

**Senate File 2193 - Introduced**

SENATE FILE 2193  
BY COMMITTEE ON LABOR AND  
BUSINESS RELATIONS

(SUCCESSOR TO SF 2011)

**A BILL FOR**

1 An Act requiring employers to provide written information  
2 to employees about certain employment policies without  
3 written requests from employees and including applicability  
4 provisions.

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

1 Section 1. Section 91A.6, subsection 1, paragraph c, Code  
2 2009, is amended by striking the paragraph.

3 Sec. 2. NEW SECTION. **91A.15 Employment agreements and**  
4 **policies — notice.**

5 1. An employer shall provide to all new employees before  
6 the end of the first week of employment a written or electronic  
7 statement enumerating employment agreements and policies with  
8 regard to vacation pay, sick leave, reimbursement for expenses,  
9 retirement benefits provided by the employer, severance pay, or  
10 other comparable matters with respect to wages when an employee  
11 is hired.

12 2. a. An employer shall provide to all existing employees  
13 a statement when a change occurs in an employment agreement or  
14 policy with regard to vacation pay, sick leave, reimbursement  
15 for expenses, retirement benefits provided by the employer,  
16 severance pay, or other comparable matters with respect to  
17 wages.

18 b. A notice of a change to an employment agreement or policy  
19 may be communicated in a written statement, by electronic  
20 transmission, by mail, or by other delivery method that ensures  
21 all employees will be reached.

22 3. An employer who provides evidence that such statements  
23 are provided to employees as required in subsections 1 and 2  
24 shall be considered in compliance with this section.

25 Sec. 3. APPLICABILITY. The provision of this Act enacting  
26 section 91A.15, subsection 1, applies to employees hired on or  
27 after July 1, 2010.

28 EXPLANATION

29 This bill strikes Code section 91A.6(1)(c), which currently  
30 requires certain employers, who after being notified by the  
31 commissioner, to provide a copy of employment policies and  
32 agreements upon written request of an employee.

33 The bill adds new Code section 91A.15, which requires all  
34 employers, without notice from the commissioner, to provide all  
35 new employees a written or electronic statement of employment

1 agreements and policies by the end of the first week of  
2 employment, and provide a statement of the same to all existing  
3 employees when there is a change to the employment agreements  
4 or policies.

5 The employment agreements and policies notices need only  
6 relate to matters concerning vacation pay, sick leave,  
7 reimbursement for expenses, retirement benefits provided by  
8 the employer, severance pay, and other comparable matters with  
9 respect to wages when an employee is hired.

10 Notice of a change to an employment agreement or policy  
11 may be communicated by written statement, by electronic  
12 transmission, by mail, or by another delivery method that  
13 ensures all employees will be reached.

14 An employer who provides evidence that employment agreement  
15 and policy statements are provided to employees as required  
16 under Code section 91A.15 will be considered in compliance with  
17 the Code section.

18 The provision of the bill enacting Code section 91A.15(1),  
19 relating to statements provided to new employees, applies to  
20 employees hired on or after July 1, 2010.