

# Senate Concurrent Resolution 3 - Reprinted

PAG LIN

1 1 SENATE CONCURRENT RESOLUTION NO. \_\_\_\_  
1 2 BY COMMITTEE ON RULES AND ADMINISTRATION  
1 3 A Concurrent Resolution relating to the compensation  
1 4 of chaplains, officers, and employees of the  
1 5 ~~eightieth~~ eighty-first general assembly.  
1 6 WHEREAS, section 2.11 of the Code provides that  
1 7 "The compensation of the chaplains, officers, and  
1 8 employees of the general assembly shall be fixed by  
1 9 joint action of the house and senate by resolution at  
1 10 the opening of each session, or as soon thereafter as  
1 11 conveniently can be done.", NOW THEREFORE,  
1 12 BE IT RESOLVED BY THE SENATE, THE HOUSE OF  
1 13 REPRESENTATIVES CONCURRING, ~~That the compensation for~~  
~~1 14 the following officers for the period commencing~~  
~~1 15 January 13, 2003 and ending January 10, 2005, shall be~~  
~~1 16 within the following ranges:~~  
1 17 Secretary of the Senate and Chief  
~~1 18 Clerk of the House..... \$63,024 to \$100,581~~  
1 19 Within the indicated ranges the exact compensation  
~~1 20 shall be set or adjusted for the senate officers by~~  
~~1 21 the senate rules and administration committee and for~~  
~~1 22 the house officers by the house administration and~~  
~~1 23 rules committee. The committees shall report the~~  
~~1 24 exact compensation assigned to each position on the~~  
~~1 25 next legislative day, or, if such action is during the~~  
~~1 26 interim, on the first day the senate or house shall~~  
~~1 27 convene. Any action by the senate or house to~~  
~~1 28 disapprove or amend the report shall be effective the~~  
~~1 29 day after the action.~~  
1 30 BE IT FURTHER RESOLVED, That the compensation of  
2 1 the employees of the ~~eightieth~~ eighty-first general  
2 2 assembly is set, effective from ~~January 13, 2003~~  
2 3 January 10, 2005, until ~~January 10, 2005~~ January 8,  
2 4 2007, in accordance with the following salary  
2 5 schedule:  
2 6 #9  
~~2 7 \$15,828.80~~  
~~2 8 7.61~~  
~~2 9~~  
~~2 10 #10 #11 #12 #13 #14~~  
~~2 11 \$16,702.40 \$17,576.00 \$18,449.60 \$19,344.00 \$20,384.00~~  
~~2 12 8.03 8.45 8.87 9.30 9.80~~  
~~2 13~~  
~~2 14 #15 #16 #17 #18 #19~~  
~~2 15 \$21,465.60 \$22,547.20 \$23,524.80 \$24,710.40 \$25,812.80~~  
~~2 16 10.32 10.84 11.31 11.88 12.41~~  
~~2 17~~  
~~2 18 #20 #21 #22 #23 #24~~  
~~2 19 \$27,164.80 \$28,371.20 \$29,764.80 \$31,241.60 \$32,656.00~~  
~~2 20 13.06 13.64 14.31 15.02 15.70~~  
~~2 21~~  
~~2 22 #25 #26 #27 #28 #29~~  
~~2 23 \$34,299.20 \$35,880.00 \$37,627.20 \$39,478.40 \$41,350.40~~  
~~2 24 16.49 17.25 18.09 18.98 19.88~~  
~~2 25~~  
~~2 26 #30 #31 #32 #33 #34~~  
~~2 27 \$43,347.20 \$45,468.80 \$47,569.60 \$49,920.00 \$52,249.60~~  
~~2 28 20.84 21.86 22.87 24.00 25.12~~  
~~2 29~~  
~~2 30 #35 #36 #37 #38 #39~~  
~~3 1 \$54,745.60 \$57,387.20 \$60,174.40 \$63,024.00 \$66,102.40~~  
~~3 2 26.32 27.59 28.93 30.30 31.78~~  
~~3 3~~  
~~3 4 #40 #41 #42 #43 #44~~  
~~3 5 \$69,284.80 \$72,612.80 \$76,169.60 \$79,684.80 \$83,595.200~~  
~~3 6 33.31 34.91 36.62 38.31 40.19~~  
~~3 7~~  
~~3 8 #45 #46 #47 #48 #49~~  
~~3 9 \$87,609.60 \$91,790.40 \$96,179.20 \$100,580.80 \$110,739.20~~  
~~3 10 42.12 44.13 46.24 50.76 53.24~~  
3 11

|   |    |              |             |              |              |              |
|---|----|--------------|-------------|--------------|--------------|--------------|
| 3 | 12 | #9           |             |              |              |              |
| 3 | 13 | \$16,473.60  |             |              |              |              |
| 3 | 14 | 7.92         |             |              |              |              |
| 3 | 15 |              |             |              |              |              |
| 3 | 16 | #10          | #11         | #12          | #13          | #14          |
| 3 | 17 | \$17,368.00  | \$18,283.20 | \$19,198.40  | \$20,134.40  | \$21,216.00  |
| 3 | 18 | 8.35         | 8.79        | 9.23         | 9.68         | 10.20        |
| 3 | 19 |              |             |              |              |              |
| 3 | 20 | #15          | #16         | #17          | #18          | #19          |
| 3 | 21 | \$22,339.20  | \$23,462.40 | \$24,481.60  | \$25,708.80  | \$26,852.80  |
| 3 | 22 | 10.74        | 11.28       | 11.77        | 12.36        | 12.91        |
| 3 | 23 |              |             |              |              |              |
| 3 | 24 | #20          | #21         | #22          | #23          | #24          |
| 3 | 25 | \$28,267.20  | \$29,515.20 | \$30,971.20  | \$32,510.40  | \$33,966.40  |
| 3 | 26 | 13.59        | 14.19       | 14.89        | 15.63        | 16.33        |
| 3 | 27 |              |             |              |              |              |
| 3 | 28 | #25          | #26         | #27          | #28          | #29          |
| 3 | 29 | \$35,692.80  | \$37,336.00 | \$39,145.60  | \$41,080.00  | \$43,035.20  |
| 3 | 30 | 17.16        | 17.95       | 18.82        | 19.75        | 20.69        |
| 4 | 1  |              |             |              |              |              |
| 4 | 2  | #30          | #31         | #32          | #33          | #34          |
| 4 | 3  | \$45,115.20  | \$47,320.00 | \$49,504.00  | \$51,937.60  | \$54,350.40  |
| 4 | 4  | 21.69        | 22.75       | 23.80        | 24.97        | 26.13        |
| 4 | 5  |              |             |              |              |              |
| 4 | 6  | #35          | #36         | #37          | #38          | #39          |
| 4 | 7  | \$56,971.20  | \$59,696.00 | \$62,608.00  | \$65,582.40  | \$68,785.60  |
| 4 | 8  | 27.39        | 28.70       | 30.10        | 31.53        | 33.07        |
| 4 | 9  |              |             |              |              |              |
| 4 | 10 | #40          | #41         | #42          | #43          | #44          |
| 4 | 11 | \$72,092.80  | \$75,545.60 | \$79,248.00  | \$82,908.80  | \$86,964.80  |
| 4 | 12 | 34.66        | 36.32       | 38.10        | 39.86        | 41.81        |
| 4 | 13 |              |             |              |              |              |
| 4 | 14 | #45          | #46         | #47          | #48          | #49          |
| 4 | 15 | \$91,145.60  | \$95,492.80 | \$100,048.00 | \$104,852.80 | \$109,865.60 |
| 4 | 16 | 43.82        | 45.91       | 48.10        | 50.41        | 52.82        |
| 4 | 17 |              |             |              |              |              |
| 4 | 18 | #50          |             |              |              |              |
| 4 | 19 | \$115,211.20 |             |              |              |              |
| 4 | 20 | 55.39        |             |              |              |              |

4 21 In this schedule, each numbered block shall be the  
4 22 yearly and hourly compensation for the pay grade of  
4 23 the number heading the block. Within each grade there  
4 24 shall be ~~six~~ seven steps numbered "1" through "~~6~~" "7".  
4 25 In the above schedule the steps for all grades are  
4 26 determined in the following manner. Each numbered  
4 27 block is counted as the "1" step for that grade. The  
4 28 next higher block is counted as the "2" step; the next  
4 29 higher block is the "3" step; the next higher block is  
4 30 the "4" step; the next higher block is the "5" step;  
5 1 the next higher block is the "6" step; and the next  
5 2 higher block is the "7" step.

5 3 Alternatively, the senate rules and administration  
5 4 committee for senate employees, and the house  
5 5 administration and rules committee for house employees  
5 6 may allow their employees' compensation to be flexibly  
5 7 set anywhere between steps "1" through "~~6~~" "7" for an  
5 8 employee's prescribed pay grade.

5 9 All employees shall be available to work daily  
5 10 until completion of the senate's and house of  
5 11 representatives' business. The employee's division  
5 12 supervisor shall schedule all employees' working hours  
5 13 to, as far as possible, maintain regular working  
5 14 hours.

5 15 All employees, other than those designated "part=  
5 16 time", shall be compensated for 40 hours of work in a  
5 17 one-week pay period. Secretaries to senators and  
5 18 representatives are presumed to have 36 hours of work  
5 19 each week the legislature is in session and shall be  
5 20 paid only on that basis. Full-time employees who are  
5 21 required to work in excess of 80 hours in a two-week  
5 22 pay period shall be allowed compensatory time off at a  
5 23 rate of one hour for each hour of overtime up to a  
5 24 maximum of 120 hours of compensatory time. Joint  
5 25 security employees of the senate and house of  
5 26 representatives may be compensated for each hour of  
5 27 overtime at a rate of pay equal to one-and-one-half  
5 28 times the hourly pay provided.

5 29 BE IT FURTHER RESOLVED, That part-time employees  
5 30 shall be compensated at the scheduled hourly rate for  
6 1 their pay grade and step.

6 2 BE IT FURTHER RESOLVED, That in the event the

6 3 salary schedule for employees of the State of Iowa as  
6 4 promulgated by the ~~personnel commission department of~~  
6 5 ~~administrative services pursuant to section 19A.9~~  
6 6 ~~8A.413, subsection 2, is revised upward at any time~~  
6 7 ~~during the eightieth eighty-first general assembly,~~  
6 8 ~~such revised schedule shall simultaneously be adopted~~  
6 9 ~~for the compensation of the employees of the eightieth~~  
6 10 ~~eighty-first general assembly assigned a grade by this~~  
6 11 ~~resolution, unless otherwise provided by the senate~~  
6 12 ~~and house of representatives. The pay ranges of those~~  
6 13 ~~positions specifically listed on page one of this~~  
6 14 ~~resolution shall be automatically adjusted to reflect~~  
6 15 ~~any cost of living increases granted to those~~  
6 16 ~~employees not included in the collective bargaining~~  
6 17 ~~agreements made final under chapter 20 of the Code and~~  
6 18 ~~increases provided by the legislative council for~~  
6 19 ~~agency directors.~~

6 20 BE IT FURTHER RESOLVED, That adjustments in the  
6 21 positions and compensation listed in this resolution  
6 22 may be made through an ~~annual~~ interim review of all  
6 23 legislative employees for internal equity and to  
6 24 assure compliance with appropriate legal standards for  
6 25 granting of overtime and compensatory time off. Such  
6 26 review shall be conducted by a legislative committee  
6 27 made up of members of the service committee of  
6 28 legislative council and the appropriate salary  
6 29 subcommittees of the senate and house. Only one such  
6 30 review may be done in any fiscal year and adjustments  
7 1 suggested must be approved by the appropriate hiring  
7 2 body.

7 3 BE IT FURTHER RESOLVED, That the employees of the  
7 4 ~~eightieth eighty-first~~ general assembly be placed in  
7 5 the following pay grades:

| EMPLOYEES OF THE HOUSE |   |
|------------------------|---|
| 7 6                    |   |
| 7 7                    | <u>Chief Clerk of the House..... Grade 44</u>       |
| 7 8                    | Sr. Assistant Chief Clerk of the House.... Grade 41 |
| 7 9                    | Assistant Chief Clerk of the House III.... Grade 38 |
| 7 10                   | Assistant Chief Clerk of the House II.... Grade 35  |
| 7 11                   | Assistant Chief Clerk of the House I..... Grade 32  |
| 7 12                   | Legal Counsel II..... Grade 35                      |
| 7 13                   | Legal Counsel I..... Grade 32                       |
| 7 14                   | Legal Counsel..... Grade 30                         |
| 7 15                   | Sr. Caucus Staff Director..... Grade 41             |
| 7 16                   | Caucus Staff Director..... Grade 38                 |
| 7 17                   | Administrative Assistant to Leader                  |
| 7 18                   | or Speaker..... Grade 27                            |
| 7 19                   | Administrative Assistant I to Leader                |
| 7 20                   | or Speaker..... Grade 29                            |
| 7 21                   | Administrative Assistant II to Leader               |
| 7 22                   | or Speaker..... Grade 32                            |
| 7 23                   | Administrative Assistant III to Leader              |
| 7 24                   | or Speaker..... Grade 35                            |
| 7 25                   | Sr. Administrative Assistant to                     |
| 7 26                   | Leader or Speaker..... Grade 38                     |
| 7 27                   | Research Assistant..... Grade 24                    |
| 7 28                   | Legislative Research Analyst..... Grade 27          |
| 7 29                   | Legislative Research Analyst I..... Grade 29        |
| 7 30                   | Legislative Research Analyst II..... Grade 32       |
| 8 1                    | Legislative Research Analyst III..... Grade 35      |
| 8 2                    | Sr. Legislative Research Analyst..... Grade 38      |
| 8 3                    | <u>Assistant Secretary to Leader</u>                |
| 8 4                    | <u>or Speaker..... Grade 18</u>                     |
| 8 5                    | Secretary to Leader or Speaker..... Grade 19        |
| 8 6                    | Caucus Secretary..... Grade 21                      |
| 8 7                    | Senior Caucus Secretary..... Grade 24               |
| 8 8                    | Administrative Secretary to Leader,                 |
| 8 9                    | Speaker, or Chief Clerk..... Grade 21               |
| 8 10                   | Executive Secretary to Leader,                      |
| 8 11                   | Speaker or Chief Clerk..... Grade 24                |
| 8 12                   | Confidential Secretary to Leader,                   |
| 8 13                   | Speaker, or Chief Clerk..... Grade 27               |
| 8 14                   | Confidential Secretary II to Leader,                |
| 8 15                   | Speaker or Chief Clerk..... Grade 32                |
| 8 16                   | Clerk to Chief Clerk..... Grade 16                  |
| 8 17                   | Supervisor of Secretaries..... Grade 21             |
| 8 18                   | Supervisor of Secretaries I..... Grade 24           |
| 8 19                   | Supervisor of Secretaries II..... Grade 27          |
| 8 20                   | Senior Editor..... Grade 30                         |
| 8 21                   | Editor II..... Grade 25                             |
| 8 22                   | Editor I..... Grade 22                              |
| 8 23                   | Assistant Editor..... Grade 19                      |

|    |    |  |              |               |
|----|----|--|--------------|---------------|
| 8  | 24 | Compositor/Desk Top Specialist.....                          | Grade        | 17            |
| 8  | 25 | Sr. Text Processor.....                                      | Grade        | 25            |
| 8  | 26 | Text Processor II.....                                       | Grade        | 22            |
| 8  | 27 | Text Processor I.....  | Grade        | 19            |
| 8  | 28 | <u>Senior Finance Officer III.....</u>                       | <u>Grade</u> | <u>38</u>     |
| 8  | 29 | Senior Finance Officer II.....                               | Grade        | 35            |
| 8  | 30 | Senior Finance Officer I.....                                | Grade        | 31            |
| 9  | 1  | Finance Officer II.....                                      | Grade        | 27            |
| 9  | 2  | Finance Officer I.....                                       | Grade        | 24            |
| 9  | 3  | Assistant Finance Officer.....                               | Grade        | 21            |
| 9  | 4  | Recording Clerk II.....                                      | Grade        | 24            |
| 9  | 5  | Recording Clerk I.....                                       | Grade        | 21            |
| 9  | 6  | Assistant Legal Counsel.....                                 | Grade        | 27            |
| 9  | 7  | Engrossing & Enrolling Processor.....                        | Grade        | 27            |
| 9  | 8  | Assistant to the Legal Counsel.....                          | Grade        | 19            |
| 9  | 9  | Senior Indexer.....  | Grade        | 28            |
| 9  | 10 | Indexer II.....  | Grade        | 25            |
| 9  | 11 | Indexer I.....   | Grade        | 22            |
| 9  | 12 | Indexing Assistant.....                                      | Grade        | 19            |
| 9  | 13 | Supply Clerk.....  | Grade        | 16            |
| 9  | 14 | Switchboard Operator.....                                    | Grade        | 14            |
| 9  | 15 | Legislative Secretary.....                                   | Grade        | 15            |
| 9  | 16 | Legislative Committee Secretary.....                         | Grade        | 17            |
| 9  | 17 | Bill Clerk.....  | Grade        | 14            |
| 9  | 18 | Assistant Bill Clerk.....                                    | Grade        | 12            |
| 9  | 19 | Postmaster.....  | Grade        | 12            |
| 9  | 20 | Sergeant-at-Arms II.....                                     | Grade        | 20            |
| 9  | 21 | Sergeant-at-Arms I.....                                      | Grade        | 17            |
| 9  | 22 | Assistant Sergeant-at-Arms.....                              | Grade        | 14            |
| 9  | 23 | Chief Doorkeeper.....  | Grade        | 12            |
| 9  | 24 | Doorkeepers.....   | Grade        | 11            |
| 9  | 25 | Pages.....   | Grade        | 9             |
| 9  | 26 | EMPLOYEES OF THE SENATE                                      |              |               |
| 9  | 27 | <u>Secretary of the Senate.....</u>                          | <u>Grade</u> | <u>44</u>     |
| 9  | 28 | Sr. Assistant Secretary of the Senate.....                   | Grade        | 41            |
| 9  | 29 | Assistant Secretary of the Senate III.....                   | Grade        | 38            |
| 9  | 30 | Assistant Secretary of the Senate II.....                    | Grade        | 35            |
| 10 | 1  | Assistant Secretary of the Senate I.....                     | Grade        | 32            |
| 10 | 2  | Legal Counsel II.....  | Grade        | 35            |
| 10 | 3  | Legal Counsel I.....   | Grade        | 32            |
| 10 | 4  | Legal Counsel.....   | Grade        | 30            |
| 10 | 5  | Sr. Caucus Staff Director.....                               | Grade        | 41            |
| 10 | 6  | Caucus Staff Director.....                                   | Grade        | 38            |
| 10 | 7  | Administrative Assistant to Leader                           |              |               |
| 10 | 8  | or President.....  | Grade        | 27            |
| 10 | 9  | Administrative Assistant I to Leader                         |              |               |
| 10 | 10 | or President.....  | Grade        | 29            |
| 10 | 11 | Administrative Assistant II to Leader                        |              |               |
| 10 | 12 | or President.....  | Grade        | 32            |
| 10 | 13 | Administrative Assistant III to Leader                       |              |               |
| 10 | 14 | or President.....  | Grade        | 35            |
| 10 | 15 | Sr. Administrative Assistant to                              |              |               |
| 10 | 16 | Leader or President.....                                     | Grade        | 38            |
| 10 | 17 | Research Assistant.....                                      | Grade        | 24            |
| 10 | 18 | Legislative Research Analyst.....                            | Grade        | 27            |
| 10 | 19 | Legislative Research Analyst I.....                          | Grade        | 29            |
| 10 | 20 | Legislative Research Analyst II.....                         | Grade        | 32            |
| 10 | 21 | Legislative Research Analyst III.....                        | Grade        | 35            |
| 10 | 22 | Sr. Legislative Research Analyst.....                        | Grade        | 38            |
| 10 | 23 | Caucus Secretary <u>II</u> .....                             | Grade        | 21            |
| 10 | 24 | Senior Caucus Secretary.....                                 | Grade        | 24            |
| 10 | 25 | Secretary to Leader, <del>or</del> President, <u>or</u> .... | Grade        | <del>19</del> |
| 10 | 26 | <u>Caucus</u> .....  |              | <u>18</u>     |
| 10 | 27 | Administrative Secretary to Leader, President,               |              |               |
| 10 | 28 | or Secretary of the Senate.....                              | Grade        | 21            |
| 10 | 29 | Executive Secretary to Leader, President,                    |              |               |
| 10 | 30 | or Secretary of the Senate.....                              | Grade        | 24            |
| 11 | 1  | Confidential Secretary to Leader, President,                 |              |               |
| 11 | 2  | or Secretary of the Senate.....                              | Grade        | 27            |
| 11 | 3  | Confidential Secretary II to Leader, President,              |              |               |
| 11 | 4  | or Secretary of the Senate.....                              | Grade        | 32            |
| 11 | 5  | Supervisor of Secretaries.....                               | Grade        | 21            |
| 11 | 6  | Supervisor of Secretaries I.....                             | Grade        | 24            |
| 11 | 7  | Supervisor of Secretaries II.....                            | Grade        | 27            |
| 11 | 8  | Senior Editor.....   | Grade        | 30            |
| 11 | 9  | Editor II.....   | Grade        | 25            |
| 11 | 10 | Editor I.....  | Grade        | 22            |
| 11 | 11 | Assistant Editor.....  | Grade        | 19            |
| 11 | 12 | Compositor/Desk Top Specialist.....                          | Grade        | 17            |
| 11 | 13 | Assistant Legal Counsel.....                                 | Grade        | 27            |
| 11 | 14 | Assistant to the Legal Counsel.....                          | Grade        | 19            |

|    |    |  |                 |
|----|----|--|-----------------|
| 11 | 15 | Proofreader.....   | Grade 16        |
| 11 | 16 | <u>Senior Finance Officer III.....</u>                       | <u>Grade 38</u> |
| 11 | 17 | Senior Finance Officer II.....                               | Grade 35        |
| 11 | 18 | Senior Finance Officer I.....                                | Grade 31        |
| 11 | 19 | Finance Officer II.....                                      | Grade 27        |
| 11 | 20 | Finance Officer I.....                                       | Grade 24        |
| 11 | 21 | Assistant Finance Officer.....                               | Grade 21        |
| 11 | 22 | Recording Clerk II.....                                      | Grade 24        |
| 11 | 23 | Recording Clerk I.....                                       | Grade 21        |
| 11 | 24 | Senior Indexer.....  | Grade 28        |
| 11 | 25 | Indexer II.....  | Grade 25        |
| 11 | 26 | Indexer I.....   | Grade 22        |
| 11 | 27 | Indexing Assistant.....                                      | Grade 19        |
| 11 | 28 | Records and Supply Clerk.....                                | Grade 18        |
| 11 | 29 | Switchboard Operator.....                                    | Grade 14        |
| 11 | 30 | Legislative Secretary.....                                   | Grade 15        |
| 12 | 1  | Legislative Committee Secretary.....                         | Grade 17        |
| 12 | 2  | Bill Clerk.....  | Grade 14        |
| 12 | 3  | Assistant Bill Clerk.....                                    | Grade 12        |
| 12 | 4  | Postmaster.....  | Grade 12        |
| 12 | 5  | Sergeant-at-Arms II.....                                     | Grade 20        |
| 12 | 6  | Sergeant-at-Arms I.....                                      | Grade 17        |
| 12 | 7  | Assistant Sergeant-at-Arms.....                              | Grade 14        |
| 12 | 8  | Chief Doorkeeper.....  | Grade 12        |
| 12 | 9  | Doorkeepers.....   | Grade 11        |
| 12 | 10 | Pages.....   | Grade 9         |
| 12 | 11 | JOINT SENATE/HOUSE EMPLOYEES                                 |                 |
| 12 | 12 | Facilities Manager I.....                                    | Grade 35        |
| 12 | 13 | Facilities Manager II.....                                   | Grade 38        |
| 12 | 14 | Sr. Facilities Manager.....                                  | Grade 41        |
| 12 | 15 | Legislative Security Secretary.....                          | Grade 19        |
| 12 | 16 | <u>Legislative Security Coordinator I.....</u>               | <u>Grade 23</u> |
| 12 | 17 | <u>Legislative Security Coordinator II.....</u>              | <u>Grade 26</u> |
| 12 | 18 | Legislative Security Officer I.....                          | Grade 20        |
| 12 | 19 | Legislative Security Officer II.....                         | Grade 23        |
| 12 | 20 | Conservation/Restoration Specialist II....                   | Grade 31        |
| 12 | 21 | <u>Sr. Copy Center Operator.....</u>                         | <u>Grade 21</u> |
| 12 | 22 | BE IT FURTHER RESOLVED, That there shall be four             |                 |
| 12 | 23 | classes of appointments as employees of the general          |                 |
| 12 | 24 | assembly:  |                 |
| 12 | 25 | A "permanent full-time" or "permanent part-time"             |                 |
| 12 | 26 | employee is one who is employed the year around and          |                 |
| 12 | 27 | eligible to receive state benefits.                          |                 |
| 12 | 28 | An "exempt full-time" employee is one who is                 |                 |
| 12 | 29 | employed for <u>only a portion of the year, usually the</u>  |                 |
| 12 | 30 | period of the <u>legislative sessions with extensions</u>    |                 |
| 13 | 1  | post-session and pre-session as scheduled. This class        |                 |
| 13 | 2  | is eligible to receive state benefits with the cost of       |                 |
| 13 | 3  | benefits to the state to be <u>paid, using accrued leave</u> |                 |
| 13 | 4  | <u>if authorized,</u> by the employee when not on the        |                 |
| 13 | 5  | payroll.   |                 |
| 13 | 6  | A "session-only" employee is one who is employed             |                 |
| 13 | 7  | for only a portion of the year, usually the                  |                 |
| 13 | 8  | legislative session. This class is not eligible for          |                 |
| 13 | 9  | state benefits, except IPERS, and insurance as               |                 |
| 13 | 10 | provided in section 2.40.                                    |                 |
| 13 | 11 | A "part-time" employee is one who is employed to             |                 |
| 13 | 12 | work less than 40 hours per week. This class is not          |                 |
| 13 | 13 | eligible for state benefits, except IPERS if eligible.       |                 |
| 13 | 14 | BE IT FURTHER RESOLVED, That the exact                       |                 |
| 13 | 15 | classification for individuals in a job series created       |                 |
| 13 | 16 | by this resolution shall be set or changed for senate        |                 |
| 13 | 17 | employees by the senate rules and administration             |                 |
| 13 | 18 | committee and for the house employees by the house           |                 |
| 13 | 19 | administration and rules committee. The committees           |                 |
| 13 | 20 | shall base the classification upon the following             |                 |
| 13 | 21 | factors:   |                 |
| 13 | 22 | 1. The extent of formal education required of the            |                 |
| 13 | 23 | position; and,   |                 |
| 13 | 24 | 2. The extent of the responsibilities to be                  |                 |
| 13 | 25 | assigned to the position; and,                               |                 |
| 13 | 26 | 3. The amount of supervision placed over the                 |                 |
| 13 | 27 | position; and,   |                 |
| 13 | 28 | 4. The number of persons the position is assigned            |                 |
| 13 | 29 | to supervise and skills and responsibilities of those        |                 |
| 13 | 30 | positions supervised.  |                 |
| 14 | 1  | The committees shall report the exact                        |                 |
| 14 | 2  | classifications assigned to each individual on the           |                 |
| 14 | 3  | next legislative day, or, if such action is during the       |                 |
| 14 | 4  | interim, on the first day the senate or house shall          |                 |
| 14 | 5  | convene. Any action by the senate or house to                |                 |

14 6 disapprove a report or a portion of a report shall be  
14 7 effective the day after the action.

14 8 Recommendations for a pay grade for a new position  
14 9 shall be developed in accordance with the factor  
14 10 scores in the comparable worth report. Beginning in  
14 11 1999, every four years the senate rules and  
14 12 administration committee, the house administration and  
14 13 rules committee, and the legislative council may  
14 14 review all positions in the legislative branch to  
14 15 assure conformity to comparable worth.

14 16 BE IT FURTHER RESOLVED, That a senator or  
14 17 representative may employ a secretary who in the  
14 18 judgment of the senator or representative employing  
14 19 such person, possesses the necessary skills to perform  
14 20 the duties such senator or representative shall  
14 21 designate, under the administrative direction, as  
14 22 appropriate, of the secretary of the senate or the  
14 23 chief clerk of the house.

14 24 Each standing committee chairperson, ethics  
14 25 committee chairperson, and each appropriations  
14 26 subcommittee chairperson shall designate a secretary  
14 27 who is competent to perform the following duties:  
14 28 prepare committee minutes, committee reports, type  
14 29 committee correspondence, maintain committee records,  
14 30 and otherwise assist the committee. Such duties shall  
15 1 be performed in accordance with standards which shall  
15 2 be provided by the secretary of the senate and chief  
15 3 clerk of the house. In making the designation,  
15 4 chairpersons shall consider persons for possible  
15 5 designation as the secretary to the committee in the  
15 6 following order:

15 7 First: The secretary to the chairperson.

15 8 Second: The secretary to the committee's vice=  
15 9 chairperson.

15 10 Third: The secretary to any other member of the  
15 11 committee.

15 12 Fourth: The secretary to any other member in the  
15 13 same house as the committee.

15 14 BE IT FURTHER RESOLVED, That a Legal Counsel II  
15 15 shall be a person who has graduated from an accredited  
15 16 school of law and is admitted to practice in Iowa as  
15 17 an Attorney and Counselor at Law and possesses either  
15 18 a Masters of Law degree or has at least two years of  
15 19 legal experience after admission to practice.

15 20 A Legal Counsel I shall be a person who has  
15 21 graduated from an accredited school of law and is  
15 22 admitted to practice in Iowa as an Attorney and  
15 23 Counselor at Law.

15 24 BE IT FURTHER RESOLVED, That employees of the  
15 25 general assembly may be eligible for either:

15 26 a) increases in salary grade or step based on  
15 27 evaluation of their job performance and  
15 28 recommendations of their administrative officers,  
15 29 subject to approval of the senate committee on rules  
15 30 and administration or the house committee on  
16 1 administration and rules, as appropriate, provided,  
~~16 2 however, that for promotions between classes with a~~  
~~16 3 three or more pay grade difference, the employee shall~~  
~~16 4 be given a two-step increase in pay or the employee's~~  
~~16 5 salary shall be adjusted to the entry level in the~~  
~~16 6 grade of the new position, whichever is greater; or~~

16 7 b) mobility within a pay grade at the discretion  
16 8 of the chief clerk of the house upon recommendation by  
16 9 the employee's division supervisor on the part of the  
16 10 house, and the discretion of the employee's division  
16 11 supervisor on the part of the senate, subject to the  
16 12 approval of the house committee on administration and  
16 13 rules or the senate committee on rules and  
16 14 administration, as appropriate == either in accord  
16 15 with a flexible pay plan approved by the senate rules  
16 16 and administration committee or the house  
16 17 administration and rules committee, or in accord with  
16 18 the following schedule:

16 19 (1) Progression from step "1" to "2" for a newly  
16 20 hired employee == six months of actual employment.

16 21 (2) Progression from step "1" to "2" following  
16 22 promotion within a job series == twelve months of  
16 23 actual employment in that position.

16 24 (3) Progression from step "2" to "3", and step "3"  
16 25 to "4", and step "4" to "5", and step "5" to "6", and  
16 26 step "6" to "7" == twelve months of actual employment

16 27 at the lower step.

16 28 BE IT FURTHER RESOLVED, ~~that~~ That in addition to  
16 29 the steps provided in the preceding paragraph, that  
16 30 secretaries to senators and representatives who were  
17 1 employees of the senate or house of representatives  
17 2 during any general assembly prior to January 9, 1989,  
17 3 and who have received certification for passing a  
17 4 typing and shorthand performance examination shall be  
17 5 eligible for two additional steps.

17 6 BE IT FURTHER RESOLVED, That in addition to the  
17 7 steps provided in the preceding paragraph, that  
17 8 secretaries to senators and representatives shall be  
17 9 eligible for a maximum of three additional grades  
17 10 beyond grade 15, in any combination, as provided in  
17 11 this paragraph:

17 12 1. One additional grade for a secretary to a  
17 13 standing committee chair, ethics committee chair or  
17 14 appropriations subcommittee chair who is not the  
17 15 designated committee secretary.

17 16 2. One additional grade for a secretary to a vice=  
17 17 chairperson or ranking member of a standing committee,  
17 18 ethics committee or appropriations subcommittee.

17 19 3. One additional grade for a secretary to the  
17 20 chairperson of the chaplain's committee.

17 21 4. Two additional grades for a secretary to an  
17 22 assistant floor leader or speaker pro tempore or  
17 23 president pro tempore.

17 24 5. One additional grade for a designated committee  
17 25 secretary who is also the designated committee  
17 26 secretary for an additional standing committee, ethics  
17 27 committee, or appropriations subcommittee.

17 28 BE IT FURTHER RESOLVED, That in the event the  
17 29 secretary to the chairperson of the chaplain's  
17 30 committee is the secretary to the president, president  
18 1 pro tempore, speaker, speaker pro tempore, or the  
18 2 majority or minority leader, such secretary shall  
18 3 receive one additional step.

18 4 BE IT FURTHER RESOLVED, That the entrance salary  
18 5 for employees of the general assembly shall be at step  
18 6 1 in the grade of the position held. Such employee  
18 7 may be hired above the entrance step if possessing  
18 8 outstanding and unusual experience for the position-  
~~18 9 provided that the entrance is not beyond step 3.~~ Such  
18 10 employee who is hired above the entrance step shall be  
18 11 mobile above that step in the same period of time as  
18 12 other employees in that same step. An officer or  
18 13 employee who is moved to another position may be  
18 14 considered for partial or full credit for their  
18 15 experience in the former position in determining the  
18 16 step in the new grade.

18 17 The entry level for the position of research  
18 18 analyst shall be Legislative Research Analyst, unless  
18 19 extraordinary conditions justify increasing that entry  
18 20 level; ~~however, that entry level may not be increased~~  
~~18 21 beyond Legislative Research Analyst I. A research~~  
~~18 22 analyst must have shown knowledge of legislative rules~~  
~~18 23 and procedures as well as the Code of Iowa to be~~  
~~18 24 considered at any level above a Legislative Research~~  
~~18 25 Analyst.~~

18 26 BE IT FURTHER RESOLVED, That a pay increase for  
18 27 employees of one step within the pay grade for the  
18 28 position may be made for exceptionally meritorious  
18 29 service in addition to step increases provided for in  
18 30 this resolution, at the discretion of the chief clerk  
19 1 upon recommendation by the employee's division  
19 2 supervisor on the part of the house, and upon  
19 3 recommendation by the employee's division supervisor  
19 4 on the part of the senate, and the approval of the  
19 5 senate committee on rules and administration or the  
19 6 house committee on administration and rules.  
19 7 Exceptionally meritorious service pay increases shall  
19 8 be governed by the following:

19 9 a. The employee must have served in the position  
19 10 for at least twelve months;

19 11 b. Written justification, setting forth in detail  
19 12 the nature of the exceptionally meritorious service  
19 13 rendered, must be submitted to the senate rules and  
19 14 administration committee or house administration and  
19 15 rules committee and approved in advance of granting  
19 16 the pay increase;

19 17 c. No more than one exceptionally meritorious

19 18 service pay increase may be granted in any twelve=  
19 19 month period.

19 20 d. Such meritorious service pay increase shall not  
19 21 be granted beyond the ~~six-step~~ seven-step maximum for  
19 22 that position.

19 23 BE IT FURTHER RESOLVED, That the senate rules and  
19 24 administration committee and the house administration  
19 25 and rules committee shall both hire officers and  
19 26 employees for their respective bodies and fill any  
19 27 vacancies which may occur, to be effective at such  
19 28 time as they shall set. The committee shall report  
19 29 the names of those it has hired for the positions  
19 30 specified in this resolution or the filling of any  
20 1 vacancies on the next legislative day or, if such  
20 2 action is during the interim, on the first day the  
20 3 senate or house shall convene. Any action by the  
20 4 senate or house to amend or disapprove a report or a  
20 5 portion of a report shall be effective the day after  
20 6 the action.

20 7 The chief clerk of the house shall submit to the  
20 8 house committee on administration and rules and the  
20 9 secretary of the senate shall submit to the senate  
20 10 committee on rules and administration the list of  
20 11 names, or amendments thereto, of employee  
20 12 classifications and recommended pay step for each  
20 13 officer and employee. Such list shall include  
20 14 recommendations for the pay step for all employees.  
20 15 Each respective committee shall approve or amend the  
20 16 list of recommended classifications and pay steps and  
20 17 publish said list in the journal.

20 18 BE IT FURTHER RESOLVED, That permanent employees of  
20 19 the general assembly shall receive vacation  
20 20 allowances, sick leave, health and accident insurance,  
20 21 life insurance, and disability income insurance as are  
20 22 comparably provided for full-time permanent state  
20 23 employees. The computations shall be maintained by  
20 24 the finance officers in each house and coordinated  
20 25 with the department of ~~revenue and finance~~  
20 26 administrative services.

20 27 BE IT FURTHER RESOLVED, That should any employee  
20 28 have a grievance, the grievance shall be resolved as  
20 29 provided by procedures determined by the senate rules  
20 30 and administration committee for senate employees or  
21 1 the house administration and rules committee for house  
21 2 employees.

21 3 BE IT FURTHER RESOLVED, That the legislative  
21 4 council ~~adopt a resolution similar take action to this~~  
~~21 5 resolution which provides for the provide the same~~  
21 6 compensation and benefits ~~of to~~ all legislative  
21 7 central staff agency employees for the ~~eightieth~~  
21 8 eighty-first general assembly as is provided by this  
~~21 9 resolution. The resolution shall be adopted as soon~~  
~~21 10 as practicable after the convening of the eightieth~~  
~~21 11 general assembly, and published in the journals of the~~  
~~21 12 senate and house.~~

21 13 BE IT FURTHER RESOLVED, That the compensation of  
21 14 chaplains officiating at the opening of the daily  
21 15 sessions of the house of representatives and the  
21 16 senate of the ~~eightieth~~ eighty-first general assembly  
21 17 be fixed at ten dollars for each house of the general  
21 18 assembly, and that mileage ~~for chaplains be fixed at~~  
~~21 19 the rate of twenty-nine cents per mile to and from the~~  
21 20 State Capitol for chaplains be fixed at the rate  
21 21 established for members of the general assembly.

21 22 SCR 3  
21 23 rj/cc/26