

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

June 13, 1991

The Service Committee of the Legislative Council met on June 13, 1991. The meeting was called to order by Senator Joseph Welsh, Chairperson, at 9:30 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 recommends that, given the current status of state employee salaries as a result of legislative and gubernatorial actions and the pending lawsuit relating to payment of salaries of state employees, the Legislative Council adopt a policy for payment of salaries of legislative employees which provides that persons whose salary and employment review date occurs before July 1, 1991, be eligible to receive any applicable merit increases and persons whose salary and employment review date occurs on or after that date not receive the merit increases for which they are eligible. However, the Service Committee also recommends that the Legislative Council include in the policy a provision to permit retroactive payment of applicable merit salary increases to eligible employees whose salary and employment review date occurs after July 1, if, as a result of court proceedings, there is a reversal of the gubernatorial veto of the applicable items in the salary bill.
2. The Service Committee received and filed an annual personnel report and a June personnel report from the Legislative Service Bureau. The Service Committee recommends that the Legislative Council approve the reclassification of Ms. Marva Cross from Legislative Text Processor I, grade 19, step 4, to Legislative Text Processor II, at grade 22, step 3, effective June 20, 1991. Ms. Cross has been employed by the Legislative Service Bureau since September 1988 and both meets and exceeds the requirements for the Legislative Text Processor II position.
3. The Service Committee received notification that an application for long term disability benefits is in the process of being filed for Ms. Kathaleen Miklus, who is the current Executive Administrator of the Bill Processing Unit of the Support Services Division of the Legislative Service Bureau and of the intent to request permission to appoint the current Senior Bill Clerk as the Acting Executive Administrator of the Unit at the

Administrator's salary grade, should Ms. Miklus' application for long term disability benefits be approved.

4. The Service Committee received and filed an annual personnel report and a June personnel report from the Legislative Fiscal Bureau.
5. The Service Committee received and filed an annual personnel report and a June personnel report from the Computer Support Bureau.
6. The Service Committee received and filed an annual personnel report and a June personnel report from the Office of Citizen's Aide/Ombudsman. The Service Committee recommends that the Legislative Council approve the reclassifications of Ms. Connie Bencke and Ms. Wendy Sheetz from Assistant I, at grade 27, step 2, to Assistant II, grade 30, step 1, effective for the pay period beginning June 21, 1991. Both Ms. Bencke and Ms. Sheetz have successfully completed their probationary employment periods and have assumed multiple institutional assignments.
7. The Service Committee also received notice of intent to recommend Ms. Judi Stageberg, Assistant I in the Office of Citizens' Aide/Ombudsman, for a reclassification from Assistant I, at grade 27, step 1, to Assistant II, at grade 30, step 1, pending successful completion of her probational employment period on July 5, 1991. Ms. Stageberg will be assuming, in addition to her current duties, institutional assignment responsibilities
8. The Service Committee received and filed an administrative report from the Office of Citizens' Aide/Ombudsman relating to the building air flow and ventilation difficulties that the Office has been experiencing. He notified the Service Committee that he will expend \$6,000 of the projected reversion of funds from the Office of Citizens' Aide/Ombudsman to cover the Office of Citizens' Aide/Ombudsman portion of the cost of a proposed ventilation system remodeling project.
9. The Service Committee requested that the directors of the Central Legislative Staff Agencies provide appropriate prior written notice of any future item which will require a vote of the Committee before final action can be taken on the item by an Agency Director.
10. The Service Committee received, filed, and recommends that the Legislative Council adopt an Amendment to the Personnel Guidelines for the Central Legislative Staff Agencies, adopted in November, 1989, relating to compensation for overtime hours accrued by Library employees. A copy of the proposed amendment is attached to this report and is consistent with federal guidelines for payment or use of compensatory time for overtime hours accrued by Library employees.
11. Upon the request of the Citizens' Aide/Ombudsman, a subcommittee of the Service Committee, consisting of Representative Chapman, Chairperson; Representative Connors; and Senator Rife was appointed to

review the status of the classification of certain positions within the Central Legislative Staff Agencies, in light of the disparate pay scales of those employees in comparison to employees of the Executive Branch.

12. The Service Committee received, filed, and recommends that the Legislative Council adopt the proposal contained in the outline presented to the Service Committee. The proposal relates to upgrade of the legislative computer system mainframe as discussed briefly at the last meeting of the Service Committee. A copy of the outline of the proposal is included in the packet.

Respectfully submitted,

SENATOR JOSEPH J. WELSH  
Chairperson

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