

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

Speaker Harold Van Maanen, Chairperson
Representative John H. Connors
Representative Teresa Garman

Senator Donald E. Gettings
Senator Wally E. Horn
Senator Jack Rife

TENTATIVE AGENDA

Wednesday, October 27, 1993
Room 22, State Capitol Building

11:00 a.m.

Call to Order

Roll Call

Approval of Minutes of June 23 Meeting
(Previously Distributed)

Receipt of FY 1995 Budgets

Personnel Reports

- Legislative Service Bureau
- Legislative Fiscal Bureau

Consideration of Revisions to Personnel Guidelines

Additional Business?

Adjournment

EDUCATIONAL LEAVE REPORTS

Attached are the Education Leave Reports for 1993

as Required Under Section 70A.25 of the Code



LARRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF INSPECTIONS AND APPEALS
CHARLES H. SWEENEY, DIRECTOR

September 21, 1993

Glen Howard
Educational Assistance Coordinator
Iowa Department of Personnel
Grimes State Office Building
L O C A L

Dear Mr. Howard:

The Department of Inspections and Appeals did not receive any requests for educational leave and/or assistance during fiscal year 93.

Sincerely,

Susie J. Smith-McKee
Personnel Tech

cc: Charles Sweeney, Director, DIA
Chris Peden, Personnel Officer

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

July 1, 1992 - June 30, 1993
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
		Judicial				NONE			

Prepared by Peggy Sullivan
 Kevin Pokorny, Coordinator
 281-8088
 5120

FN 552-0265

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

7/1/92 - 6/30/93
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Ø									

Prepared by RUTH ALLISON M.H. Diagnostic Correctional Facility
 Kevin Pokorny, Coordinator
 281-8088
 Mental Health Institute

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 92-93

Human Services - State Training School (Eldora)
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
-----NONE-----								
			TOTALS		-----	-----	-----	-----

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1993

Management
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
McPherson, Jean M	PS2 1	Human Resources Management	0	0	260.00	0	0	0
Wedgeworth, Valerie	Accounting Technician 2	Business and Financial Math	0	0	114.00	13.35	0	0
Wedgeworth, Valerie	Accounting Technician 2	Financial Accounting	0	0	114.00	13.35	0	0
TOTALS			0	0	588.00	26.70	0	0

RECEIVED
OCT 01 93
Legislative Service Bureau

Iowa Department of Personnel

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

All departments are required to report to the Department of Personnel and the Legislative Council not later than October 1 of each year, the direct and indirect costs to the department of educational leave and educational assistance granted to employees during the preceding fiscal year (Chapter 79.25, subsection 3, Code of Iowa). IMTS or departmental courses should not be listed on this report. Please send one copy of this report to the Department of Personnel, Development Bureau and one copy to the Legislative Council.

Instructions to complete the report are as follows:

Fiscal Year - Enter the fiscal year for this report.

Department - Enter the name of the department.

1. Employee Name - List employees at random or in alphabetical order.
2. Classification - Enter employee's classification held at the time of taking the course work.
3. Course Title - Enter the name of each course taken by the employee separately by line.
4. Hours Missed - This refers to the total number of work hours missed by the employee to attend the course work, either with pay (W/Pay) or without pay (W/O Pay). Enter total number of hours in the appropriate column. If the employee did not miss work hours, enter a zero.
5. Direct Costs - Expenses incurred by the department as a result of educational expenses reimbursed to the employee or direct billing by the school.
 - Tuition - Costs of tuition for course work taken.
 - Other - Costs of books, fees, or other expenses.If no cost was incurred, enter a zero.
6. Indirect Costs - Costs incurred by the department as a result of making adjustments in employee work assignments or department operations necessitated by the educational leave or assistance. Enter an estimated cost figure. If no cost was incurred, enter a zero.
7. Cost Savings - Estimated savings to the department as a result of the leave granted or the employee taking the course work. This could include, but not limited to, the savings in wages not paid to the employee or savings in increased efficiency in operations. Enter estimated cost figure.
8. Totals - Add up totals for following columns: Hours Missed, Direct Costs, Indirect Costs, and Cost Savings.

IN
 551-0264

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 SEP 01 1993
 D.O.P.

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1993

D. N. R.

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Brent W. Laning	Park Attendant	Landscape Archt. Presentation Tech.	0	0	261.00	0	0	250.00
		Landscape Archt. LA Hist. & Preservation	0	0	261.00	0	0	250.00
Roya Stanley	Pub. Serv. Exec.	Business Research	0	0	720.00	0	0	1,000.00
Elmer Bettis III	Geologist	Directed Study Cenozoic Mammals	6	0	858.00	0	0	2,000.00
Yuxiang Chen	Env. Engineer	Air Conditioning II & III/intro to refrigeration	0	0	340.00	169.00	0	1,000.00
Matthew Culp	Env. Specialist	Agronomy	0	0	414.00	0	0	1,000.00
Daniel Lane	Arch. Tech.	Classical Physics I Prin of Macro-Econ	0	0	398.05	143.90	0	500.00
Christopher Taylor	Park Attendant	Fund of Communication	0	0	123.00	54.00	0	250.00
Dennis Proctor	Wildlife Technician	Computer Concepts for the beginner	0	0	80.00	19.90	0	250.00
Mark Cornish	Fish Technician	Stream Ecology	0	0	243.00	0	0	500.00
Danny Pauley	Cons. Officer	Criminal Justice Research/MCJ 701	0	0	858.00	0	0	2,000.00
TOTALS								

52-0264

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 93

D. N. R.

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Dennis Proctor	Wildlife Tech.	Microsoft Windows	0	0	32.00	12.95	0	150.00
Roya Stanley	Public Serv. Exec.	Contemporary Inf. Technology	0	0	720.00	0	0	2,000.00
Daniel Lane	Arch. Tech	Classical Physics Prin. of Micro-Eco	0	0	373.05	27.95	0	500.00
Thomas Campbell	Consv. Officer	Spanish	0	0	50.00	0	0	250.00
Deborah Quade	Geologist	Field Methods In Hydrogeology	72.00	0	290.00	0	0	1,000.00
Daniel Lane	Arch. Tech	Interpersonal Speech Western Civilization	0	0	290.15	64.30	0	250.00
Elmer Bettis	Geologist	Hydrogeology Research-Geo.	0	0	858.00	0	0	2,000.00
TOTALS			78.00	0	7,169.25	492.00	0	15,250.00

Iowa Department of Personnel

Annual
~~Monthly~~ Report of Educational Leave/Educational Assistance

FY23
 (Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
DAVID MARTIN	RETIREMENT BENEFITS SPEC. 2	PERSONNEL - IPERS	CERTIFIED EMPLOYEE BENEFIT SPECIALIST PROGRAM (CEBS)	INTERN'L FOUNDATION OF EMPLOYEE	\$140.00	X			
TANMY ABDULGHANI	RETIREMENT BENEFITS SPEC. 2	PERSONNEL - IPERS	CERT. EMPLOYEE BENEFIT SPEC. PROGRAM (CEBS)	INTERN'L FOUNDATION EMPLOYEE	\$140.00	X			

Prepared by *Kevin Pokorny, Personnel*
 Kevin Pokorny, Coordinator
 281-8088

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 92

PUBLIC EMPLOYMENT RELATIONS BOARD
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
NONE								
TOTALS								



Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

9-1993
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Kaverne A. Wintermeyer	PHSC 2	Public Health	C Language (Beginning) Advanced PC/DOS	DMACC	155.25	✓			✓

Prepared by Mona Rocha
Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

PUBLIC SAFETY FY93
(Month & Year)

SEP 29 93
Legislative Service
Bureau

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE

Prepared by Dixie Daniels, AAI (1-8387)
Kevin Pokorny, Coordinator
281-8088



STATE OF

IOWA

RECEIVED

SEP 23 1993

D.O.P.

TERRY E. BRANSTAD, GOVERNOR

IOWA PUBLIC TELEVISION

September 21, 1993

MEMORANDUM

TO: Glen Howard
Education Coordinator

FROM: Molly M. Phillips *Molly*
Administrative Officer

RE: Educational Leave and Education Assistance

This memo is to inform you that Iowa Public Television had no one participate in the Educational Leave or Educational Assistance program from July 1, 1992 through June 30, 1993.

cc: Dan Adair

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

Department of Revenue & Finance
Fiscal Year '93
 (Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Putzier, Carmen	Clerk 3	Rev & Fin	Prin Acctg 101	DMACC	118.35	X			
Fulton, Patricia	Rev Agent 2	Rev & Fin	Acctg Fundamentals	DMACC	93.26	X			
Ziebell, Alma	Acctg Clerk 2	Rev & Fin	Interm Acctg 1	DMACC	124.35	X			
Jones, Jo	Acctg Clerk 2	Rev & Fin	Prin Acctg 101	S. W. Comm Cllg	124.35	X			
Steward, Rhonda	Clk Typist 3	Rev & Fin	Word Processing 2	DMACC	93.26	X			
Patton, Sharon	Secretary 1	Rev & Fin	Intro to Accounting	AIB	180.00	X			
Ziebell, Alma	Acctg Clerk 2	Rev & Fin	Interm Acctg 2	DMACC	124.35	X			
Fischer, Stephen	Rev Auditor 2	Rev & Fin	Prin Acctg 102	Univ of Nebraska	153.00	X			
Jones, Jo	Acctg Clerk 2	Rev & Fin	Prin Acctg 102	S.W. Comm Cllg	141.75				

\$1,152.67

Prepared by

Kevin Pokorny, Coordinator
 281-8088

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 93

Revenue & Finance/Lottery
(Department)

RECORDED
SEP 28 93
Legislative Bureau

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Kathy Manternach	Accounting Tech. I	Tax Accounting	0	0	571.20	0	0	0
Vicki Sparks	Computer Operator 2	Systems Anslsysis	0	0	118.40	14.24	0	0
Mike West	Accounting Tech. 2	Intermediate Account- ing I	0	0	118.40	14.24	0	0
Pam Basquin	Executive Asst. I	Lambers CPA Review	0	0	600.00	0	0	0
TOTALS			0	0	1408.00	28.48	0	0

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

June 1993
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Bret Mills	Administrative Officer 2	Treasurer of State	Capitol Managment Fin 270	Drake University	\$825	X			
Bret Mills	Administrative Officer 2	Treasurer of State	Business Policy BUS 279	Drake University	\$825	X			

Prepared by Kevin Pokorny, Coordinator
281-8088

Completed by Karen Sinclair
1-71077

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT
 Fiscal Year 1993
 Iowa Department of Transportation

<u>EMPLOYEE NAME</u>	<u>CLASSIFICATION</u>	<u>COURSE TITLE</u>	<u>HRS. MISSED</u>		<u>DIRECT COSTS</u>	
			<u>W/PAY</u>	<u>W/O PAY</u>	<u>TUITION</u>	<u>OTHER</u>
Abu-Hawash, Ahmad	Transp Eng 1	Creative Component CE 599	0	0	317.80	30.00
Andersen, Sheri	Secretary 1	Beginning WordPerfect 5.1	0	0	70.00	
Baer, Peggy Ann	Exec Asst 1	Finance 453 - Comm Loan Mgmt	1.25	1.25	164.80	10.00
Baer, Peggy Ann	Exec Asst 1	Financial Acctg 284	1.5	1.5	164.80	
Bierwagen, Dean G.	Transp Eng 1	CADD: 518-21	0	0	96.70	
Bierwagen, Dean G.	Transp Eng 1	Adv Engineer Mechanics	1.25	1.25	317.80	30.00
Burklund, Scott	Program Plnr 2	Quantitative Analytical Methods - QUAN 270	0	0	600.00	
Burt, Jolane	Secretary 2	Non-Verbal Communication SP CM 325	0	0	102.40	
Crouch, Tim	Transp Eng 1	Air & Public Transportation Facilities CE 556	0	0	252.20	
Crouch, Tim	Transp Eng 1	Transp Systems Development & Mgmt Lab CE 558	1.5	1.5	317.80	30.00
David, Bobbie	Admin Asst 2	Legal Research II	0	0	111.96	23.55
David, Bobbie	Admin Asst 2	Legal Research & Reporting I				
David, Bobbie	Admin Asst 2	Legal Research, Report				

Davis, Joyce	Admin Asst 1	Intermediate Acct 2	2	2	148.00	
Dockstader, Scott A.	Transp Eng Assoc	Statistics 401	2.5	2.5	455.80	30.00
Durbin, Gregg	Design Tech 2	Engineering Graphics	1.5	1.5	18.90	56.33
Durbin, Gregg	Design Tech 2	Geology for Engineers	1.5	1.5	18.90	56.32
Fitchpatric, Marguerite	Computer Programmer	Systems Analysis DATA 382	0	0	148.00	
Frazier, Fran	Admin Asst 1	English Comp II	0	0	111.00	
Frazier, Fran	Admin Asst 1	English Comp I	0	0	111.00	
Gent, Steve	Transp Eng Assoc	Traffic Systems Development & Mgmt Lab CE 558	1.5	1.5	317.80	30.00
Harrill, Barbara	Secretary 1	Computer Internals	1.75	1.75	162.00	
Harrill, Barbara	Secretary 1	Introduction to Algebra	0	0	162.00	
Harrill, Barbara	Secretary 1	Programming with Basic	0	0	162.00	
Harrill, Barbara	Secretary 1	Spreadsheet Applications	0	0	147.00	
Heer, David	Transp Eng Assoc	Theory of Linear Algebra MATH 317	2	2	251.80	16.00
Hernandez, Victor R.	Eng Aide 2	Pre-Calculus 2	0	0	205.00	35.80
Hernandez, Victor R.	Eng Aide 2	Pre-Calculus 1	0	0	205.00	
Hill, Clarence (Larry)	Const Tech 3	Intro to the IBM FC	0	0	75.00	
Jack, Krandel M.	Transp Eng Assoc	Air & Public Transp Facilities CE 556	1.5	1.5		

Jack, Krandel M.	Transp Eng Assoc	Creative Component CE 599	1	1		
Jack, Krandel M.	Transp Eng Assoc	Planning Methods CRP 520	1.5	1.5	317.80	
Jack, Krandel M.	Transp Eng Assoc	Transp Systems CE 558	1.5	1.5	282.20	
Jakubec, James L.	Eng Aide 2	Understanding IBM DOS	0	0	64.00	
Jensen, Marlene	Secretary 2	WordPerfect 5.1	0	0	70.00	
Jensen, Paul	Design Tech 3	Electronics	0	0	105.00	
Jensen, Paul	Design Tech 3	Beginning Electricity	0	0	90.00	24.70
Jorgensen, Michael	Transp Eng Assoc	Special Topics CE 590	1.5	1.5	317.80	
Jorgensen, Michael	Transp Eng Assoc	Creative Component CE 599	1	1	276.00	
Kapustka, Franklin	Transp Eng in Trng	Intermediate Mechanics of Materials EM 424	1.5	1.5	317.80	30.00
Kirchner, Albert L.	Const Tech 3	DOS V.S.O. Module 1	0	0	40.00	19.50
Knight, Peggi	Transp Eng Assoc	Transp Systems Development & Mgmt Lab CE 558	2	2	317.80	30.00
Leonard, Wendy	Driver License Examiner	Introduction to Business	0	0	123.00	
Lewis, Lori	Secretary 1	WordPerfect 5.1	0	0	70.00	
Martin, Kevin	Programmer Analyst	C Language Beginning	0	0	73.60	
Mayberry, Steven	Design Tech 2	Petrology 2	0	0	291.80	30.00
McHugh, Monica	Secretary 1	Business Communication	0	0	164.80	

Miller, Norman	Land Surveyor 1	Intermediate Microstation	0	0	96.70	29.95
Parr, Elizabeth	Clerk Typist 3	Business Communication	0	0	164.80	
Parr, Elizabeth	Clerk Typist 3	Intercultural Communication	0	0	164.80	
Popp, Kelly	Graphic Artist	Art Graphics	1.5	1.5	300.00	
Roeber, David L.	Transp Eng 2	Understanding the IBM PC	0	0	55.00	
Romsey, Kirk	Design Tech 4	Calculus II	1	1	251.80	38.00
Romsey, Kirk	Design Tech 4	Calculus I	2	2	251.80	38.00
Sabzezar, Habib	Transp Eng Assoc	Preconstruction Project Engineering & Management	.5	.5	317.80	30.00
Schumann, Brenda L.	Transp Planner 2	Principles of Accounting I	0	0	148.00	52.50
Sparks, Sandra	Secretary 1	Word Processing	0	0	60.00	
Stefani, Angelo	Transp Planner 2	Introduction to GIS	2	2	317.80	19.00
Sutch, Michael	Programmer Analyst	Cobol/Intermediate	0	0	148.00	
Sutch, Michael	Programmer Analyst	Systems Analysis	0	0	148.00	
Tomkins, Martin	Eng Aide 2	Computer Concepts for the Beginner	0	0	60.00	
Vu, John	Transp Eng Assoc	Hazardous Waste Mgmt CE 529X	0	0	317.80	30.00
Walton, Roger R.	Transp Eng Assoc	Reinforced Concrete	2	2	317.80	30.00

Wheeler, Dixie	Utility Office Worker	Inventory Control	0	0	111.00	
Wright, Dennis	Design Tech 4	Introduction to Micro Station	0	0	96.70	29.95
			<hr/>			
			TOTALS		\$11,782.60	\$870.65

552-0264

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 93

Commission of Veterans Affairs/Iowa Veterans Home
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
APRIL ASWEGAN	RESIDENT TREATMENT WORKER (RTW)	MEDICATION AIDE	57	--	132.00	0	544.30*	
MARIA DAVIS	RTW	MEDICATION AIDE	57	--	132.00	0	860.60*	
DEE ANNA FELDMAN	RTW	MEDICATION AIDE	57	--	132.00	0	658.20*	
DONNA GRIBBONS	RTW	MEDICATION AIDE	57	--	132.00	0	342.50	
CINDY O'CLAIR	RTW	MEDICATION AIDE	57	--	0**	0	676.00*	
PAM HAINES	RTW	MEDICATION AIDE	57	--	132.00	0	382.49*	
RICK SMITH	RTW	MEDICATION AIDE	57	--	132.00	0	764.98*	
PAULINE STRAIT	RTW	MEDICATION AIDE	57	00	132.00	0	400.28*	
DEANNA TOUGH	RTW	MEDICATION AIDE	57	--	132.00	0	520.41*	
LINDA WOODRUFF	RTW	MEDICATION AIDE	57	--	132.00	0	287.96*	
			570	--	1,188.00	0	5,437.72	--

TOTALS

* Overtime pay utilized in order to maintain staffing minimums.

** Employee quit working at IVH and did not turn in paperwork so we could reimburse her.

Monthly Report of Educational Leave/Educational Assistance

JULY 1992

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
GREG NICHOLS	Sr. Admin. Asst. to Majority Ldr.	SENATE	Legislative Staff Management	University of MN	1700.00				

Prepared by Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

April 1988
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Sharon A. Maddeker	Administrative Assist II	Accounting	Elementary Spanish II	DMACC	\$21AC	✓			
Sharon A. Maddeker	Administrative Assist II	Accounting	Spanish II	DMACC	1935L	✓			

Prepared by Kevin Pokorny
Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

Sept. 1993
(Month & Year)

None

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay

Prepared by Marilyn Chido Attorney General
 Kevin Pokorny, Coordinator
 281-8088
8/2/93

Iowa Department of Personnel

Annual ~~Monthly~~ Report of Educational Leave/Educational Assistance

State FY 1993
~~(Month) Year~~

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Darlene Greenfield	Sr. Service Specialist f/t Blind I	Dept. for the Blind	Principles Micro-Economics	DIACC	\$124.35	X			
Darlene Greenfield	"	"	Principles Macro-Economics	DIACC	\$124.35	X			
Darlene Greenfield	"	"	English Composition	DIACC	\$124.35	X			

Prepared by *Louise C. Duvall*
~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~
 281-1361

Louise C. Duvall
 Training Office 281-1361

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

Board of Regents

July 1, 1992 - June 30, 1993
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
None									

Chris Schnell, Asst Spec.

Prepared by Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

Oct. 1993
(Month & Year)

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Legislative Service
Bureau

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Jule Keeper	Sec. III	ICSA	Financial Management	Grandview	303.25	✓			
Jule Keeper	Sec. III	ICSA	Financial Management	Grandview	875.40	✓			
Jule Keeper	Sec. III	ICSA	Financial Management	Grandview	932.90	✓			

Prepared by Kevin Pokorny, Coordinator
281-8088

Checked by Kevin Pokorny, Coordinator
281-8088

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1993

COMMERCE
(Department)

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SEP 20 93
Legislative Service
Bureau

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Mary Jo Street	Sr. Utility Analyst	American Sign Lang. Psych 190	--	--	465.00	28.95	0	0
TOTALS			0	0	465.00	28.95	0	0

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

Board of Paralel

11 1995
(Month & Year)

Nothing to report. J. M. O'Brien

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay

Prepared by Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

7/1/92 - 9/30/93 (1993)
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
	Nothing to report								
	FROM	Dept of Corrections	IN STATE PENITENTIARY						
			Off Marshall						
			9/30/93						

Prepared by Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Dept of Corrections
 Correctional Release Center
 Newton

Monthly Report of Educational Leave/Educational Assistance

September, 1993
 (Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
<i>No educational leave or</i>									
<i>educational assistance</i>									
<i>during FY '93.</i>									
	<i>Carol Van Lorp</i>								

Prepared by Kevin Pokorny, Coordinator
 281-8088

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1993 (July 1, 92 through June 30, 93)

Dep't of Corrections, Ia Prison Industries, Ia Mens Reformatory, Anamosa, Ia 52205
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
None	Not Applicable	N/A	0	0	0	0	0	0
TOTALS			0	0	0	0	0	0

Prepared by: Larry Krull on Sept 28, 1993.
Larry Krull - Program Planner III

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1993 (July 1, 92 through June 30, 93)

Dep't of Corrections, Ia. Mens Reformatory, Anamosa, Ia 52205

(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
None	Not Applicable	N/A	0	0	0	0	0	0
TOTALS			0	0	0	0	0	0

Prepared by: Larry Kfull
 Larry Kfull - Program Planner III

Sept 28, 1993

FN 552-0265

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

July 1, 1992 through June 30, 1993
(Month & Year)

IOWA JUVENILE HOME

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
NONE TO REPORT -----									

Prepared by Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

Dept. of Cultural Affairs

FY93
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Bennett, Mary	Librarian I	DCA/SHSI	Foundations and Collections Develop	Univ of Iowa	\$276		X	25hrs.	
Kuhn, Tamara	Info Spec III	DCA/IAC	Magazine Article Writing	Drake	\$600	X			
Peitzman, Mark	Executive Asst I	DCA	Intro to the Mac	DMACC	\$70.68	X			
					75				
					70.68				
					60				

Prepared by Mark A. Peitzman (1-6078)
Kevin Pokorny, Coordinator
281-8088

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1993DEPARTMENT OF ECONOMIC DEVELOPMENT
(Department)SEP 30 93
Legislative Services
Bureau

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Dale Braynard	PSE III	Japanese	0	0	1800.			
Jeanne Sorenson	Admin Asst IV	Occupational Info	0	0	675.			
Todd Jones	Admin Asst IV	Public Admin 210	0	0		75.		
Melissa Valadez	Secretary II	Intro to Mgmt	0	0	115.50	15.		
Melissa Valadez	Secretary II	Principle of Mktg	0	0	115.50	15.		
Todd Jones	Admin Asst IV	Public Admin 220	0	0		75.		
Todd Jones	Admin Asst IV	CIS 270	0	0		75.		
Melissa Valadez	Secretary II	Business Law II	0	0	111.00	13.35		
TOTALS			0	0	2817.00	268.35		

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

7/1/92 - 6/30/93

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Gregory J. Fay	Sr. Sys. Prog.	Education	Netware 3.11 System Manager	Century Systems	595.00	x			
Gregory J. Fay	Sr. Sys. Prog.	Education	Netware 2.2 Advanced System Manager	Century Systems	395.00	x			
Sharon K. Willis	Graphic Artist	Education	McIntosh Survival Course	Data-Tech Institute	795.00	x			
Dennis J. Dykstra	Education Program Consultant	Education	McIntosh Survival Course	Data-Tech Institute	795.00	x			
Becky S. Erickson	Graphic Artist	Education	The Basics of Design Using Desktop Publish	Padgett Thompson	125.00	x			
Jeannie M. Ramirez	Adm. Asst. 2	Education	Introduction to Law	DMACC	112.50	x			
Beth Henning	Mgt. Anal. 4	Education	Introduction to Atlas Pro/GIS	Strategic Mapping, Inc.	195.00	x			
David J. Alvord	Education Program Consultant	Education	Beginning Fox Pro	Goulden Comp. Svcs.	175.00	x			
David J. Alvord	Education Program Consultant	Education	Advanced Fox Pro	Goulden Comp. Svcs.	175.00	x			
James J. Gould	Education Program Consultant	Education	Beginning Fox Pro	Goulden Comp. Svcs.	175.00	x			
James J. Gould	Education Program Consultant	Education	Advanced Fox Pro	Goulden Comp. Svcs.	175.00	x			
Gary McCoy	Programmer/Analyst	Education	Beginning Fox Pro	Goulden Comp. Svcs.	175.00	x			

Prepared by

Kevin Pokorny, Coordinator
281-8088

Monthly Report of Educational Leave/Educational Assistance

7/1/92 - 6/30/93

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Gary McCoy	Programmer/Analyst	Education	Advanced Fox Pro	Goulden Comp. Svcs.	175.00	x			
Judy K. Schlotter	Programmer/Analyst	Education	Beginning Fox Pro	Goulden Comp. Svcs.	175.00	x			
Judy K. Schlotter	Programmer/Analyst	Education	Advanced Fox Pro	Goulden Comp. Svcs.	175.00	x			
David Krieger	Data Proc. Mgr.	Education	Beginning Fox Pro	Goulden Comp. Svcs.	175.00	x			
David Krieger	Data Proc. Mgr.	Education	Advanced Fox Pro	Goulden Comp. Svcs.	175.00	x			
Carol Simmons	Secretary 2	Education	Intro to Paradox	Software First, Inc.	75.00	x			
Donald Helvick	Education Program Consultant	Education	Intro to Paradox	Software First, Inc.	75.00	x			
Terry Voy	Education Program Consultant	Education	Intro to Paradox	Software First, Inc.	75.00	x			
Elaine Mowrey	Secretary 1	Education	Intro to Paradox	Software First, Inc.	75.00	x			
Susan McCurdy	Education Program Consultant	Education	Intro to Paradox	Software First, Inc.	75.00	x			
Richard Boyer	Asst. Chief	Education	Intro to Paradox	Software First, Inc.	75.00	x			
Nancy Schram	Sys. Spt. Wrkr. 2	Education	Intro to Paradox	Software First, Inc.	75.00	x			

Prepared by

Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

7/1/92 thru 6/30/93
(Month & Year)

552-0265

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Lyn Crank	Counselor	DE/DVRS	Intro to Personal Computer	DMACC	40.50	X			
Kathy Kent	Counselor	DE/DVRS	Head Injury Rehab. Seminar	Un. of Ia.	138.00	X			
Lisa Rusk	Word Processor	DE/DDS	Medical Terminology	IA ValleyCC	45.00	X			
Merry Stroud	Secretary I	DE/DVRS	DOS for Personal Computers	DMACC	25.80	X			
Merry Stroud	Secretary I	DE/DVRS	Advanced PC-DOS	DMACC	51.60	X			
Gary Widdel	Counselor	DE/DVRS	Computer Keyboarding & Typing Skills	KirkwoodCC	32.00	X			
Ann Birnbaum	Counselor	DE/DVRS	Understanding IBM DOS	KirkwoodCC	64.00	X			
Micheleen Maher	In-Service Training Cons.	DE/DVRS	Organizational Devel. in Ind. & Business	ISU	414.00	X			

Prepared by Kevin Pokorny, Coordinator
281-8088

552-0265

ELDER AFFAIRS
236 Jewett Building
914 Grand Avenue
Des Moines,
Iowa, 50309-2801

Iowa Department of Personnel
Monthly Report of Educational Leave/Educational Assistance
JULY 1, 1992 - JUNE 30, 1993
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
THERE WERE NO EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE TAKEN BY ANY EMPLOYEES OF THE									
DEPARTMENT OF ELDER AFFAIRS DURING THE PAST FISCAL YEAR, ENDING JUNE 30, 1993.									

Prepared by Kevin Pokorny, Coordinator
281-8088

Submitted by David F. Ansell
DAVID F. ANCELL, ADMINISTRATOR
Dated September 24, 1993

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

July 1, 1992 - June 30, 1993
 (Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay

Prepared by Kevin Pokorny, Coordinator
 281-8088

Rita Middleburgh, Training Rep.
 Department of Human Resources

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT
Fiscal Year 1993
DEPARTMENT OF HUMAN SERVICES

EMPLOYEE NAME	CLASSIFICATION	COURSE TITLE	W/PAY W/O PAY		TUITION	OTHER COST	INDIRECT COST	COST/SAVINGS	
			HRS MISSED					TOTAL	TOTAL
Jay Brewer	Prog.&Plan.Adm	Amer.Sign Lang	0	0	\$108.00	\$0.00	\$0.00	\$108.00	
Jana Clausen	Prog.Panner 3	Comm.Action	0	0	\$414.00	\$0.00	\$0.00	\$414.00	
Jane Thomsen	Bud.Analyst 3	Mgmt.Acct/Comp	10	0	\$0.00		\$182.70	\$182.70	
Larry Bottin	SW II	SW Practicum		400	\$0.00				\$5,356.00
Joan Heslinga-Boer	SWII	SW Practicum		400	\$0.00				\$5,356.00
TOTALS			10	800	\$522.00	\$0.00	\$182.70	\$704.70	\$10,712.00

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
<p><i>The University Region has had leave for the past year. A. Johnson 9-20-93</i></p>									
<p><i>DHS no the part</i></p>									

Prepared by

Kevin Pokorny, Coordinator
281-8088

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1993

Woodward State Hospital-School/DHS
(Department)

OCT 01 93
Legislative Service
Bureau

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
No educational	leave/assistance	to report.						
TOTALS								

Iowa Department of Personnel

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

All departments are required to report to the Department of Personnel and the Legislative Council not later than October 1 of each year, the direct and indirect costs to the department of educational leave and educational assistance granted to employees during the preceding fiscal year (Chapter 79.25, subsection 3, Code of Iowa). IMTS or departmental courses should not be listed on this report. Please send one copy of this report to the Department of Personnel, Development Bureau and one copy to the Legislative Council.

Instructions to complete the report are as follows:

Fiscal Year - Enter the fiscal year for this report.

Department - Enter the name of the department.

1. Employee Name - List employees at random or in alphabetical order.
2. Classification - Enter employee's classification held at the time of taking the course work.
3. Course Title - Enter the name of each course taken by the employee separately by line.
4. Hours Missed - This refers to the total number of work hours missed by the employee to attend the course work, either with pay (W/Pay) or without pay (W/O Pay). Enter total number of hours in the appropriate column. If the employee did not miss work hours, enter a zero.
5. Direct Costs - Expenses incurred by the department as a result of educational expenses reimbursed to the employee or direct billing by the school.
 - Tuition - Costs of tuition for course work taken.
 - Other - Costs of books, fees, or other expenses.If no cost was incurred, enter a zero.
6. Indirect Costs - Costs incurred by the department as a result of making adjustments in employee work assignments or department operations necessitated by the educational leave or assistance. Enter an estimated cost figure. If no cost was incurred, enter a zero.
7. Cost Savings - Estimated savings to the department as a result of the leave granted or the employee taking the course work. This could include, but not limited to, the savings in wages not paid to the employee or savings in increased efficiency in operations. Enter estimated cost figure.
8. Totals - Add up totals for following columns: Hours Missed, Direct Costs, Indirect Costs, and Cost Savings.

9-22-93 — educational leave or
No educational assistance
educational assistance
in 1992 for Glenwood
State Hospital - School
Punished

To: JOHNSONR
From: KNUDSEN
Subject: Re: personnel report
Date: 10-20-93 Time: 7:57a

Originated by :BOLENDER
Replied by :KNUDSEN

10-19-93 5:07p
10-20-93 7:50a

Since the June meeting Steve Hansen to a full-time proofreader (6/28/93), I think you mentioned Bonnie's retirement but I don't have anything in my files (6/30/93).

Rosa Snyder was hired as a part-time tour guide (6/29/93). Merit steps were given to: Gary Thompson, Kimberly McKnight (6 months), Steve Hansen, Gerry Rydell and Julie Livers.

As you mentioned - Marva's resignation.
If you have any questions, give me a call.
Marge

Danny Segar (sp?)

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

Douglas L. Adkisson
Mary M. Carr
Edwin G. Cook
Susan E. Crowley
Patricia A. Funaro
Michael J. Goedert
Leslie E. W. Hickey
Mark W. Johnson
Michael A. Kuehn
Carolyn T. Lumbard
Julie A. Smith

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
(515) 281-3566
FAX (515) 281-8027

DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR

LOANNE DODGE
IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

October 20, 1993

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: FY 1995 BUDGETS

Pursuant to section 2.12 of the Code of Iowa, I am transmitting to the members of the Service Committee proposed budgets for the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman for the fiscal year beginning July 1, 1994. Section 2.12 requires that the Legislative Council review and approve the proposed budgets not later than December 1 of each year. The approved budgets will then be transmitted to the Department of Management for inclusion in the Governor's proposed budget for that fiscal year.

LEGISLATIVE FISCAL BUREAU

Proposed Allocation

FY 1995

	<u>FY 1993 ACTUAL</u>	<u>FY 1994 ALLOCATION</u>	<u>FY 1995 REQUEST</u>
Personal Services	\$ 1,236,736	\$ 1,399,000	\$ 1,405,000
Travel	16,647	25,000	25,000
Office Supplies	43,175	55,000	55,000
Communications	14,598	20,500	22,500
Rental	674	10,000	10,000
Office Equipment	58,322	35,000	25,000
Outside Services	11,276	30,000	10,000
Outside Repairs	4,870	5,000	15,000
Data Processing			20,000
TOTAL	<u>\$ 1,386,298</u>	<u>\$ 1,579,500</u>	<u>\$ 1,587,500</u>
Funded FTE's	26.0	26.5	26.5

FY 1995 Proposed Allocation Breakdown

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$ 1,405,000	<ul style="list-style-type: none"> * Assumes merit/COLA increases in FY 1995 * COLA - 2% Jul 94; 2% Jan 95 * Normal merit steps based on salary review dates * All 26.5 positions will be filled * No new positions requested * Includes (\$15,000) amount for reallocations/promotions
Travel	25,000	<ul style="list-style-type: none"> * Reflects the current level of training, conferences, seminars, etc. attended by LFB staff
Office Supplies	55,000	<ul style="list-style-type: none"> * Maintains the current level of operation based on current legislative demand
Communications	22,500	<ul style="list-style-type: none"> * Maintains the current level of operation
Rental	10,000	<ul style="list-style-type: none"> * Maintains the current level of operation
Office Equipment	25,000	<ul style="list-style-type: none"> * Maintains the current level of operation * Provides funding to lease/purchase a small desk top copy machine for LFB staff located in the Lucas Bldg
Outside Services	10,000	<ul style="list-style-type: none"> * Maintains current level of operation
Outside Repairs	15,000	<ul style="list-style-type: none"> * Maintains current level of operation
Data Processing	20,000	<ul style="list-style-type: none"> * Maintains current level of operation including: <ul style="list-style-type: none"> * Revenue Est * Input/Output Model * Salary Projection * Software * Computer Equipment
TOTAL	<u><u>\$ 1,587,500</u></u>	

**Legislative Service Bureau
Proposed Allocation
FY 1995**

	<u>FY 1993 ACTUAL</u>	<u>FY 1994 ALLOCATION</u>	<u>FY 1995 REQUEST</u>
Personal Services	2,394,449.98	2,564,227.00	2,697,089.00
Personal Travel	26,937.86	30,000.00	30,000.00
Office Supplies	46,642.61	72,000.00	65,000.00
Other Supplies	1,193.77	2,200.00	2,200.00
Printing & Binding	872,115.15	492,000.00	1,006,500.00
Uniforms & Related Items	1,612.17	1,500.00	2,000.00
Communications	22,151.93	34,000.00	32,000.00
Rentals	1,500.70	2,000.00	2,000.00
Professional & Scientific Services	4,125.84	7,000.00	10,000.00
Outside Services	1,630.76	3,500.00	3,000.00
Advertising & Publicity	1,407.05	2,000.00	2,000.00
Outside Repairs/Services	20,586.91	23,000.00	25,000.00
Office Equipment	<u>105,048.86</u>	<u>35,000.00</u>	<u>40,000.00</u>
TOTAL *	<u><u>\$3,499,403.57</u></u>	<u><u>\$3,268,427.00</u></u>	<u><u>\$3,916,789.00</u></u>
Funded FTE's	63.50	64.25	64.25
* Excluding Printing	\$2,627,288.42	\$2,776,427.00	\$2,910,289.00

FY - 95 Budget Allocation Breakdown:

<u>ITEM</u>	<u>DOLLAR</u>	<u>ASSUMPTIONS</u>
Personal Services	2,697,089	* No new employees. Provides for merit increases. Builds in 2% cost of living increase for July 1, 1994 and 2% for January 1, 1995. Provides minimal funding for promotions.
Personal Travel	30,000	* No increase from current year.
Office Supplies	65,000	* Reduction from current year.
Other Supplies	2,200	* No increase from current year.
Printing & Binding	1,006,500	* Provides 6% increase per year for printing the Iowa Code, Session Laws, Iowa Administrative Bulletin, Iowa Admin. Code Supplement, and other legislative publications. Majority of costs are recouped through sales of legal publications.
Uniforms & Related Items	2,000	* Maintains current level.
Communications	32,000	* Reduction from current year.
Rentals	2,000	* No increase from current year.
Professional & Scientific Services	10,000	* Increase from current year for services for bill drafting, publication work, and for Iowa Administrative Code Project.
Outside Services	3,000	* Reduction from current year.
Advertising & Publicity	2,000	* No increase from current year.
Outside Repairs/Services	25,000	* Maintains current level of spending.
Office Equipment	40,000	* Maintains current level of spending.

**Legislative Computer Support Bureau
Proposed Allocation
1994-95 Fiscal Year**

	<u>FY-93 ACTUAL</u>	<u>FY-94 ALLOCATION</u>	<u>FY-95 REQUEST</u>
Personal Services	427,773	517,998	564,863
Travel	14,566	20,000	20,000
Office Supplies	6,480	14,000	10,000
Communications	13,429	17,000	20,000
Rental	1,020	2,000	2,000
Office Equipment	0	10,000	7,500
Outside Maintenance, Repairs/Service	206,929	261,147	250,000
Data Processing, Hardware & Software	<u>619,111</u>	<u>590,000</u>	<u>610,000</u>
Expenditures	<u>1,289,308</u>	<u>1,432,145</u>	<u>1,484,363</u>
FTE's	9.9	10.4	11.4

Legislative Computer Support Bureau (FY-95 Budget Request Breakdown:)

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Salaries	\$564,863	*Assumes merit/COLA increase in FY 1995 *COLA (2%) effective 7-1-94 *COLA (2%) effective 1-1-95 *All 11.4 FTE positions will be filled *Merit steps based upon salary review *No new positions. *Includes minimal amount for reallocations/ promotions
Travel	\$ 20,000	*maintain current level of training, seminars and conferences attended by staff
Office Supplies	\$ 10,000	*maintain current level of operation
Communications	\$ 7,500	*maintain current level of operation
Office Equipment	\$ 20,000	*maintain current level of operation
Rentals	\$ 2,000	*maintain current level of operation
<u>Outside Maintenance, Repairs/Service \$250,000</u>		
Anticipated maintenance charges for computer equipment including laser printers and UPS	\$175,000	
Anticipated maintenance increases	\$ 20,000	
Anticipated software upgrade	\$ 40,000	
Anticipated off hours maintenance	\$ 15,000	
<u>Data Processing Hardware and Software \$610,000</u>		
Anticipated Lease Purchase Payments	\$440,304	
PC & Network Software upgrades and purchases, PC & network hardware upgrades and purchases.	\$169,696	

CITIZENS' AIDE/OMBUDSMAN
Proposed Allocation
FY 1995

<u>Expenditure Category</u>	<u>FY-1993 Actual</u>	<u>FY-1994 Allocation</u>	<u>FY-1995 Request</u>
Personal Services	\$527,617	\$564,721	\$583,347
Travel	13,713	15,000	15,000
Office Supplies	10,404	15,500	15,000
Printing	1,175	1,200	1,200
Communications	17,631	19,500	21,000
Rental	-	250	250
Professional Services	4,239	5,000	5,000
Outside Services	-	1,000	1,000
Advertising	-	300	300
Office Equipment	2,395	8,000	8,000
Remodeling	-	1,000	8,400 *
Totals	<u>\$577,174</u>	<u>\$631,471</u>	<u>\$658,497 ** (4.3%)</u> <u>651,097 ** # (3.1%)</u>
FTE	12.0	12.0	12.0

* includes \$7,400 estimated remodelling expenses to comply with ADA requirements

budget request without ADA compliance remodelling expenses

** this amount does not include the estimated \$74,500 and 1.5 FTE comprising Small Business Ombudsman program beginning November 1994 funded through emission permit fees collected by the Iowa Department of Natural Resources pursuant to the Clean Air Act Amendments.

**CITIZENS' AIDE/OMBUDSMAN
FY 1995 Proposed Allocation Breakdown**

<u>ITEM</u>	<u>DOLLARS</u>	<u>ASSUMPTIONS</u>
Personal Services	\$583,347	Base salaries and benefits COLA at 2% eff. 7/1/94 & 2% eff. 1/1/95 Merit by salary review dates Promotions approved No vacancies on TO
Travel	15,000	Maintains current level
Office Supplies	15,000	Maintains current level
Printing	1,200	Maintains current level
Communications	21,000	Maintains current level of operation with anticipated 7.5% telephone rate increase
Rental	250	Contingency for field investigations, i.e. rental space to conduct hearings or interviews
Professional Services	5,000	Contingency for legal transcriptions and outside consultations
Outside Services	1,000	Contingency maintaining current level
Advertising	300	Contingency if a staff vacancy occurs, anticipates a single occurrence
Office Equipment	8,000	Maintains current level, extended warranties, contingency for repairs and office furniture; does not include upgrades or replacements of computers
Other (Remodeling)	8,400	Contingency for repair or replacement and estimated full compliance with ADA Standards
Total	<u>\$658,497</u> 651,097 (without estimated ADA compliance)	

10/19/93
95bud/green

TO: William Angrick II
Judy Green

FROM: Ruth Cooperrider *RC*

DATE: October 14, 1993

RE: Estimated costs of improvements for ADA compliance

Mark Willemsen provided by telephone call on October 11, 1993 the following estimated costs for improvements to the CA/O office to bring it into compliance with the ADA:

1. Signage - on all doors, etc. \$2,000
 - * 2. Warning signals - Willemsen says we do not have to install/modify these if we do not already have any type of signals in place; Rick Leckness of IDOP is verifying this. If we have to install all warning signals, it will be: \$25,000
 3. Restrooms - \$2,500
 4. Drinking Fountain \$600
 5. Doors - replace handles/latches
\$150 per door - assuming 7 interior room doors \$1,050
 6. Doors - adjusting air pressure on closers
\$150 per door - assuming 3 doors \$450
 7. Door - modify outside ringer so it can be heard \$200
If modify door to automatically open with pushbutton \$600
- | | |
|-------------------------|----------|
| With warning signals | \$32,400 |
| | or |
| Without warning signals | 7,400 |

October 19, 1993

Phone call by Judy Green to Mark Willemsen.

Mark stated the \$25,000 warning signal figure was an estimate from a contractor.

He also stated that it is not mandatory by ADA rules to install/modify warning signals (strobe lights, etc.) if we have no signals in place now.

Pete Hamlin, Chief
August 2, 1993
page two

I estimate an initial operating budget for this function as follows:

Personnel

1.0 FTE small business/environmental
ombudsman assistant 34,000

0.5 FTE clerical support staff 11,500

Travel 5,000

Communications 5,000

Office Equipment 8,000

computer, desk, chair, telephone, etc.

Office Supplies 1,000

Printing 1,000

brochures, complaint forms, survey forms, etc.

Professional & Scientific Services 3,000

Office space renovation 8,000

\$74,500

I have enclosed copies of the statute under which we operate, a descriptive brochure about the office and relevant minutes from the Service Committee of the Legislative Council, indicating their approval to undertake this responsibility.

The State Library of Iowa
 Division of the Department of Education

State Librarian
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-4105
 FAX: (515) 281-6191

Audio-Visual Services
 E. 12th and Grand
 Des Moines, IA 50319
 1-800-248-4462
 (515) 281-4316
 FAX: (515) 281-3384

Documents Services
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-6718
 FAX: (515) 281-3384

**Information Services
 Library**
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-4102
 FAX: (515) 281-3384

Library Communications
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-7574
 FAX: (515) 281-6191

Library Development
 E. 12th and Grand
 Des Moines, IA 50319
 1-800-248-4483
 (515) 281-5790
 FAX: (515) 281-6191

Networking Services
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-6182
 FAX: (515) 281-6191

State Data Center
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-4350
 FAX: (515) 281-3384

State Law Library
 Capitol Building
 Des Moines, IA 50319
 (515) 281-5124
 FAX: (515) 281-5405

State Medical Library
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-5772
 FAX: (515) 281-3384

Technical Services
 E. 12th and Grand
 Des Moines, IA 50319
 (515) 281-4352
 FAX: (515) 281-3384

October 18, 1993

The Honorable Wally Horn, Chair
 Legislative Council
 Iowa Senate
 State Capitol Building
 L O C A L

Dear Senator Horn:

For many years a part-time employee has been responsible for posting bill books in the State Law Library during the Legislative Session. The position was, until about 15 years ago, a Legislative employee assigned to the Library. Early in the 75th General Assembly, First Session, the State Library position was vacated and lost to rightsizing.

The importance of maintaining the daily paper posting of bill books cannot be underestimated. The State Law Library retains original bills back to territorial times and bills with overlaid amendments (such as are now kept) back to 1942. It is amazing how often the historical perspective of legislative material is used by Iowa legislative staff, citizens, and others.

There is no other way of maintaining this historical perspective except in the current format. While the legislative computer is wonderful for day-to-day updates, it is not designed to retain information for indefinite historical perspective. The State Law Library is the only location where these bills are available to the public in an organized, freely accessible manner.

Staffing at the State Law Library has been reduced by one half since the 1986 state reorganization, yet use statistics continue to rise. Telephone requests to the library increased 33% in FY93 over FY92 alone. Walk-in and electronic requests increased 10% during the same period. It is not uncommon to see a dozen people using the library's bill books at any one time, especially during the Session.

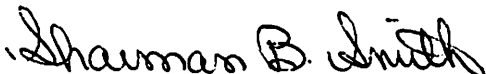
Presently the law librarian, Linda Robertson, posts bill books. The Library cannot afford to use the time of its only professional librarian in that fashion for another Session. Her time is better spent serving legal information needs of Legislators, their staffs, the general public, the legal community, and students.

The Honorable Wally Horn
October 18, 1993
page 2

Can the Legislative Council once again place a person in the Library to do this work? Of course, the bill books would be the person's only responsibility in the library. Upon completion of the daily posting, the individual would be available for other legislative work assignments.

We appreciate the Council's consideration of this request. Should you have questions, please contact Linda Robertson at 1-5124.

Sincerely,


Sharman B. Smith
State Librarian

SBS:bjb

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JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

October 25, 1993

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: PROPOSED PERSONNEL GUIDELINES CHANGES RELATING TO GIFTS AND SUBSTANCE ABUSE

The enclosed proposed changes to the Personnel Guidelines for the Central Legislative Staff Agencies relate to gifts and substance abuse.

Gifts. The changes relating to gifts are conforming in nature, made necessary by the 1993 gift law legislation.

Substance Abuse. The proposed substance abuse policy for central legislative staff agency employees is the latest draft of several drafts which have been circulated to all legislative staffs and considered by the Service Committee and Legislative Council. The enclosed draft was provided to the Legislative Council at the June 1993 meeting and has been revised (see strike-throughs and underlining for changes) per Legislative Council discussion at that meeting. The changes remove a reference to the public's perception of an employee's ability to perform the employee's job duties, and modify language concerning the relationship of administrative and criminal investigations regarding an employee's substance abuse activity. A summary of the proposed substance abuse policy is also enclosed.

**SUMMARY OF PROPOSED
SUBSTANCE ABUSE POLICY**

October 1993

SUBSTANCE ABUSE

The proposed policy on substance abuse is similar to the executive branch's policy, except that the executive branch policy is broader and more vague in some respects. The policy establishes certain illegal conduct involving controlled substances and alcohol and certain abusive uses of alcohol, prescription drugs, or controlled substances as violations subjecting an employee to summary dismissal absent any mitigating circumstances. The policy also establishes certain uses of alcohol, prescription drugs, and controlled substances as violations subjecting an employee to discipline or discharge, absent mitigating circumstances. Such uses are tied to an employee's impairment on the job, below standard job performance or on-the-job misconduct, or off-duty misconduct if a nexus exists between the off-duty misconduct and the employee's job duties. Mitigating circumstances may include alcohol or drug dependency or other factors if raised as a defense by the employee or by the employer due to the employer's reasonable belief of the existence of the dependency or other factor. The policy also includes certain investigatory procedures and dispositional alternatives.

rj/subabsum

**PROPOSED NEW PART TO THE
PERSONNEL GUIDELINES FOR THE
CENTRAL LEGISLATIVE STAFF AGENCIES**

(Copy provided to Legislative Council at June meeting and revised per Legislative Council discussion)

XIX - SUBSTANCE ABUSE

A. Prohibitions

1. Prohibitions Subjecting Employees to Summary Discharge.

a. Employees of the central legislative staff agencies are prohibited from engaging or participating in any of the following activities:

i. Reporting to work during regular work hours while under the influence of alcohol or nonprescribed controlled substances.

ii. The illegal manufacture, possession, sale, purchase, transfer, consumption, or use of alcohol or controlled substances while engaged in state business, or on the employer's premises or in state offices.

iii. The illegal use or abuse of controlled substances or the consumption of alcohol during the operation of a state vehicle or a personal vehicle when the employee expects to receive reimbursement for mileage from the state; or the illegal use or abuse of controlled substances or the illegal or abusive consumption of alcohol preceding the operation of a state vehicle or a personal vehicle when the employee expects to receive reimbursement for mileage from the state.

iv. The abusive use of prescription drugs or controlled substances while engaged in state business or on the employer's premises or in state offices.

b. Employees engaging or participating in any of the activities prohibited under this subparagraph 1 are subject to summary discharge, absent mitigating circumstances. Summary discharge means discharge from employment upon completion of a fair and thorough investigation substantiating the egregious conduct. Such discharge need not be preceded by progressive discipline, which includes, but is not limited to, verbal warning, written reprimand, and suspension.

2. Prohibitions Subjecting Employees to Discipline or Discharge.

a. Employees of the central legislative staff agencies are prohibited from engaging or participating in any of the following activities:

i. Reporting to work or returning to work, during regular work hours following a meal or break period during which alcohol, prescription drugs, or controlled substances are consumed or used, in an impaired condition. Reporting to work outside regular work hours in an impaired condition due to the consumption or use of alcohol, prescription drugs, or controlled substances, without informing the appropriate supervisor of the impaired condition prior to reporting to work.

ii. Below standard job performance or on-the-job misconduct, including, but not limited to, excessive absenteeism or tardiness, caused by the consumption or use of alcohol, prescription drugs, or controlled substances.

iii. Off duty misconduct involving the- illegal manufacture, possession, sale, purchase, transfer, consumption, or use of alcohol or- controlled substances, the illegal use or abuse of controlled substances or the consumption of alcohol during,- or the illegal use or abuse of controlled substances or the illegal or abusive consumption of alcohol preceding, the operation of a vehicle, or the- abusive use of prescription drugs or controlled substances, if a nexus exists between the off duty misconduct and the employee's job duties. Nexus means a connection, link, or tie to the employee's job duties, to the ability of the employee to perform the job duties, ~~to the public's perception of the ability of the employee to perform the job duties,~~ or to serious damage caused to the reputation of the employer. A nexus may exist for employees of the central legislative staff agencies between off duty conduct which results in any serious or aggravated misdemeanor or felony charge involving alcohol, prescription drugs, or controlled substances and the employees' job duties relating to the work of the legislature as the public institution charged with lawmaking.

b. Employees engaging or participating in any of the activities prohibited under this subparagraph 2 are subject to discipline or discharge, absent mitigating circumstances.

B. Mitigating Circumstances. Mitigating circumstances may include, but are not limited to, alcohol or drug dependency, unknowing or mistaken consumption, consumption or use as directed by a practitioner, as defined in chapter 155A, if any restrictions on activity imposed by the practitioner are also complied with, and other factors if raised as a defense in the investigatory meeting by the employee or if the employer has a reasonable belief that a mitigating circumstance is present.

An employee shall be offered an opportunity to seek an evaluation and treatment, if necessary, for the alcohol or drug dependency, unless any of the following apply:

1. The employee's violation of paragraph A, subparagraph 1 or 2 compromises the employee's ability to responsibly perform the employee's job duties or compromises the employer's fulfillment of the agency's mission.

2. The employee has previously violated paragraph A, subparagraph 1 or 2 and has been given a final written warning or is subject to an executed last chance agreement to refrain from further violation of paragraph A, subparagraph 1 or 2.

3. The employee's violation is so egregious that summary discharge is the appropriate action.

If the employee wishes the alcohol or drug dependency to be considered as a mitigating circumstance, the employee bears the responsibility to seek evaluation and to provide the employer with documentation of an alcohol or drug dependency and treatment recommendations.

During the period of time when the employee is waiting for an evaluation to determine alcohol or drug dependency, the employer may require the employee to take a leave of absence and to use vacation, compensatory, or sick leave, as appropriate, or to request leave without pay. If the results of the evaluation determine that the employee is not alcohol or drug dependent, the employer shall proceed with discipline or discharge as appropriate. If the results of the evaluation determine that the employee is alcohol or drug dependent, the employer may establish successful completion of treatment and abstention from the consumption of alcohol or use or abuse of drugs for a reasonable period of time as a condition of continued employment.

As an alternative to a leave of absence while the employee is waiting for the evaluation, the employer, depending on the circumstances, may discharge the employee and, following an evaluation and successful completion of treatment initiated by the employee, may reinstate the employee conditioned upon the employee's abstention from the consumption of alcohol or use or abuse of drugs for a reasonable period of time.

C. Procedures. If the employer observes or receives evidence of a violation of paragraph A, subparagraph 1 or 2, the employer shall immediately commence an investigation in order to determine appropriate disciplinary action. The investigation shall be conducted, and any appropriate discipline imposed, independent of any criminal investigation related to the alleged violation. Once the investigation is commenced, the employer shall by carefully ~~collecting~~ collect and ~~preserving~~ preserve any relevant evidence and ~~by instructing~~ instruct any witnesses to immediately reduce their observations to writing and to sign and date their statements. The investigation must include an opportunity for the employee to meet with the employer. At the meeting the employer must present the alleged violations and allow the employee to respond to the allegations and to any evidence presented, and to offer any mitigating circumstances. The employer may suspend the employee with pay pending the completion of the investigation. Upon completion of the investigation, the employer must meet with the employee to inform the employee of the imposition of any discipline or of discharge.

~~If a criminal investigation is pending related to the alleged violation, the employer must conduct an independent administrative investigation of the alleged violation in order to determine appropriate disciplinary action, regardless of the status or outcome of the criminal investigation.~~ Information obtained in the administrative investigation under threat of loss of

job or other discipline is generally not admissible in a criminal proceeding. Arrest and incarceration may necessitate temporary removal of an employee from the job with leave charged to the employee or with leave without pay. Reassignment of duties is a possible alternative based on the circumstances. If the employee is incarcerated at the time of completion of the independent administrative investigation or upon conviction for a criminal offense, the employee may be summarily discharged unless extenuating circumstances exist in which case the employer may grant a leave of absence without pay for a limited period of incarceration. However, the employee must request such a leave of absence and, if the employee does not, the employer may discharge the employee for absence from the job without proper authorization.

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XIV. GIFTS AND SALES OF GOODS AND SERVICES

A. Gifts

1. As used in this paragraph A, the words "gift," "honorarium," "immediate family member," "public disclosure," and "restricted donor" have the same meanings as provided in chapter 68B of the Iowa Code.
2. Except as provided in this paragraph A, a restricted donor or donors shall not, directly or indirectly, individually or jointly, offer or make any gift or series of gifts to an employee or an immediate family member of an employee. An employee or the employee's immediate family shall not solicit any gift or series of gifts at any time. An employee shall not seek or accept an honorarium from a restricted donor.
3. Gifts which would otherwise be prohibited may however, be received by an employee if ~~the requirements of~~ any of the exclusions contained in section 68B.22, subsection 4, of the Iowa Code are satisfied apply to receipt of the gift.
4. A restricted donor may give, and an employee or an immediate family member of an employee may accept, an otherwise prohibited nonmonetary gift or series of gifts if the gift or series of gifts is donated within 30 days to a public body, a bona fide educational or charitable organization, or the Department of General Services. The employee shall file a report of the gift or series of gifts with the employee's legislative agency. A report required to be filed pursuant to these rules shall be filed by the fifteenth day of the month following the month in which the gift or series of gifts was made or received. The report shall show the donor, donee, nature, amount, date, and disposition or intended disposition of each gift or series of gifts.
5. Each director shall designate a custodian of the reports filed with that agency. The Legislative Council may request compilations on or copies of those reports. The reports are available for public inspection as provided in Chapter 22 of the Iowa Code.

B. Sales of Goods or Services

1. As used in this paragraph B, the words "legislative employee," "lobbyist," and "person" have the same meanings as provided in chapter 68B of the Iowa Code.
2. A legislative employee shall not sell goods or services with a value in excess of \$2000 to the general assembly, a legislative branch agency, or a state executive branch agency with which the employee has substantial and regular contact, unless the sale has been made pursuant to an award ~~or~~

contract let after public notice and competitive bidding. The public bid requirement does not apply to legislative employees who are instructors at accredited education institutions and who possess the appropriate license and education requirements for that education institution, or to publication of various legal notices and propositions in newspapers that have been designated as the place for publication of legal notices or propositions.

3. Except as provided in this subparagraph, a permanent legislative employee shall not sell, directly or indirectly, any goods or services to individuals, associations, or corporations which employ persons who are registered lobbyists before the general assembly.

A legislative employee who is not the director of a central legislative staff agency may sell goods or services and not be in violation of this paragraph A if all of the following conditions are met:

- a. The employee obtains the prior consent of the director of the employee's agency.
- b. The goods or services to be sold do not include lobbying the general assembly and selling goods or services to the general assembly.
- c. The duties and functions performed by the legislative employee are not related to the legislative authority of the general assembly over the individual, association, or corporation or the duties and functions performed by the legislative employee for the general assembly will not be affected by the proposed sale of goods or services to the individual, association, or corporation.
- d. Either the value of the goods or services is under \$2000, or the value is greater than \$2000 and the contract is let either with someone other than a state agency, or with a state agency, but has been let after public notice and competitive bidding.

If the legislative employee is the director of a central legislative staff agency, all of the above requirements shall apply, except that prior consent of the Legislative Council shall be required in lieu of consent of the director of the agency.

4. Each director shall specify a procedure for receiving and recording requests by employees for permission to sell goods or services. Records of the requests are available for public inspection as provided in Chapter 22 of the Iowa Code. This chapter shall not apply to goods or services rendered voluntarily by an employee for which no compensation is received. This chapter shall not be construed to permit sales of goods or services which would either constitute an unlawful receipt of an honorarium or would

constitute services against the interest of the state in violation of section 68B.6 of the Iowa Code.

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REPORT OF GIFTS RECEIVED

An employee of a central legislative staff agency is required to file this report with the employee's agency when any gift or series of gifts, as defined in section 68B.2, is received by the employee or an immediate family member of the employee. This does not apply to gifts of food, beverage, travel, and lodging if the requirements of section 68B.22, subsection 4, are met and the director is notified. This report is due by the 15th of the month following the month in which the gift was received.

Please note: Iowa law prohibits the acceptance of any gift or series of gifts, but allows the acceptance of a nonmonetary gift or series of gifts if donated within 30 days to a public body, a bona fide educational or charitable organization, or the Department of General Services. Iowa Code Chapter 68B should be reviewed with respect to the definition of gift and other pertinent requirements.

GIFTS:

1. Donor/Organization _____
 Date Received _____
 Nature and Amount _____

 Disposition _____

2. Donor/Organization _____
 Date Received _____
 Nature and Amount _____

 Disposition _____

3. Donor/Organization _____
 Date Received _____
 Nature and Amount _____

 Disposition _____

5. Date _____ Donee's Signature _____

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REPORT OF GIFTS RECEIVED

Reporting Requirement. An employee of a central legislative staff agency is required to file a report with the employee's agency when any prohibited gift or series of gifts is received from a restricted donor by the employee or an immediate family member of the employee and is subsequently donated to a public body, a bona fide educational or charitable organization, or the Department of General Services. This reporting requirement does not apply to otherwise prohibited gifts for which an exclusion is provided under section 68B.22, subsection 4. A report required to be filed under paragraph A of Part XIV of the Guidelines is due by the 15th of the month following the month in which the gift is received.

Pertinent Statutory Law. Iowa law prohibits the acceptance of any gift or series of gifts from a restricted donor unless an exclusion applies to receipt of the gift. However, otherwise prohibited nonmonetary gifts may be received if the item or items are donated within 30 days to a public body, a bona fide educational or charitable organization, or the Department of General Services. Iowa Code Chapter 68B should be reviewed with respect to the definition of the term "gift", the statutory exclusions, and other pertinent requirements.

GIFTS:

- 1. Donor/Organization _____
 Date Received _____
 Nature and Amount _____

 Disposition _____

- 2. Donor/Organization _____
 Date Received _____
 Nature and Amount _____

 Disposition _____

- 3. Donor/Organization _____
 Date Received _____
 Nature and Amount _____

 Disposition _____

_____ Date

_____ Donee's Signature

GENERAL ASSEMBLY OF IOWA



LEGISLATIVE SERVICE BUREAU

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JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

October 25, 1993

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: PROPOSED PERSONNEL GUIDELINES CHANGES RELATING TO GIFTS AND SUBSTANCE ABUSE

The enclosed proposed changes to the Personnel Guidelines for the Central Legislative Staff Agencies relate to gifts and substance abuse.

Gifts. The changes relating to gifts are conforming in nature, made necessary by the 1993 gift law legislation.

Substance Abuse. The proposed substance abuse policy for central legislative staff agency employees is the latest draft of several drafts which have been circulated to all legislative staffs and considered by the Service Committee and Legislative Council. The enclosed draft was provided to the Legislative Council at the June 1993 meeting and has been revised (see strike-throughs and underlining for changes) per Legislative Council discussion at that meeting. The changes remove a reference to the public's perception of an employee's ability to perform the employee's job duties, and modify language concerning the relationship of administrative and criminal investigations regarding an employee's substance abuse activity. A summary of the proposed substance abuse policy is also enclosed.

**SUMMARY OF PROPOSED
SUBSTANCE ABUSE POLICY**

October 1993

SUBSTANCE ABUSE

The proposed policy on substance abuse is similar to the executive branch's policy, except that the executive branch policy is broader and more vague in some respects. The policy establishes certain illegal conduct involving controlled substances and alcohol and certain abusive uses of alcohol, prescription drugs, or controlled substances as violations subjecting an employee to summary dismissal absent any mitigating circumstances. The policy also establishes certain uses of alcohol, prescription drugs, and controlled substances as violations subjecting an employee to discipline or discharge, absent mitigating circumstances. Such uses are tied to an employee's impairment on the job, below standard job performance or on-the-job misconduct, or off-duty misconduct if a nexus exists between the off-duty misconduct and the employee's job duties. Mitigating circumstances may include alcohol or drug dependency or other factors if raised as a defense by the employee or by the employer due to the employer's reasonable belief of the existence of the dependency or other factor. The policy also includes certain investigatory procedures and dispositional alternatives.

rj/subabsum

**PROPOSED NEW PART TO THE
PERSONNEL GUIDELINES FOR THE
CENTRAL LEGISLATIVE STAFF AGENCIES**

(Copy provided to Legislative Council at June meeting and revised per Legislative Council discussion)

XIX - SUBSTANCE ABUSE

A. Prohibitions

1. Prohibitions Subjecting Employees to Summary Discharge.

a. Employees of the central legislative staff agencies are prohibited from engaging or participating in any of the following activities:

i. Reporting to work during regular work hours while under the influence of alcohol or nonprescribed controlled substances.

ii. The illegal manufacture, possession, sale, purchase, transfer, consumption, or use of alcohol or controlled substances while engaged in state business, or on the employer's premises or in state offices.

iii. The illegal use or abuse of controlled substances or the consumption of alcohol during the operation of a state vehicle or a personal vehicle when the employee expects to receive reimbursement for mileage from the state; or the illegal use or abuse of controlled substances or the illegal or abusive consumption of alcohol preceding the operation of a state vehicle or a personal vehicle when the employee expects to receive reimbursement for mileage from the state.

iv. The abusive use of prescription drugs or controlled substances while engaged in state business or on the employer's premises or in state offices.

b. Employees engaging or participating in any of the activities prohibited under this subparagraph 1 are subject to summary discharge, absent mitigating circumstances. Summary discharge means discharge from employment upon completion of a fair and thorough investigation substantiating the egregious conduct. Such discharge need not be preceded by progressive discipline, which includes, but is not limited to, verbal warning, written reprimand, and suspension.

2. Prohibitions Subjecting Employees to Discipline or Discharge.

a. Employees of the central legislative staff agencies are prohibited from engaging or participating in any of the following activities:

i. Reporting to work or returning to work, during regular work hours following a meal or break period during which alcohol, prescription drugs, or controlled substances are consumed or used, in an impaired condition. Reporting to work outside regular work hours in an impaired condition due to the consumption or use of alcohol, prescription drugs, or controlled substances, without informing the appropriate supervisor of the impaired condition prior to reporting to work.

ii. Below standard job performance or on-the-job misconduct, including, but not limited to, excessive absenteeism or tardiness, caused by the consumption or use of alcohol, prescription drugs, or controlled substances.

iii. Off duty misconduct involving the illegal manufacture, possession, sale, purchase, transfer, consumption, or use of alcohol or controlled substances, the illegal use or abuse of controlled substances or the consumption of alcohol during or the illegal use or abuse of controlled substances or the illegal or abusive consumption of alcohol preceding the operation of a vehicle, or the abusive use of prescription drugs or controlled substances, if a nexus exists between the off duty misconduct and the employee's job duties. Nexus means a connection, link, or tie to the employee's job duties, to the ability of the employee to perform the job duties, ~~to the public's perception of the ability of the employee to perform the job duties,~~ or to serious damage caused to the reputation of the employer. A nexus may exist for employees of the central legislative staff agencies between off duty conduct which results in any serious or aggravated misdemeanor or felony charge involving alcohol, prescription drugs, or controlled substances and the employees' job duties relating to the work of the legislature as the public institution charged with lawmaking.

b. Employees engaging or participating in any of the activities prohibited under this subparagraph 2 are subject to discipline or discharge, absent mitigating circumstances.

B. Mitigating Circumstances. Mitigating circumstances may include, but are not limited to, alcohol or drug dependency, unknowing or mistaken consumption, consumption or use as directed by a practitioner, as defined in chapter 155A, if any restrictions on activity imposed by the practitioner are also complied with, and other factors if raised as a defense in the investigatory meeting by the employee or if the employer has a reasonable belief that a mitigating circumstance is present.

An employee shall be offered an opportunity to seek an evaluation and treatment, if necessary, for the alcohol or drug dependency, unless any of the following apply:

1. The employee's violation of paragraph A, subparagraph 1 or 2 compromises the employee's ability to responsibly perform the employee's job duties or compromises the employer's fulfillment of the agency's mission.

2. The employee has previously violated paragraph A, subparagraph 1 or 2 and has been given a final written warning or is subject to an executed last chance agreement to refrain from further violation of paragraph A, subparagraph 1 or 2.

3. The employee's violation is so egregious that summary discharge is the appropriate action.

If the employee wishes the alcohol or drug dependency to be considered as a mitigating circumstance, the employee bears the responsibility to seek evaluation and to provide the employer with documentation of an alcohol or drug dependency and treatment recommendations.

During the period of time when the employee is waiting for an evaluation to determine alcohol or drug dependency, the employer may require the employee to take a leave of absence and to use vacation, compensatory, or sick leave, as appropriate, or to request leave without pay. If the results of the evaluation determine that the employee is not alcohol or drug dependent, the employer shall proceed with discipline or discharge as appropriate. If the results of the evaluation determine that the employee is alcohol or drug dependent, the employer may establish successful completion of treatment and abstention from the consumption of alcohol or use or abuse of drugs for a reasonable period of time as a condition of continued employment.

As an alternative to a leave of absence while the employee is waiting for the evaluation, the employer, depending on the circumstances, may discharge the employee and, following an evaluation and successful completion of treatment initiated by the employee, may reinstate the employee conditioned upon the employee's abstention from the consumption of alcohol or use or abuse of drugs for a reasonable period of time.

C. Procedures. If the employer observes or receives evidence of a violation of paragraph A, subparagraph 1 or 2, the employer shall immediately commence an investigation in order to determine appropriate disciplinary action. The investigation shall be conducted, and any appropriate discipline imposed, independent of any criminal investigation related to the alleged violation. Once the investigation is commenced, the employer shall carefully ~~collecting~~ collect and ~~preserving~~ preserve any relevant evidence and ~~by instructing~~ instruct any witnesses to immediately reduce their observations to writing and to sign and date their statements. The investigation must include an opportunity for the employee to meet with the employer. At the meeting the employer must present the alleged violations and allow the employee to respond to the allegations and to any evidence presented, and to offer any mitigating circumstances. The employer may suspend the employee with pay pending the completion of the investigation. Upon completion of the investigation, the employer must meet with the employee to inform the employee of the imposition of any discipline or of discharge.

~~If a criminal investigation is pending related to the alleged violation, the employer must conduct an independent administrative investigation of the alleged violation in order to determine appropriate disciplinary action, regardless of the status or outcome of the criminal investigation.~~ Information obtained in the administrative investigation under threat of loss of

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rj/subabus4

XIV. GIFTS AND SALES OF GOODS AND SERVICES

A. Gifts

1. As used in this paragraph A, the words "gift," "honorarium," "immediate family member," "public disclosure," and "restricted donor" have the same meanings as provided in chapter 68B of the Iowa Code.
2. Except as provided in this paragraph A, a restricted donor or donors shall not, directly or indirectly, individually or jointly, offer or make any gift or series of gifts to an employee or an immediate family member of an employee. An employee or the employee's immediate family shall not solicit any gift or series of gifts at any time. An employee shall not seek or accept an honorarium from a restricted donor.
3. Gifts which would otherwise be prohibited may however, be received by an employee if ~~the requirements of any of the exclusions contained in section 68B.22, subsection 4, of the Iowa Code are satisfied~~ apply to receipt of the gift.
4. A restricted donor may give, and an employee or an immediate family member of an employee may accept, an otherwise prohibited nonmonetary gift or series of gifts if the gift or series of gifts is donated within 30 days to a public body, a bona fide educational or charitable organization, or the Department of General Services. The employee shall file a report of the gift or series of gifts with the employee's legislative agency. A report required to be filed pursuant to these rules shall be filed by the fifteenth day of the month following the month in which the gift or series of gifts was made or received. The report shall show the donor, donee, nature, amount, date, and disposition or intended disposition of each gift or series of gifts.
5. Each director shall designate a custodian of the reports filed with that agency. The Legislative Council may request compilations on or copies of those reports. The reports are available for public inspection as provided in Chapter 22 of the Iowa Code.

B. Sales of Goods or Services

1. As used in this paragraph B, the words "legislative employee," "lobbyist," and "person" have the same meanings as provided in chapter 68B of the Iowa Code.
2. A legislative employee shall not sell goods or services with a value in excess of \$2000 to the general assembly, a legislative branch agency, or a state executive branch agency with which the employee has substantial and regular contact, unless the sale has been made pursuant to an award ~~or~~

contract let after public notice and competitive bidding. The public bid requirement does not apply to legislative employees who are instructors at accredited education institutions and who possess the appropriate license and education requirements for that education institution, or to publication of various legal notices and propositions in newspapers that have been designated as the place for publication of legal notices or propositions.

3. Except as provided in this subparagraph, a permanent legislative employee shall not sell, directly or indirectly, any goods or services to individuals, associations, or corporations which employ persons who are registered lobbyists before the general assembly.

A legislative employee who is not the director of a central legislative staff agency may sell goods or services and not be in violation of this paragraph A if all of the following conditions are met:

- a. The employee obtains the prior consent of the director of the employee's agency.
- b. The goods or services to be sold do not include lobbying the general assembly and selling goods or services to the general assembly.
- c. The duties and functions performed by the legislative employee are not related to the legislative authority of the general assembly over the individual, association, or corporation or the duties and functions performed by the legislative employee for the general assembly will be affected by the proposed sale of goods or services to the individual, association, or corporation.
- d. Either the value of the goods or services is under \$2000, or the value is greater than \$2000 and the contract is let either with someone other than a state agency, or with a state agency, but has been let after public notice and competitive bidding.

If the legislative employee is the director of a central legislative staff agency, all of the above requirements shall apply, except that prior consent of the Legislative Council shall be required in lieu of consent of the director of the agency.

4. Each director shall specify a procedure for receiving and recording requests by employees for permission to sell goods or services. Records of the requests are available for public inspection as provided in Chapter 22 of the Iowa Code. This chapter shall not apply to goods or services rendered voluntarily by an employee for which no compensation is received. This chapter shall not be construed to permit sales of goods or services which would either constitute an unlawful receipt of an honorarium or would

constitute services against the interest of the state in violation of section 68B.6 of the Iowa Code.

REPORT OF GIFTS RECEIVED

An employee of a central legislative staff agency is required to file this report with the employee's agency when any gift or series of gifts, as defined in section 68B.2, is received by the employee or an immediate family member of the employee. This does not apply to gifts of food, beverage, travel, and lodging if the requirements of section 68B.22, subsection 4, are met and the director is notified. This report is due by the 15th of the month following the month in which the gift was received.

Please note: Iowa law prohibits the acceptance of any gift or series of gifts, but allows the acceptance of a nonmonetary gift or series of gifts if donated within 30 days to a public body, a bona fide educational or charitable organization, or the Department of General Services. Iowa Code Chapter 68B should be reviewed with respect to the definition of gift and other pertinent requirements.

GIFTS:

1. Donor/Organization _____
Date Received _____
Nature and Amount _____

Disposition _____

2. Donor/Organization _____
Date Received _____
Nature and Amount _____

Disposition _____

3. Donor/Organization _____
Date Received _____
Nature and Amount _____

Disposition _____

5. Date _____ Donee's Signature _____

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REPORT OF GIFTS RECEIVED

Reporting Requirement. An employee of a central legislative staff agency is required to file a report with the employee's agency when any prohibited gift or series of gifts is received from a restricted donor by the employee or an immediate family member of the employee and is subsequently donated to a public body, a bona fide educational or charitable organization, or the Department of General Services. This reporting requirement does not apply to otherwise prohibited gifts for which an exclusion is provided under section 68B.22, subsection 4. A report required to be filed under paragraph A of Part XIV of the Guidelines is due by the 15th of the month following the month in which the gift is received.

Pertinent Statutory Law. Iowa law prohibits the acceptance of any gift or series of gifts from a restricted donor unless an exclusion applies to receipt of the gift. However, otherwise prohibited nonmonetary gifts may be received if the item or items are donated within 30 days to a public body, a bona fide educational or charitable organization, or the Department of General Services. Iowa Code Chapter 68B should be reviewed with respect to the definition of the term "gift", the statutory exclusions, and other pertinent requirements.

GIFTS:

1. Donor/Organization _____
Date Received _____
Nature and Amount _____

Disposition _____

2. Donor/Organization _____
Date Received _____
Nature and Amount _____

Disposition _____

3. Donor/Organization _____
Date Received _____
Nature and Amount _____

Disposition _____

Date

Donee's Signature

TENTATIVE AGENDA

IOWA LEGISLATIVE COUNCIL

Committee Room 22

October 27, 1993

1:30 p.m. Call to Order

Roll Call

Approval of Minutes of September 22 Meeting
(Previously Distributed)

Pricing of 1993 Code Supplement and CD-ROM
of Code and Code Supplement

Report of Fiscal Committee

Report of International Relations Committee

Report of Service Committee

Report of Studies Committee

Consideration of Court Rule

Additional Business?

Date of Next Meeting

Adjournment

**SUMMARY OF PROPOSED
SUBSTANCE ABUSE POLICY**

October 1993

SUBSTANCE ABUSE

The proposed policy on substance abuse is similar to the executive branch's policy, except that the executive branch policy is broader and more vague in some respects. The policy establishes certain illegal conduct involving controlled substances and alcohol and certain abusive uses of alcohol, prescription drugs, or controlled substances as violations subjecting an employee to summary dismissal absent any mitigating circumstances. The policy also establishes certain uses of alcohol, prescription drugs, and controlled substances as violations subjecting an employee to discipline or discharge, absent mitigating circumstances. Such uses are tied to an employee's impairment on the job, below standard job performance or on-the-job misconduct, or off-duty misconduct if a nexus exists between the off-duty misconduct and the employee's job duties. Mitigating circumstances may include alcohol or drug dependency or other factors if raised as a defense by the employee or by the employer due to the employer's reasonable belief of the existence of the dependency or other factor. The policy also includes certain investigatory procedures and dispositional alternatives.

rj/subabsum

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October 25, 1993

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: PROPOSED PERSONNEL GUIDELINES CHANGES RELATING TO GIFTS AND SUBSTANCE ABUSE

The enclosed proposed changes to the Personnel Guidelines for the Central Legislative Staff Agencies relate to gifts and substance abuse.

Gifts. The changes relating to gifts are conforming in nature, made necessary by the 1993 gift law legislation.

Substance Abuse. The proposed substance abuse policy for central legislative staff agency employees is the latest draft of several drafts which have been circulated to all legislative staffs and considered by the Service Committee and Legislative Council. The enclosed draft was provided to the Legislative Council at the June 1993 meeting and has been revised (see strike-throughs and underlining for changes) per Legislative Council discussion at that meeting. The changes remove a reference to the public's perception of an employee's ability to perform the employee's job duties, and modify language concerning the relationship of administrative and criminal investigations regarding an employee's substance abuse activity. A summary of the proposed substance abuse policy is also enclosed.