

**REPORT OF THE SERVICE COMMITTEE
TO THE LEGISLATIVE COUNCIL**

May 11, 1994

The Service Committee of the Legislative Council met on May 11, 1994. The meeting was called to order by Speaker Harold Van Maanen, Chairperson, at 10:30 a.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau.
2. The Service Committee received and filed a personnel report from the Legislative Service Bureau and recommends that Ms. Gerry Rydell be promoted from Publications Assistant (Grade 21, step 4) to Editorial Assistant 1 (Grade 24, step 3), retroactive to April 8, 1994.
3. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman and was notified that Mr. Duncan Fowler has been employed as Deputy Citizens' Aide/Ombudsman at the entry level. He is scheduled to assume the position on or before June 10, 1994.
4. The Service Committee recommends that the proposed changes to the Personnel Guidelines of the Central Legislative Staff Agencies be approved by the Legislative Council. The changes relate to:
 - a. Hours of leave in a calendar year.
 - b. Date for filing personal financial disclosure forms.

Respectfully submitted,

SPEAKER HAROLD VAN MAANEN
Chairperson

GENERAL ASSEMBLY OF IOWA



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May 9, 1994

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER

RE: PERSONNEL GUIDELINES CHANGES

The following changes are proposed to the Personnel Guidelines for the Central Legislative Staff Agencies:

1. Part VI (Compensation - Leave), paragraph D (Vacation Leave Sharing), subparagraph 2, is amended to read as follows:

2. An employee receiving vacation leave under this paragraph shall not receive more than 2080 hours of transferred vacation leave per calendar year under this paragraph.

2. Part XIX (Personal Financial Disclosure), paragraph D, is amended to read as follows:

D. Personal financial statements required under this section shall be filed annually, on or before February 15 for the most recently completed calendar year, with the Service Committee of the Legislative Council and shall be on file in the Legislative Service Bureau.