

REPORT OF THE SERVICE COMMITTEE

(As Corrected)

September 20, 1989

The Service Committee of the Legislative Council met on August 28, 1989, and September 20, 1989. The morning session of the August 28, 1989, meeting was called to order by Representative John Connors, Chairman, at 9:59 a.m., in Room 24 of the State House, Des Moines, Iowa, and recessed at 12:10 p.m. The afternoon session of the August 28, 1989, meeting convened at 1:10 p.m. in Room 321 of the State House, Des Moines, Iowa, and adjourned at 5:45 p.m.

The September 20, 1989, meeting of the Service Committee of the Legislative Council was called to order by Representative John Connors, Chairman, at 11:00 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 held a hearing on August 28, 1989, from 9:59 a.m. to 12:10 p.m. on a grievance against the Office of Citizens' Aide/Ombudsman filed by Mr. James Peterson. At the conclusion of his presentation, the grievance was withdrawn.

2. The Service Committee recommends that Ms. Diane Bolender, Acting Director of the Legislative Service Bureau, be hired as the Director of the Legislative Service Bureau at an annualized salary of \$58,604.

3. The Service Committee recommends that the Personnel Guidelines of the Central Staff Agencies, adopted on June 21, 1989, be amended by striking the interim language relating to Parental and Family Leave and by substituting the attached Parental and Family Leave Policy.

4. The Service Committee deferred action on a proposal to add to the Personnel Guidelines of the Central Staff Agencies a provision relating to Transfer of Vacation Leave.

5. The Service Committee recommends that the Personnel Guidelines of the Central Staff Agencies, adopted on June 21, 1989, be amended by adding the attached provisions relating to Family Death Leave.

6. The Service Committee received and filed the personnel reports of the Legislative Service Bureau, Legislative Fiscal Bureau, and Computer Support Bureau.

7. The Service Committee received and filed the proposed budgets of the Central Staff Agencies for the fiscal year 1990-1991.

8. The Service Committee requested that the Legislative Service Bureau, in cooperation with representatives from other legislative staff, develop a proposed application form for consideration by the Service Committee.

9. The Service Committee recommends a sixty-day trial installation of the Unisys VIPS voice messaging system, with payment of \$83,272 for purchase of the system at the end of the sixty-day trial period if the system is not rejected.

10. The Service Committee recommends purchase of Teksouth data switch equipment by the Computer Support Bureau for a total of \$25,935 to facilitate data transfer and printer routing for personal computers and laser printers on the legislative computer system. Not included in the contract price, but required for installation is an additional \$3,100, reflecting a \$50 wiring charge per connected device charged by the Department of General Services to each individual agency.

11. The Service Committee received a report from the Computer Subcommittee that it will continue to evaluate software packages, monitor the availability of STEP boards and modems for legislators, and further review the Masterfile and Masterlink data file and data transfer software.

12. The Service Committee requested that the Legislative Service Bureau investigate the copyright laws as they relate to the legality of duplication of tape recordings of sessions at meetings of the National Conference of State Legislatures and investigate the cost of purchasing a high speed tape duplicating machine for duplicating those tapes.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS
Chairman

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lw/dg/20

REDRAFT OF PARENTAL AND FAMILY LEAVE POLICY
FOR THE CENTRAL LEGISLATIVE STAFF AGENCIES

September 18, 1989*

*[Please note that this draft contains only the following three changes from the draft of September 11, 1989 which was mailed to Service Committee members:

1. A change from six weeks to eight weeks is suggested in subparagraph (2) as the time limit for the start of parental leave. This would accomodate a parent who might wish to start a period of parental leave during the two-week period following the normal six-week pregnancy disability period after birth.
2. The duration of family leave in subparagraph (3) is changed from a period of four weeks to 160 hours to clarify that more than one period of family leave may be granted per year if the total family leave does not exceed 160 hours.
3. The right of return in subparagraph (5) is changed to guarantee a job at the same position classification rather than guaranteeing the same position if possible. Redundant and conflicting language is deleted.]

Insert on page 10, after paragraph c entitled "Rights of Return" and delete subsections 4 and 5 on pages 10 and 11:

d. Parental and Family Leave.

(1) Eligibility and Request for Leave. All permanent, full-time employees are eligible for parental and family leave benefits regardless of their length of service at the Legislature. A request for parental or family leave shall be made in writing by the employee reasonably in advance of the beginning of the leave, unless a planned leave is precluded by an unforeseen circumstance. The request for leave shall state the purpose of the leave, the expected duration of absence, and the intention of the employee to return to work following completion of the leave. An employee's supervisor may agree to an arrangement for reduced working hours in lieu of granting parental or family leave.

(2) Parental Leave. An employee is entitled to parental leave, not to exceed three months in duration, upon the birth or placement for adoption of a child. Parental leave shall begin no later than six eight weeks following the birth or placement for adoption of a child. ~~The employee's supervisor may extend the parental leave in increments of one month, except that an employee shall not be granted a total period of parental leave which exceeds one year.~~

~~Alternative #1---The employee, at the employee's own option, may use accrued vacation, sick, compensatory, or holiday leave or leave~~

~~without-pay-during-the-period-of-parental-leave-~~

~~Alternative-#2--~~The employee may use accrued vacation, sick, compensatory, or holiday leave or leave without pay during the period of parental leave. However, an employee on parental leave shall be required to use accrued leave before being granted a leave without pay, except that an employee is entitled to retain ~~a-minimum-of~~ forty hours of vacation leave and forty hours of sick leave upon the taking of leave without pay as part of the employee's parental leave.

Parental leave includes the period of time that a pregnant employee is absent from work due to physical disability related to pregnancy and childbirth. This period of physical disability is presumed to be two weeks before the birth of the child and six weeks following the birth of the child but may be extended before or after that period of time by a physician's statement of disability.

(3) Family Leave. An employee's supervisor may grant to the employee ~~a-period-of~~ family leave, not to exceed ~~four-weeks-in-duration~~ one hundred sixty hours per year, to care for a family member who is seriously ill, ~~or upon the death of a family member, or to provide child care for the employee's children, stepchildren, or children living in the household.~~ Family leave is in addition to the forty hours per year of accrued sick leave provided for the temporary care of immediate family members, for child care, or for bereavement leave. See Chapter 6(C)(1)(b)(3) of these guidelines.

~~Alternative-#1--~~ The employee, at the employee's own option, may use accrued vacation, sick, compensatory, or holiday leave or leave without pay during the period of family leave.

~~Alternative-#2---The-employee-may-use-accrued-vacation, sick, compensatory, or holiday leave or leave without pay during the period of family leave.--However, an employee on family leave shall be required to use accrued leave before being granted a leave without pay, except that an employee is entitled to retain a minimum of forty hours of vacation leave and forty hours of sick leave upon the taking of leave without pay as part of the employee's family leave.~~

For the purposes of family leave, "family member" means the employee's spouse, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first-cousins, corresponding relatives of the employee's spouse, and other persons who are members of the employee's household, and other persons for whom the employee is the primary caretaker.

(4) Seniority and Benefits During Leave. During any period of

authorized parental or family leave, seniority and leave continue to accrue, state benefits continue in force, and the employer's share of state benefit premiums or payments continue to be paid by the employer. However, during periods of leave without pay, the provisions of Chapter 6(C)(2)(a)(2)* apply with regard to the accrual of seniority and leave and the payment of the employer's share of insurance benefits.

(5) Right of Return. Following any period of authorized parental or family leave, the employee is guaranteed a job at the same position classification, if possible, at at least the same grade and step. ~~Otherwise a similar position at at least the same grade and step is guaranteed and the employee retains the right to return to the employee's former position if it subsequently becomes available.~~ Chapter 6(C)(3)(c) of these guidelines, entitled "Rights of Return," does not apply to parental and family leave.

~~*Chapter 6(C)(2)(a)(2) reads as follows:--(2)--For leave without pay of thirty days or less, the state's share of insurance benefits shall continue and the employee shall accrue seniority as if the employee had not taken the leave.--The employee shall not accrue vacation or sick leave.~~

~~NOTE:--The Personnel Department should be consulted to clear these provisions with the state benefit contracts.~~

rj/1291c

PROPOSED FAMILY DEATH LEAVE POLICY
FOR CENTRAL LEGISLATIVE STAFF AGENCIES

September 20, 1989

Add the following new lettered paragraph "j" to Chapter 6, Paragraph C of the Personnel Guidelines for the Central Legislative Staff Agencies, and reletter the subsequent lettered paragraph:

j. Family Death Leave

In the event of the death of an employee's immediate family member, the employee is entitled to five working days' leave of absence, per occurrence, with pay. In the event of the death of an employee's family member, other than the death of an immediate family member, the employee is entitled to three working days' leave of absence, per occurrence, with pay.

Family death leave is in addition to other leaves available to an employee. An employee is not required to exhaust other leaves available to the employee before taking family death leave.

For purposes of this lettered paragraph, "employee's immediate family member" means an employee's spouse, child, or parent, and "employee's family member" means a family member as defined in Chapter 6(C)(3)(d)(3).

RJ/LW/1297c