

FILED FEB 04 1991

SENATE FILE 104
BY COMMITTEE ON STATE GOVERNMENT

(SUCCESSOR TO SSB 8)

Passed Senate, Date 2/7/91 (P. 255) Passed House, Date 4/15/91 (P. 1240)
Vote: Ayes 47 Nays 0 Vote: Ayes 90 Nays 1
Approved April 23, 1991

A BILL FOR

1 An Act relating to certain administrative functions of the
2 department of personnel.
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

SENATE FILE 104

S-3015

1 Amend Senate File 104 as follows:
2 1. Page 1, by striking line 13 and inserting the
3 following: "program. Administrative expenses shall
4 not exceed five percent of the contributions pledged
5 the previous year. All fees, grants, or specific
6 appropriations for".

By WILLIAM W. DIELEMAN

S-3015 FILED FEBRUARY 6, 1991

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1 Section 1. Section 19A.1, subsection 2, paragraph f, Code
2 1991, is amended to read as follows:

3 f. Personnel records and administration, including the
4 ~~preaudit~~ audit of all personnel-related documents.

5 Sec. 2. NEW SECTION. 19A.12A COMBINED CHARITABLE
6 CAMPAIGN PROGRAM, FEES, REVOLVING FUND.

7 1. The department shall establish and administer a
8 combined charitable campaign program for state employees.

x 9 2. A combined charitable campaign revolving fund is
10 created in the state treasury. The moneys credited to the
11 fund shall be used for the purpose of paying actual and neces-
12 sary expenses incurred by the department in administering the
13 program. All fees, grants, or specific appropriations for
14 this purpose shall be credited to the fund. The fees for the
15 program shall be set by the director to cover only the cost of
16 administration and materials and shall not cover salaries of
17 state employees involved in the administration of the program.
18 The fees shall be paid to the department from the voluntary
19 employee contributions and the payment shall be credited to
20 the revolving fund. Notwithstanding section 8.33, any
21 unencumbered or unobligated balance in the fund shall not
22 revert.

23 EXPLANATION

24 The bill provides that the department of personnel is re-
25 sponsible for the management of state personnel records and
26 administration including the audit, rather than the preaudit,
27 of all personnel-related documents.

28 The bill also creates a combined charitable campaign pro-
29 gram and a revolving fund in the state treasury for the
30 purpose of paying actual and necessary expenses incurred by
31 the department in administering the combined charitable
32 campaign program for state employees, currently called the
33 "One Gift Campaign."
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SENATE FILE 104
FISCAL NOTE

A fiscal note for Senate File 104 is hereby submitted pursuant to Joint Rule 17. Data used in developing this fiscal note is available from the Legislative Fiscal Bureau to members of the Legislature upon request.

Senate File 104 provides that the department of personnel is responsible for the management of state personnel records and administration including the audit, rather than preaudit, of all personnel-related documents. The bill changes the responsibility of the department from preaudit to audit of personnel-related documents. The bill also creates a combined charitable campaign program and revolving fund in the state treasury for the purpose of paying actual and necessary expenses incurred by the department in administering the combined charitable campaign program for state employees, currently called the "One Gift Campaign."

Fiscal Effect

There is no fiscal effect of Senate File 104 because the department currently performs the functions required in the bill.

(Source: Department of Personnel)

(LSB 1192sv, LCS)

LED FEBRUARY 12, 1991

BY DENNIS PROUTY, FISCAL DIRECTOR

Gen. State Seal 2/12/91 D. Pass 4/4/91

SENATE FILE 104
BY COMMITTEE ON STATE GOVERNMENT

(SUCCESSOR TO SSB 8)

(AS AMENDED AND PASSED BY THE SENATE FEBRUARY 7, 1991)
_____ - New Language by the Senate

Passed Senate, Date _____ Passed House, Date 4/15/91 (p. 1246)
Vote: Ayes _____ Nays _____ Vote: Ayes 90 Nays 1
Approved April 23, 1991 (p. 1421)

A BILL FOR

1 An Act relating to certain administrative functions of the
2 department of personnel.

3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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S.F. 104

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14 percent of the contributions pledged the previous year. All
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17 be set by the director to cover only the cost of
18 administration and materials and shall not cover salaries of
19 state employees involved in the administration of the program.
20 The fees shall be paid to the department from the voluntary
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22 the revolving fund. Notwithstanding section 8.33, any
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24 revert.

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CRONSTAL, CH.
DIELEMAN
KRAMER

SSB 8
STATE GOVERNMENT

SENATE/HOUSE FILE 104
BY (PROPOSED DEPARTMENT OF
PERSONNEL BILL)

Passed Senate, Date _____ Passed House, Date _____
Vote: Ayes _____ Nays _____ Vote: Ayes _____ Nays _____
Approved _____

A BILL FOR

1 An Act relating to certain administrative functions of the
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28 The bill also creates a combined charitable campaign pro-
29 gram and a revolving fund in the state treasury for the
30 purpose of paying actual and necessary expenses incurred by
31 the department in administering the combined charitable
32 campaign program for state employees, currently called the
33 "One Gift Campaign."

34 BACKGROUND STATEMENT
35 SUBMITTED BY THE AGENCY

1 This bill contains two administrative issues: document
2 auditing; and combined charitable contribution campaign.

3 Document auditing is currently done before and after a form
4 is processed. As the department automates processes further,
5 more documents will be audited after processing. Deleting the
6 reference to preaudit will facilitate changing to more
7 efficient procedures.

8 The combined charitable contribution campaign (called One
9 Gift) was started in 1989 to enable employees to donate to
10 many charities and to offer a payroll deduction option for
11 doing so. The first year it was administered through a third-
12 party contract. In 1990, the department of personnel assumed
13 administration of the charitable campaign. This language will
14 authorize the creation of the revolving fund that is necessary
15 to carry out this responsibility.

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SENATE FILE 104

AN ACT

RELATING TO CERTAIN ADMINISTRATIVE FUNCTIONS OF THE DEPARTMENT OF PERSONNEL.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 19A.1, subsection 2, paragraph f, Code 1991, is amended to read as follows:

f. Personnel records and administration, including the preaudit audit of all personnel-related documents.

Sec. 2. NEW SECTION. 19A.12A COMBINED CHARITABLE CAMPAIGN PROGRAM, FEES, REVOLVING FUND.

1. The department shall establish and administer a combined charitable campaign program for state employees.

2. A combined charitable campaign revolving fund is created in the state treasury. The moneys credited to the fund shall be used for the purpose of paying actual and necessary expenses incurred by the department in administering the program. Administrative expenses shall not exceed five percent of the contributions pledged the previous year. All fees, grants, or specific appropriations for this purpose shall be credited to the fund. The fees for the program shall be set by the director to cover only the cost of administration and materials and shall not cover salaries of state employees involved in the administration of the program. The fees shall be paid to the department from the voluntary employee contributions and the payment shall be credited to the revolving fund. Notwithstanding section 8.33, any

JOE J. WELSH
President of the Senate

ROBERT C. ARNOULD
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 104, Seventy-fourth General Assembly.

JOHN F. DWYER
Secretary of the Senate

Approved April 23, 1991

TERRY E. BRANSTAD
Governor