa, as amended.

All other convictions resulting from the violation of state traffic laws shall be assessed two points.

Violation of any city ordinance adopting the

provisions of the above statutes shall result in the same point assessment as violation of the statute upon which such ordinance was modeled.

These rules and regulations are effective July 6, 1959.

BOARD OF REGENTS BOARD OF PUBLIC INSTRUCTION

RULES AND REGULATIONS PERTAINING TO APPROVAL OF PUBLIC JUNIOR OR COMMUNITY COLLEGES

(Filed April 24, 1959)

Pursuant to authority contained in Section 286A.3, Code 1958, the State Board of Public Instruction and the State Board of Regents, acting jointly, hereby rescind all rules and regulations pertaining to approval of public junior colleges as adopted February 26, 1958, and appearing at pages 10 to 13 of the July 1958 Supplement to I. D. R., and hereby adopt the following approval standards for public junior or community colleges:

I. DEFINITIONS. For the purposes of these approval standards, the following definitions shall be used.

A. A Junior or Community College is a collegiate institution offering (1) not to exceed two years of work beyond the secondary school in college courses, (2) programs of two years or less of other post high school courses, or (3) courses not normally accepted towards a bachelor's degree.

A public junior or community college is a local tax supported institution under the jurisdiction of the local board of education, whose primary purpose is to provide for the educational needs of the community it serves. It must meet the needs of students who plan to continue their education in a senior college or the needs of those who wish to increase their knowledge or skills in special areas.

B. Accreditation is a process of granting approval to a collegiate institution which results in the acceptance of its credits by other collegiate institutions. It may carry with it other advantages such as the right to receive financial aid.

Regional accreditation in the midwest is by the North Central Association of Colleges and Secondary Schools. Junior colleges shall work toward meeting these regional standards and in a reasonable time be expected to apply for and gain accreditation by the North Central Association.

State accreditation in Iowa is provided through standards adopted jointly by the State Board of Public Instruction and State Board of Regents. State accreditation is required in order that credits for a junior college be accepted by the three Iowa public senior institutions of higher learning. It is also required if a junior college is to receive state financial aid.

C. Terms — Junior or Community College. For the purpose of these regulations, the words "junior" and "community" shall be considered the same.

II. ADMINISTRATION

A. Superintendent

The superintendent of schools in the local district shall be the chief administrative officer of the junior college. He shall delegate to the dean all necessary administrative and supervisory responsibilities to insure an efficient college operation.

B. Dean

1. The dean shall be responsible for the operation of the college:

- a. Its educational program.
- b. Its faculty and student personnel programs.
- c. The use of facilities assigned to it. (If operated in the same building as a high school this responsibility shall be coordinate with that of the principal of the high school.)
- d. The dean may not serve as Principal of a high school.

2. In colleges enrolling 200 or more students carrying 12 semester hours or more in average daily enrollment, the dean shall devote full-time to junior college administrative and supervisory duties. If the college has additional administrative officers having time set aside for administrative duties, the dean shall not devote more than 40% of his time to teaching or guidance.

3. In colleges enrolling less than 200 full-time students carrying 12 semester hours or more in average daily enrollments, the dean shall devote at least 50% of his time to administrative duties.

C. Financial Records and Reports. The public junior college shall, as a condition for eligibility for state aid, maintain accurate financial records and make reports in the form prescribed by the State Department of Public Instruction. Such records must show all costs of operation and reasonable share of costs for shared facilities or personnel. It shall neither bear the financial burden of other school units nor have its costs borne by other units.

D. Enrollment. A junior college shall be considered to have an adequate minimum enrollment to receive state aid if it satisfies the following criteria:

1. It is able to provide adequate classes of reasonable economic size as needed by the students of the district.
2. It meets the needs of the students of the local area in terms of available curricula as evidenced by periodic surveys.
3. It shows over the preceding five (5) years by its enrollment that it has stability.

E. Academic Records and Transcripts. The junior college shall maintain an adequate personnel record for each student which shall show clearly a summary of the secondary school record and the college work for each session attended. The junior college shall retain the original college transcripts for students who transfer from another college. The junior college shall issue official transcripts which may be photo copies of the permanent record and which shall contain the signature of the Dean or the Registrar and the imprint of the college seal. The transcript or the accompanying sheet of information shall provide as a minimum the items enumerated in the publication "An Adequate Transcript Guide" issued by the American Association of Collegiate Registrars and Admissions Officers.

F. Catalog and Announcements. The catalog of the junior college shall be the official publication of the college. The catalog shall present factual information on courses offered, available curricula, staff data, college rules and regulations, cost information, philosophy and objectives of the institution and other information of a general nature. A catalog shall be published at least every other year. In general, material of an advertising or publicity nature shall be published separately from the catalog.

G. Admission Requirements. The standard minimum requirements for admission to a junior college shall be graduation from an approved high school, or its equivalent. The junior college shall have the right to either establish admission requirements that are higher than this basic policy or to waive the basic admission requirements for students who will be taking only courses not leading to a baccalaureate degree. The method of determining the equivalence of a high school diploma shall be consistent with the practices followed by the three State institutions for higher education in Iowa.

H. High School Students in Junior College Classes. If the standard college course work offered by a junior college is of college level, most high school students will not be qualified for college level courses until after high school graduation. The faculty of a junior college may establish, however, standards under which high school seniors of special ability may take college course work for credit if the student has been registered for sufficient high school units to complete the requirements for graduation. The standards established by the faculty shall be filed with and approved by the Department of Public Instruction.

I. Academic Year and Length of Periods. The academic year of a junior college shall provide for a minimum of 34 weeks of instruction. Each recitation or lecture section shall be at least 50 minutes in length.

J. Extra Sessions Restricted. As a general principle, Iowa public junior colleges shall not hold summer schools or offer classes meeting only on Saturdays. If under special conditions a departure from this principle seems justified, special permission must be secured from the State Department of Public Instruction. If permission is granted, the same standards shall be used as for regular classes and in the

case of Saturday classes they will be counted as a part of the instructor's regular weekly load.

Evening classes are a standard part of a junior college program and must be counted as a part of an instructor's load if he also teaches regular daytime classes. Normally regular day college students will not take evening classes.

K. Credit Towards a Degree. Not more than one-half of the collegiate requirements for a baccalaureate degree from a state institution for higher learning may be satisfied by credit earned in a junior college.

L. Graduation Requirements. A minimum of sixty (60) semester hours of junior college credit exclusive of required courses in physical education and military science shall be required for graduation from a junior college. The diploma granted for completion of a junior college curriculum may be called an Associate in Arts, an Associate in Science, or an Associate degree of another designation. Documents of a lesser status may also be awarded for graduation.

No student shall be certified for graduation from a junior college who has not earned an over-all grade point ratio of 1.80 or above. Grade points shall be awarded as follows: A-4, B-3, C-2, D-1, F-O.

M. High School Accreditation. A public junior college shall not be eligible to be approved unless the high school or high schools operated by the same district are accredited by the North Central Association.

III. FACULTY. Junior college instructors must hold certificates issued by the Board of Public Instruction which are valid for teaching in grades thirteen and fourteen.

Junior college instructors shall either have had collegiate preparation in junior college philosophy and teaching methods, and in counseling and guidance at the college level; or shall secure such preparation through participation in an approved in-service program.

A. Fields of Instruction except those appearing under B. and C. below. The instructor shall hold a master's degree from a recognized graduate school with a graduate major in his principal field of instruction and at least 15 semester hours of graduate credit in any other field taught.

B. Special Fields

1. **ART.** The instructor in art shall hold a master's degree with a major in art from a recognized graduate school; or, in lieu thereof, a certificate endorsed specifically for the teaching of art.

2. **LIBRARIAN.** A person serving as librarian for half-time or less shall have completed 20 semester hours of preparation in library science; or, in lieu thereof, said person shall hold a certificate endorsed for service as a school librarian; a person serving as librarian for more than half-time shall have completed 15 hours of graduate credit in library science, and said person shall hold a certificate endorsed for service as a school librarian.

3. **MUSIC.** The instructor in music shall hold a master's degree with a major in

music from a recognized graduate school; or, in lieu thereof, a certificate endorsed specifically for the teaching of music.

4. The instructor in physical education shall hold a master's degree with a major in physical education from a recognized graduate school; or, in lieu thereof, a certificate endorsed specifically for the teaching of physical education.

C. Other Fields

1. **ACCOUNTING.** The instructor in accounting shall hold a master's degree from a recognized graduate school with 15 semester hours of credit in accounting of which at least 3 semester hours shall be graduate credit.

2. **COURSES NOT USUALLY INCLUDED IN PROGRAMS LEADING TO THE BACHELOR'S DEGREE.** The instructor in any course which is not usually included in programs leading to the bachelor's degree in accredited colleges and universities shall have had appropriate preparation or competence for each such course taught as determined by the official in the Department of Public Instruction who supervises junior colleges.

3. **ENGINEERING DRAWING.** The instructor in engineering drawing shall hold a bachelor's degree from a recognized collegiate institution with at least 8 semester hours of credit in engineering drawing of the type required in a basic curriculum in engineering.

4. **SHORTHAND AND TYPEWRITING.** The instructor in shorthand and typewriting shall hold a master's degree from a recognized graduate school with either a graduate or an undergraduate major in the field of business or commerce, and with not less than 5 semester hours of graduate or undergraduate credit in each of these subjects.

D. Instructor Load. The load of an instructor in a junior college shall not exceed sixteen (16) semester credit hours. All junior college administrators shall use the following uniform method of computing the teaching load:

1. Junior college non-laboratory courses shall carry the same number of semester credit hours as are given in the course.

2. Junior college laboratory classes, extra-curricular supervision, and administrative duties shall be weighted .70 per clock hour.

3. High school classes shall be weighted .70 per class period.

4. High school extracurricular supervision and administrative duties shall be weighted .50 per clock hour.

5. Adult education teaching assignments shall constitute a part of the 26 semester hour load and shall be weighted at .70 per clock hour of instruction except when carrying semester hours of college credit in which case items 1 and 2 will apply.

E. Faculty Organization and Meetings. The faculty shall be regularly organized and meet regularly for the purpose of study and development of the curriculum, improvement of instruction, development of general policy and such other matters as are appropriate to a college faculty. It is essential that the organized faculty have definite responsibility in the operation of the college.

IV. CURRICULUM. A junior college shall provide college courses in English, mathematics, the physical or natural sciences, the social sciences, and the humanities. Foreign language, business and other college courses may be offered in accordance with local needs where the community is able to supply the necessary equipment and qualified teacher or teachers.

On the basis of determined community or area needs, junior colleges may offer courses which are basically technological, service, and/or vocational in nature. These courses may differ in content, purpose, and length from college courses. Differences that do exist shall be noted in the official publications of the junior college. Junior colleges making such offerings shall comply with the requirements for each course in terms of teacher competency and instructional materials which the appropriate state supervising agency of the junior colleges shall establish from time to time.

V. STANDARDS OF WORK AND STUDENT-LOAD. Each course which is offered for college credit in a junior college shall be taught at a standard consistent with the quantity and quality of similar courses offered in accredited senior colleges.

A normal full-time student-load shall be 16 semester hours. Extra work may be taken by superior students with faculty approval but under no circumstances shall any student be permitted to register for more than 20 semester hours of work.

VI. LIBRARY. In evaluating a junior college library, for purposes of approval hereunder, consideration shall be given to the following specific recommendations:

A. Organization and Administration. The library shall be adequately housed and professionally administered with books well distributed. An appropriate reading room, separate from the high school library if possible, should be open to all students throughout the day. Adequate seating space (recommended to seat 20% of the student body) shall be provided.

B. Adequacy of Materials. The library shall contain adequate basic general reference books, and appropriate current periodicals in sufficient variety for each department in which instruction is given.

C. Annual Appropriation. In each junior college there shall be an annual appropriation for the purchase of new books, exclusive of government documents and periodicals, of not less than \$1,000 or \$10 per student, whichever is greater.

D. Cataloging. Books must be properly cataloged.

E. Coordination with Other Library Facilities. In no case shall the junior college depend upon the city library for any large share of materials or facilities unless it is close enough for students to use it for study during the school day and unless the junior college has adequate control over the books purchased and their use.

F. Use by Students and Staff. Both students and staff members shall have free access to all library facilities.

VII. EQUIPMENT, LABORATORIES AND SUPPLIES. The junior college shall provide adequate equipment, laboratories and supplies in relation to the courses offered. Annual budgetary provision shall be adequate to keep instructional material, equipment and facilities up-to-date.

VIII. PHYSICAL PLANT. The location, buildings, and equipment of a junior college shall be well maintained and in good repair. They shall be clean, orderly and in good hygienic condition. A consistent plan of systematic maintenance shall be in evidence.

The Physical Plant shall be adequate in size and properly equipped for the program offered by the college. If space is shared with a high school, there shall be sufficient separation of rooms assigned to permit the development of a college atmosphere. Office space for the junior college shall be separate from the high school office.

IX. STUDENT PERSONNEL.

A. Extra-Curricular Activities. The junior

college shall provide sufficient extra-curricular activities to afford its students with an opportunity for the development of leadership and initiative. All extra-curricular activities of the college must be under the direct supervision of qualified members of the junior college faculty.

B. Counseling and Guidance. A junior college shall provide guidance services which serve all students enrolled and which utilize the aid of staff members, school facilities and community agencies. These services should include curriculum planning, student counseling, standardized testing, collection of student personal data, job placement and follow-up studies.

The guidance services shall be directed by a staff member specially prepared and qualified. Allotments shall be made of time, space and funds which are adequate for a comprehensive guidance program for the college.

BOARD OF REGENTS

(Filed January 28, 1959)

The amendment to Rules and Regulations of the State Board of Regents adopted at a meeting of the State Board of Regents held November 13, 14, 15, 1958, and filed with the Secretary of State December 16, 1958, relating to Admission Requirements at certain State Institutions of higher learning shall become effective on September 1, 1959, rather than June 1, 1959.

(Filed May 26, 1959)

Pursuant to the authority contained in Section 262.9 (3) Code of Iowa 1958, Rules and Regulations of the State Board of Regents, under the title "Admission Requirements of the State University of Iowa, Iowa State College of Agriculture and Mechanic Arts, and Iowa State Teachers College" as adopted by

the State Board of Regents November 13, 1958, and filed December 17, 1958, and appearing on page 9 of the January 1959 supplement to Iowa Departmental Rules, are hereby amended as follows:

On page 9, column one, under II. A, title 1 by striking the word "Commerce" and inserting in lieu thereof the words "Business Administration"; the next line by striking the word "Commerce" and inserting in lieu thereof the words "Business Administration";

Column two, lettered paragraph "d", last line by striking the word "Commerce" and inserting in lieu thereof the words "Business Administration";

The next unlettered paragraph, last line, by striking the word "Commerce" and inserting in lieu thereof the words "Business Administration".

DEPARTMENT OF SOCIAL WELFARE

A RULE RELATING TO REFUNDS TO A RECIPIENT OF OLD AGE ASSISTANCE FOLLOWING LIQUIDATION OF PERSONAL PROPERTY ASSIGNED TO THE DEPARTMENT

(Filed February 17, 1959)

The rules appearing in 1958, I. D. R., at page 390 thereof are hereby amended by adding under 249.9 in the second column, in the second paragraph, under the subheading "Liquidation of Personal Property Assigned to the State Department of Social Welfare — Notes, Bonds, Interest in Estates and Other Assigned Securities", the following as (2) and revise the numbering of (2) to (3) and (3) to (4):

"(2) refund to the recipient an amount sufficient to cover the cost of repairs on the homestead, on receipt of a recommendation from the County Department setting forth the verified expenditures required;"

A RULE RELATING TO THE USE OF FEDERAL FUNDS IN THE PAYMENT OF FOSTER CARE

(Filed April 22, 1959)

The rules appearing in 1958, I. D. R., at page 411 thereof are hereby amended by adding at the end of that page the following:

"Use of Federal Funds in the Payment of Foster Care."

"Foster care payment is defined as foster care service for which payment may be made by the Department from federal funds.

"The reimbursement from federal funds for foster care payment is available to a county department of social welfare for a child or youth under the age of 21 receiving services and residing in an approved foster family home under public or private agency supervision, or for a child who is living in an ap-

proved care facility under voluntary or public support (excluding state institutions); and is in need of financial support because one or more of the following conditions has deprived him of parental support:

1. The death, physical or mental incapacity, or continued absence from the home of one or both parents.
2. The abandonment of the child by his parent, guardian or custodian.
3. The neglect or refusal to provide proper subsistence, education, medical or surgical care, or other necessary care for the child's health, morals or well-being, providing a juvenile court has assumed temporary responsibility.
4. Foster care service has been voluntarily requested by his parent, guardian, or custodian but without the ability of the person responsible for him to pay all or a portion of the cost of foster care.

"An approved foster family home or an approved child care facility is one which holds either a 'Certificate of License' or a 'Certificate of Approval' issued by the State Board of Social Welfare.

"Each county department of social welfare is responsible for making available service and payment for all types of foster care when needed. Foster care services are a basic part of the county child welfare program.

"County departments are responsible for paying their share of the cost of foster care for children having settlement within their borders, in accordance with the provisions of Chapter 252, Code of Iowa. When a child's settlement cannot be determined or when he has no settlement in this state, the county department giving service would be reimbursed from federal funds for the full cost of such care.

"Reimbursement to county departments will be made from federal funds on a ratio determined by the relationship between the amount of federal funds budgeted by the State Board of Social Welfare, less the funds used for children or youth without legal settlement in an Iowa county, and the total cost submitted by all counties active in the program for a given month.

"The plan made for foster care for a child shall be approved by an authorized representative of the county board of social welfare and shall be subject to review and acceptance by the State Department of Social Welfare.

"Reimbursement from federal funds shall be made for the following costs of foster care:

1. For basic foster care in a foster family home under public or private agency supervision and for such care in an agency or in an institution.
2. An allowance beyond the basic rate for special care may be made within the limits established by the State Board.
3. Clothing as needed and approved by the county department.
4. Medical care and drugs as needed and approved by the county department.
5. Transportation as approved for special purposes by the county department.

"As far as practicable, the child's parents shall carry as much of the cost of foster care as they are financially able to bear without jeopardizing their personal and family security.

"Reports shall be received by county departments at not less than six-month intervals from all private agencies or other public facilities providing foster care services, indicating the progress of the child or youth in such care.

"County departments shall maintain the necessary financial records as developed by the State Department in its procedures covering its activities in relation to foster care payment. Such records shall be made available for audit and shall be subject to review by the employees of the State Department.

"County departments shall certify each month the expenditures that have been made from county funds as foster care payments on the forms provided by the State Department."

A RULE RELATING TO MEDICAL AND REMEDIAL CARE IN THE OLD AGE ASSISTANCE PROGRAM

(Filed April 22, 1959)

The rule appearing in the January 1959 Supplement, I. D. R., at page 15, column 1 thereof, is hereby amended by striking therefrom, under 249.7 (b) the first paragraph, and inserting in lieu thereof:

"Medical care is defined as medical or remedial services for which payment may be made by the Department and includes care in the home, office or clinic, provided or prescribed by medical doctors, osteopaths, chiropractors and chiropodists licensed to practice in the State of Iowa, or by members of such professions in other states, provided such practitioners are duly licensed in that state. Such services shall include prescribed drugs, medications, laboratory, diagnostic and therapeutic services; and such other services and supplies as may be authorized by practitioners within the scope of their practice and the limitations of the program."

A RULE RELATING TO MEDICAL AND REMEDIAL CARE IN THE AID TO DEPENDENT CHILDREN PROGRAM

(Filed May 15, 1959)

The rules appearing in the January 1959 Supplement, I. D. R., at page 16, column 1 thereof, is hereby amended by striking therefrom, under 239.5 (b) the first paragraph and inserting in lieu thereof:

"Medical care is defined as medical or remedial services for which payment may be made by the Department and includes care in the home, office or clinic, provided or prescribed by medical doctors, osteopaths, chiropractors and chiropodists licensed to practice in the State of Iowa, or by members of such professions in other states, provided such practitioners are duly licensed in that state. Such services shall include prescribed drugs, medications, laboratory, diagnostic and therapeutic services; and such other services and supplies as may be authorized by practitioners within the scope of their practice and the limitations of the program."

A RULE RELATING TO FUNERAL EXPENSE
IN THE AID TO THE BLIND PROGRAM

(Filed June 9, 1959)

The rules appearing in 1958, I. D. R., at page 394 thereof are hereby amended under 241.17 Funeral Expense, by striking \$150 and entering \$175 and striking \$300 and entering \$350, wherever these figures appear in (a), (b), (c) and (d).

A RULE RELATING TO
RELIEF FOR INDIANS RESIDING ON
A RESERVATION IN THE STATE OF IOWA

(Filed June 29, 1959)

The rules appearing in 1958, I. D. R., at page 397 thereof are hereby amended by adding at the end of column one, the following:

252.43 Relief for Indians. The Director of Social Welfare in Tama County has been designated, by the State Department of Social Welfare, to administer relief to needy Indians residing on the reservation.

a. General Relief. General Relief is a monthly money payment made to an eligible Indian residing on the Tama Reservation.

Eligibility Requirements.

1. Determining Amount of Assistance — See (a) and (b), Section 239.5 (aid to dependent children).

2. Residence. Only Indians residing on the reservation are eligible for relief under this program.

3. Age. There are no age limitations. However, no person shall receive General Relief, who is eligible for Soldiers Relief or assistance under one of the categorical programs.

4. Resources and Income. See (c), (d), (e), (f), (g) and (h), Section 241.3 (aid to the blind).

5. Support from Relatives. Responsible relatives shall be interviewed at the time of application and review. Any contribution made by the relative shall be taken into consideration in determining the amount of the grant.

Applications. See (a), (b), (c), (d), (e), (f), (g), Section 249.11 (old age assistance).

Investigations. See (a), Section 249.4 (old age assistance).

Payment. The certification of the County Department is submitted to the State Department. It provides authorization to the Department to order the State Comptroller to write a warrant, in favor of the recipient, in the amount specified. All warrants will be mailed by the Department of Social Welfare to the recipient or his legally appointed guardian.

Review. A review of cases shall be made at least every six months.

Funeral Expenses. See (a), (b), (c) and (d), Section 241.17 (aid to the blind).

b. Emergency Relief. Emergency Relief provides for the State Department of Social Welfare, upon authorization of the County Director of Social Welfare, to order the State Comptroller to write warrants, in favor of an Indian residing on the reservation, for services or supplies provided in an emergency. Such orders shall be written by the County Director of Social Welfare when the individual or family:

1. Has need for relief for a period which is unlikely to extend beyond thirty days.

2. Has need for relief pending approval and receipt of the first General Relief warrant issued by the State Department.

3. Has need for an item for which no provision is made in the General Relief and Public Assistance Programs and approval is given by the County Department and the item is approved by the Field Representative.

4. Has applied for public assistance (OAA, AB, AD, ADC) and is in need, pending receipt of the first public assistance warrant.

Eligibility Requirements.

1. Residence. Same as for General Relief.

2. Age. There are no age limitations.

3. Resources and Income. Same as for General Relief.

Applications. Same as for General Relief.

Payment. Payment shall be made directly to the vendor by the State Department of Social Welfare for goods or services provided.

Funeral Expenses. Same as for General Relief.