

1 LEGISLATIVE COUNCIL RESOLUTION
2 A Resolution relating to the compensation
3 of employees of the central legislative staff agencies
4 for the Seventy-third General Assembly.

5 WHEREAS, Senate Concurrent Resolution 3 provides
6 that it is the intent of the General Assembly that the
7 Legislative Council adopt a resolution similar to
8 Senate Concurrent Resolution 3 to provide for the
9 compensation and benefits of all central legislative
10 staff agency employees for the Seventy-third General
11 Assembly, and that the resolution be adopted as soon
12 as practicable after the first meeting of the
13 Legislative Council during the 1989 Session, NOW
14 THEREFORE,

15 BE IT RESOLVED BY THE LEGISLATIVE COUNCIL, That the
16 compensation of the central legislative staff
17 employees of the Seventy-third General Assembly is
18 set, effective from January 9, 1989, until January 7,
19 1991, in accordance with the following salary
20 schedule:

21 #8	#9	#10	#11	#12
22 \$9,880.00	\$10,379.20	\$10,920.00	\$11,460.80	\$12,043.20
23 4.75	4.99	5.25	5.51	5.79
24				
25 #13	#14	#15	#16	#17
26 \$12,646.40	\$13,312.00	\$13,977.60	\$14,664.00	\$15,371.20
27 6.08	6.40	6.72	7.05	7.39
28				
29 #18	#19	#20	#21	#22
30 \$16,120.00	\$16,868.80	\$17,721.60	\$18,532.80	\$19,448.00

1	7.75	8.11	8.52	8.91	9.35
2					
3	#23	#24	#25	#26	#27
4	\$20,384.00	\$21,320.00	\$22,360.00	\$23,441.60	\$24,564.80
5	9.80	10.25	10.75	11.27	11.81
6					
7	#28	#29	#30	#31	#32
8	\$25,750.40	\$26,998.40	\$28,267.20	\$29,660.80	\$31,033.60
9	12.38	12.98	13.59	14.26	14.92
10					
11	#33	#34	#35	#36	#37
12	\$32,572.80	\$34,112.00	\$35,734.40	\$37,460.80	\$39,270.40
13	15.66	16.40	17.18	18.01	18.88
14					
15	#38	#39	#40	#41	#42
16	\$41,163.20	\$43,139.20	\$45,219.20	\$47,382.40	\$49,649.60
17	19.79	20.74	21.74	22.78	23.87

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

29 All employees shall be available to work daily
30 until completion of the needed work of the central

1 legislative staff agencies. The directors of the
2 central legislative staff agencies shall schedule all
3 employees' working hours to, as far as possible,
4 maintain regular working hours.

5 All employees, other than those designated "part-
6 time" and those on leave without pay, shall be
7 compensated for 40 hours of work in a one-week pay
8 period. Except for the personnel designated to the
9 contrary in this resolution, employees who are
10 required to work in excess of 40 hours in a one-week
11 pay period shall either be compensated at a rate of
12 pay equal to one and one-half times the hourly pay
13 provided in this resolution or allowed compensatory
14 time off at a rate of one and one-half hours for each
15 hour of overtime.

16 The following personnel shall not be paid an
17 overtime premium: all permanent, professional
18 employees of the central legislative staff agencies as
19 designated by each agency director.

20 BE IT FURTHER RESOLVED, That session-only and part-
21 time employees shall be compensated at the scheduled
22 hourly rate for their pay grade and step.

23 BE IT FURTHER RESOLVED, That compensatory time off
24 shall be granted to employees not eligible for
25 overtime pay in a uniform manner for all legislative
26 employees as determined by the Legislative Council.

27 BE IT FURTHER RESOLVED, That in the event the
28 salary schedule for employees of the State of Iowa as
29 promulgated by the personnel commission pursuant to
30 section 19A.9, subsection 2, Code 1989, is revised

1 upward at any time during the Seventy-third General
 2 Assembly, such revised schedule shall simultaneously
 3 be adopted for the compensation of the central
 4 legislative staff employees of the Seventy-third
 5 General Assembly assigned a grade by this resolution.
 6 The pay ranges of those positions specifically listed
 7 in this resolution shall be automatically adjusted to
 8 reflect any cost of living increases granted to those
 9 employees not included in the collective bargaining
 10 agreement made final under chapter 20 of the Code.

11 BE IT FURTHER RESOLVED, That the central
 12 legislative staff employees of the Seventy-third
 13 General Assembly be placed in the following pay
 14 grades:

15 COMPUTER SUPPORT BUREAU

<u>16 Position Classification</u>	<u>Pay Grade</u>
17 Software Analyst II	36
18 Mapper Coordinator II	35
19 Software Analyst I	34
20 Mapper Coordinator I	32
21 Run Designer III	30
22 Run Designer II	27
23 Computer Operator II	24
24 Run Designer I	24
25 <u>Executive Secretary</u>	<u>23</u>
26 Administrative Secretary	21
27 Computer Operator I	21
28 Computer Operator (Session Only)	21

29 LEGISLATIVE FISCAL BUREAU

<u>30 Position Classification</u>	<u>Pay Grade</u>
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1 Deputy Director	38	<u>39</u>
2 Principal Legislative Analyst	36	
3 Senior Legislative Analyst	35	
4 <u>Software Analyst I</u>	<u>34</u>	
5 Legislative Analyst III	33	
6 Legislative Analyst II	30	
7 Run Designer III	30	
8 Legislative Analyst I	27	
9 Run Designer II	27	
10 Confidential Secretary	26	
11 Run Designer I	24	
12 Executive Secretary	23	
13 Administrative Secretary	21	
14 Page	Minimum Wage	

15 **LEGISLATIVE SERVICE BUREAU**

<u>16 Position Classification</u>		<u>Pay Grade</u>
17 Deputy Director	39	
18 <u>Iowa Code Editor</u>	38	
19 <u>Administrative Code Editor</u>	<u>38</u>	
20 Legal Division Chief	37	
21 Research Division Chief	36	
22 Senior Legal Counsel	36	
23 Senior Research Analyst	35	
24 <u>Senior PIO Director</u>	<u>35</u>	
25 Legal Counsel II	33	
26 Research Analyst III	33	
27 <u>PIO Director III</u>	<u>33</u>	
28 <u>Senior Finance Officer</u>	<u>31</u>	
29 Legal Counsel I	30	
30 Research Analyst II	30	

1	<u>PIO Director II</u>	<u>30</u>
2	Assistant Editor II	27
3	Research Analyst I	27
4	<u>PIO Director I</u>	<u>27</u>
5	<u>Finance Officer II</u>	<u>27</u>
6	Confidential Secretary	26
7	Senior Legislative Text Processor	26
8	Finance-Officer	25
9	<u>Finance Officer I</u>	<u>24</u>
10	Assistant Editor I	24
11	Public-Information-Director	24
12	<u>Chief Indexer</u>	<u>24</u>
13	Executive Administrator	23
14	Executive Secretary	23
15	Legislative Text Processor III	23
16	Indexer	22 <u>21</u>
17	Publications Coordinator	21
18	Administrative Secretary	21
19	Administrative Assistant	20
20	Legislative Text Processor II	20
21	Assistant Indexer	18
22	Proofreader Coordinator	18
23	Public Information Officer	18
24	Senior Bill Clerk	18
25	Legislative Text Processor I	17
26	Proofreader-Indexer	17
27	Legislative Proofreader	16
28	Code Proofreader	15
29	Session Public Information Assistant	15
30	Capitol Tour Guide Coordinator	14

1	Bill Clerk	13
2	Capitol Tour Guide	12
3	Page	Minimum Wage
4	Legislative Research Librarian	*
5	Assistant Librarian	*
6	*Pay grade to be determined	

7 CITIZENS' AIDE/OMBUDSMAN OFFICE

8	<u>Position Classification</u>	<u>Pay Grade</u>
9	Deputy Citizens' Aide/Ombudsman	35
10	Assistant III	33
11	Legal Counsel	31
12	Assistant II	30
13	Assistant for Corrections	30
14	Assistant I	27
15	Executive Secretary	23
16	Administrative Secretary	21
17	Citizens' Aide/Ombudsman Secretary	19
18	Temporary Clerical	\$6.34/hr.

19 BE IT FURTHER RESOLVED, That there shall be four
20 classes of appointments as employees of the central
21 legislative staff agencies:

22 A "permanent full-time" or "permanent part-time"
23 employee is one who is employed year round and
24 eligible to receive state benefits.

25 An "exempt full-time" employee is one who is
26 employed for the period of the session with extensions
27 post-session and pre-session as scheduled. This class
28 is eligible to receive state benefits with the cost of
29 benefits to the state to be paid by the employee when
30 not on the payroll.

1 A "session-only" employee is one who is employed
2 for only a portion of the year, usually the
3 legislative session. This class is not eligible for
4 state benefits, except IPERS.

5 A temporary "part-time" employee is one who is
6 employed to work less than 40 hours per week and is
7 not employed year round. This class is not eligible
8 for state benefits, except IPERS if eligible.

9 BE IT FURTHER RESOLVED, That the exact
10 classification for individuals in a job series created
11 by this resolution shall be set or changed by the
12 agency directors subject to the review of the
13 Legislative Council. The agency directors shall base
14 the classification upon all of the following factors:

15 1. The extent of formal education required of the
16 position.

17 2. The extent of the responsibilities to be
18 assigned to the position.

19 3. The amount of supervision placed over the
20 position.

21 4. The number of persons the position is assigned
22 to supervise and skill and responsibilities of those
23 positions supervised.

24 The agency directors shall report the exact
25 classifications assigned to each individual to the
26 Service Committee of the Legislative Council.

27 Recommendations for a pay grade for a new position
28 shall be developed in accordance with the factor
29 scores in the comparable worth report. Every four
30 years the Senate Rules and Administration Committee,

1 the House Rules and Administration Committee, and the
2 Legislative Council shall review all positions in the
3 legislative branch to assure conformity to comparable
4 worth.

5 BE IT FURTHER RESOLVED, That employees of the
6 central legislative staff agencies of the General
7 Assembly may be eligible for either:

8 1. Increases in salary grade based on evaluation
9 of their job performance and recommendations of their
10 agency director, subject to approval of the Service
11 Committee; or

12 2. Increases within a pay grade at the discretion
13 of the agency director in accordance with the
14 following schedule:

15 a. Progression from step "1" to "2" -- six months
16 of actual employment.

17 b. Progression from step "2" to "3", and step "3"
18 to "4", and step "4" to "5", and step "5" to "6" --
19 twelve months of actual employment.

20 BE IT FURTHER RESOLVED, That the entrance salary
21 for central legislative staff employees of the General
22 Assembly shall be at step 1 in the grade of the
23 position held. Such employee may be hired above the
24 entrance step if possessing outstanding and unusual
25 experience for the position, provided that the
26 entrance is not beyond step 3. Such employee who is
27 hired above the entrance step shall be mobile above
28 that step in the same period of time as other
29 employees in that same step. An employee who is moved
30 to another position may be considered for partial or

1 full credit for their experience in the former
2 position in determining the step in the new grade.

3 The entry level for the position of Research
4 Analyst shall be Legislative Research Analyst I, or
5 Research Analyst I, unless extraordinary conditions
6 justify increasing that entry level; however, that
7 entry level may not be increased beyond Legislative
8 Research Analyst II or Research Analyst II. A
9 Research Analyst must have shown knowledge of
10 legislative rules and procedures as well as the Code
11 of Iowa to be considered at any level above a
12 Legislative Research Analyst I or Research Analyst I.
13 The entry level for the position of Legal Counsel
14 shall be Legal Counsel I unless extraordinary
15 conditions justify increasing that entry level;
16 however, that entry level may not be increased beyond
17 Legal Counsel II. A Legal Counsel must have shown
18 knowledge of legislative rules and procedures as well
19 as the Code of Iowa to be considered at any level
20 above a Legal Counsel I.

21 BE IT FURTHER RESOLVED, That a pay increase for
22 central legislative staff employees of one step within
23 the pay grade for the position may be made for
24 exceptionally meritorious service in addition to step
25 increases provided for in this resolution, upon
26 recommendation of the agency director and the approval
27 of the Service Committee of the Legislative Council.
28 Exceptionally meritorious service pay increases shall
29 be governed by all of the following:

30 1. The employee must have served in the position

1 for at least twelve months.

2 2. Written justification, setting forth in detail
3 the nature of the exceptionally meritorious service
4 rendered, must be submitted to the Service Committee
5 of the Legislative Council and approved in advance of
6 granting the pay increase.

7 3. No more than one exceptionally meritorious
8 service pay increase may be granted in any twelve-
9 month period.

10 4. Such meritorious service pay increase shall not
11 be granted beyond the six-step maximum for that
12 position.

13 BE IT FURTHER RESOLVED, That each agency director
14 shall receive applications for employment, arrange for
15 any necessary examinations and contacting of
16 references, and make hirings. The agency director
17 shall report the names of those hired for the filling
18 of any vacancies.

19 The director of each central legislative staff
20 agency shall submit to the Service Committee of the
21 Legislative Council the list of names, or amendments
22 thereto, of employee classifications and pay step for
23 each employee. The Service Committee shall make the
24 list available to the public.

25 BE IT FURTHER RESOLVED, That permanent central
26 legislative staff employees of the General Assembly
27 shall receive those vacation allowances, sick leave,
28 health and accident insurance, life insurance, and
29 disability income insurance as are provided for full-
30 time, permanent state employees. The computations

1 shall be maintained by each central legislative staff
2 agency and coordinated with the department of revenue
3 and finance.

4 BE IT FURTHER RESOLVED, That should any central
5 legislative staff employee have a grievance concerning
6 their compensation, hours of work, performance of
7 work, or other matter, the grievance shall be resolved
8 as provided by procedures determined by the
9 Legislative Council pursuant to section 2.42,
10 subsection 14 of the Code.

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LEGISLATIVE RECOMMENDATIONS

BY THE

CITIZENS' AIDE/OMBUDSMAN

TO THE

1989 SESSION

OF THE

SEVENTY-THIRD GENERAL ASSEMBLY

STATE OF IOWA

RECEIVED
JAN 10 89

Legis

STATE OF IOWA

CITIZENS' AIDE OFFICE
CAPITOL COMPLEX
DES MOINES, IOWA 50319
(515) 281-3592



WILLIAM P. ANGRICK II
CITIZENS AIDE OMBUDSMAN

In reply, please refer to:

January 9, 1989

Members of the 73rd General Assembly
State Capitol
Local

Dear Members:

Pursuant to the responsibility charged the Ombudsman under Iowa Code Section 601G.16, the following legislative recommendations are made:

LEGISLATIVE RECOMMENDATION: 89-1

Amend the Sexual Abuse Code to include abuse in the fourth degree

LEGISLATIVE RECOMMENDATION: 89-2

Require victims and witnesses to be notified when offender sentence expires

LEGISLATIVE RECOMMENDATION: 89-3

Create a one-stop employment rights information center

LEGISLATIVE RECOMMENDATION: 89-4

Create a civilian law enforcement oversight authority

LEGISLATIVE RECOMMENDATION: 89-5

Create an outdoor firearm shooting range regulatory authority

Respectfully submitted,

William P. Angrick II
Citizens' Aide/Ombudsman

WPA:kw

LEGISLATIVE RECOMMENDATION: 89-1

Amend the Sexual Abuse Code to establish the crime of sexual abuse in the fourth degree which would occur whenever an employee, officer, or agent of the department of corrections, a judicial district department of correctional services, the department of human services or its divisions, or a county or municipal correctional or institutional facility engages in a sex act with a person in the custody of said department, division or facility.

Iowa law currently punishes the perpetrator of sexual abuse if physical force or debilitating substances are used to gain control. It also protects certain victims who may be incapacitated by mental condition or youth. It does not presently include that particular form of coercion which is gained from custodial or institutional authority, perhaps a less direct form of intimidation, but a means of unequal control nevertheless. This bill establishes the crime of sexual abuse in the fourth degree, by providing that an employee, officer, or agent of the department of correctional services, a judicial district department of correctional services, the department of human services or its divisions, or a county or municipal correctional or institutional facility who engages in a sex act with a person in the custody of the department of corrections, judicial district department of correctional services, the department of human services or its divisions, or county or municipality in a county or municipal correctional or institutional facility commits a class "D" felony punishable under section 902.9, subsection 4. A class "D" felony carries a maximum five year sentence and \$7,500 fine.

See agency companion bill draft 1077HD or 1077SD.

LEGISLATIVE RECOMMENDATION: 89-2

Amend Iowa Code Section 910A.9 to require that the department of corrections notify victims and witnesses when an offender expires a sentence.

Iowa Code Section 910A.9 currently requires the department of corrections to notify victims and witnesses when an inmate is relocated to a community corrections facility, furloughed, escaped, or recommended for parole. It does not, however, provide for notice when the offender expires a sentence. Inmates who are both violent and troublesome are the ones most likely to expire a sentence. The department of corrections already allows for such notification upon request in the administrative rule, however, citizens generally do not have knowledge or access to departmental rules. The department acted in the public interest in promulgating this administrative rule in the manner it did. Law should be enacted so that there is no question regarding victim and witness rights to notification in cases when an offender expires his or her sentence.

See agency companion bill draft 1076HD or 1076SD.

LEGISLATIVE RECOMMENDATION: 89-3

Proposal to create a one-stop employment rights information office in the Division of Labor, Department of Employment Services.

The Ombudsman experienced a marked increase in the number of inquiries and complaints received during 1986, 1987 and 1988 regarding various aspects of employer/employee matters. The Ombudsman is specifically prohibited by statute from entertaining employment related complaints. We do attempt to refer these contacts to the appropriate agency or office for consideration. Many times the inquiries are informational, such as am I entitled to two 10 minute breaks during an eight hour work day? Other times the issues involve complaints about a wage payment shortage or delay. The Division of Labor has experienced a similar increase in contacts of this nature. That agency would be an appropriate location for a one-stop employment rights information and referral service patterned after the Call One Program for small businesses in the Department of Economic Development. An in-state 800 WATs line would be an important part of the fiscal package supporting this proposed service. This employment rights information service, to provide information and direction to both employees and employers, could be established by amending Iowa Code Chapter 91 and providing an appropriation.

See agency companion bill draft 1075HD or 1075SD.

LEGISLATIVE RECOMMENDATION: 89-4

Create a civilian law enforcement oversight authority to review the actions of state and local law enforcement agencies and personnel.

Citizen encounters with law enforcement are varied and sometimes conflictual. Complaints can arise from these situations. Currently the resolution of those complaints is primarily the purview of the law enforcement agency itself, through the investigation of the chief, the sheriff, the director or a designated internal affairs office. Complainants are generally skeptical about the fairness of these in-house reviews.

A recent investigation by the Ombudsman resulted in a critical report when the Carlisle chief of police failed to adequately investigate and report, as was required by his departmental policy, after an officer discharged his firearm in the line of duty contrary to prescribed departmental procedure. The Des Moines Civil Service Commission recently criticized its police department's internal affairs division as being biased toward a pro-law enforcement perspective in the investigation of complaints.

The establishment of civilian law enforcement oversight authorities is increasing worldwide. Although these boards may create some apprehension among law enforcement professionals, they reduce the appearance of bias, citizen suspicion and provide independent accountability over the law enforcement powers of the state.

Creation of a civilian law enforcement review authority to receive and investigate complaints about municipal, county and state law enforcement misconduct in Iowa would enhance effective law enforcement and ensure the appropriate exercise of police authority.

An agency bill draft on this recommendation is being prepared by the Legislative Service Bureau.

LEGISLATIVE RECOMMENDATION: 89-5

Create within the Department of Natural Resources a state-wide inspection and regulatory authority over public and certain privately owned and operated outdoor firearm shooting ranges.

The state does not currently regulate outdoor firearm shooting ranges, other than those operated by the state itself. Uniform standards for the safe design, construction and operation of the unregulated facilities are lacking. During 1988 the Ombudsman entertained complaints about the operation of a privately operated gun club on municipally owned property. The existence of a contract leasing the public land to a private gun club and liability concerns caused municipal authorities to refrain from establishing standards for its safe and appropriate operation. Back stops and berms designed for small bore or caliber firearm discharge may not safely contain the discharge of higher caliber firearms should range usage change over time. Surrounding terrain and adjacent land use may effect design features and facility operation. Warning signage to alert unsuspecting persons is not currently required.

Placement of this responsibility within the Department of Natural Resources would be reasonable because it is the agency which administers the Hunter Safety Program, regulates recreational hunting, and makes available some outdoor shooting areas to the public.

Those outdoor shooting ranges owned and operated by a public entity, or segment thereof, or those privately owned and operated outdoor ranges which provide access through admission fee or membership warrant scrutiny and regulation to insure safe operation. Iowa law and administrative rule currently require greater regulation for the oversight of swimming pools open to the public and amusement rides at carnivals and fairs than it does for the discharge of firearms at outdoor shooting ranges. In light of the potential danger to the public consideration should be given to the regulation of outdoor shooting ranges.

An agency bill draft on this recommendation is being prepared by the Legislative Service Bureau.

STATE OF IOWA

CITIZENS' AIDE OFFICE
CAPITOL COMPLEX
DES MOINES, IOWA 50319
(515) 281-3592



WILLIAM P. ANGRICK II
CITIZENS AIDE - OMBUDSMAN

In reply, please refer to:

March 30, 1989

COPY

Representative John Connors
Chair, Service Committee
Iowa Legislative Council
LOCAL

Dear Representative Connors:

I am pleased to inform you that I have completed my employment search to fill the vacant Citizens' Aide/Ombudsman Secretary position and have hired Isabelle A. Abarr, effective March 27, 1989 at Pay Grade 19, step 1 in a six-month probationary status, subject to Legislative Council approval.

Sincerely,

William P. Angrick II
Citizens' Aide/Ombudsman

WPA:ia

cc: Members, Service Committee
Senator Bill Hutchins
Senator Cal Hultman
Senator Joe Welsh
Representative Delwyn Stromer
Representative Kay Chapman
Donovan Peeters, Secretary, Legislative Council
Dennis Harbaugh, Director, Senate Majority Party Caucus Staff
Sandy Shank, Director, Senate Minority Party Caucus Staff
Paulee Lipsman, Director, House Majority Party Caucus Staff
Gary Steinke, Director, House Minority Party Caucus Staff

APR 03 89

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February 14, 1989

MEMORANDUM

TO: CENTRAL STAFF AGENCY HEADS
CAUCUS STAFF DIRECTORS
LEADERS' ADMINISTRATIVE ASSISTANTS

FROM: Diane Bolender

RE: Summary of Discussions on Personnel Guidelines

Attached is a summary for your review of the discussion at the first meeting we held on the personnel guidelines. This will be on the agenda of tomorrow's Service Committee meeting. Please review and let me know any comments before 9:00 a.m. tomorrow. The summary of the second meeting will be forthcoming.

Di, summ
db/dg/20

PROPOSALS RELATING TO PERSONNEL GUIDELINES RESULTING FROM DISCUSSIONS BETWEEN CENTRAL AND PARTISAN STAFF AGENCIES

Chapter 3 - Position Classification System and Agency Organization

1. Copies of the position classification system should be distributed to employees of the agencies.
2. Grade level for positions under the position classification system must be approved by the Service Committee.

Chapter 4 - Compensation - Salary

3. Language relating to the maintenance of employees at an extended step should be stricken.
4. Parenthetical language relating to approval by the Legislative Council for salary increases for temporary increases in duties of employees should be stricken.
5. The participants discussed extending the probationary period of a new employee through the completion of a legislative session.
6. Rather than requiring the directors of agencies to file annual reports with the Service Committee, listing employees, their grades and steps, and the effective dates of merit increases, the directors should notify the Service Committee in writing whenever a merit step increase is granted. The notification can be given at the next following Service Committee meeting.
7. Each agency director shall specify the dates of the annual period that will be used for the accrual of overtime.

Chapter 5 - Compensation - Benefits

8. The director shall notify the Service Committee when interviewing expenses are paid and when reimbursement is made for moving expenses for newly-hired employees.
9. The director shall notify the Service Committee of the names of employees receiving educational leave or educational assistance.
10. The reference to the use of educational leave and educational assistance for workshops and seminars should be deleted and language added that the provision relating to semester-long courses.

Chapter 6 - Compensation - Leave

11. The participants discussed defining "work station" to include a computer

terminal at an employee's home and directed the LSB to develop language for further consideration.

12. The paragraph relating to restrictions of leave during a legislative session should be stricken and language inserted that the directors should report to the Service Committee leave granted in excess of thirty calendar days at a time whether that leave is with or without pay.
13. A reference to the granting of vacation leave according to "the guidelines of the executive branch" should be stricken and language referencing "section 79.1 of the Code" inserted.
14. Language that allows directors to require that absences for sick leave that exceed three days be verified by an authorized practitioner should be stricken and language allowing directors discretion concerning verification of sick leave absences substituted.
15. Language should be added to the paragraph relating to the use of sick leave for leaves for temporary care of immediate family members, for child care, or for bereavement leave, to limit its use to forty hours per year. (This provision is subject to change depending on decisions relating to the development of a family leave policy.)
16. The holiday leave paragraph should be rewritten so that the policy relates to holidays occurring at any time during the year when an employee is required to work, not just to the legislative session. The policy should provide that full-time employees would be able to defer the eight-hours of the holiday and additional time worked on a holiday would accrue as overtime. Provision would also need to be made for those employees who accrue either time and one-half or additional pay for overtime hours worked.
17. The participants discussed the development of a business leave policy and asked the LSB to draft several options for consideration. There was discussion concerning the difference between in-state and out-of-state travel and whether travel time should be counted as hours worked.
18. The participants discussed allowing employees during the first thirty days of a leave without pay to continue to receive all benefits and to continue to accrue seniority as if the employee had not taken the leave.
19. The language should be changed in the provision relating to the use of sick leave without pay to strike the provision that the director may ask for written verification of the need for additional sick leave after all sick leave has been exhausted to language that if an employee requests sick leave without pay in excess of thirty days, the director shall consult with the employee's attending physician or other licensed practitioner.
20. The paragraph relating to leave without pay should precede the paragraph relating to sick leave without pay.
21. Language should be added to the sick leave without pay provision that specifies that the director state a time by which the employee must supply requested verification of illness.
22. Language prohibiting the Legislative Service Bureau, the Legislative Fiscal Bureau, and the Computer Support Bureau from granting leave without pay during the legislative session except under dire circumstances should be stricken.

23. The participants discussed developing a family leave policy that would apply not only to young children, but also to care of ill immediate family members. The LSB was asked to draft proposed language for further discussion. Language was provided by House participants that was submitted to the House Rules and Administration Committee, but not adopted.

24. Language should be added to the provision allowing the director to terminate an employee or require an employee to return to work if the director determines that the employee is performing work "or activity" incompatible with the purpose for which sick leave without pay is granted.

25. The educational leave provision should be changed to require the director to report educational leave annually in a manner consistent with other annual reports. The October 1 date for reporting should be deleted.

26. Administrative leave should be deleted and language from the executive branch administrative rules relating to severe weather leave should be substituted.

02-15-89

HOUSE OF REPRESENTATIVES POLICY FOR MATERNITY AND PARENTAL LEAVE
LEAVE:

A mother may, at her discretion, take up to four consecutive months leave following the birth of a child using accrued sick leave, comp time and vacation. If an employee exhausts their accrued leave or wishes to retain a portion of their leave they may go on unpaid leave. The employee has the right to return to the same job classification following the leave as they had prior to taking the maternity leave. If the employee wishes to extend the period affected by her leave by utilizing reduced work hours for her leave the approval of the supervisor is required. This policy applies to both parents in the case of an adoption.

BENEFITS:

The state will continue to pay the employer share of insurance benefits during maternity leave if an employee exhausts their accrued vacation, compensatory and sick leave or if the employee retains no more than two weeks sick leave and one week vacation time. If an employee wishes to retain additional amounts of sick leave and vacation time they shall pay both the employee and employer share of those benefit costs. As long as employees are on maternity leave, their leave time continues to be counted on seniority.



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMORANDUM

TO: Legislative Service Committee
Representative Connors, Chair
Senator Hutchins
Senator Hultman
Senator Welsh
Representative Chapman
Representative Stromer

FROM: Dennis Prouty, LFB

DATE: February 6, 1989

RE: Recommendation to fill vacant position

As I indicated in my memo January 25, 1989, the Legislative Fiscal Bureau has a vacancy. I have completed the selection process and am recommending to you, for approval, that we employ Ms. Sue Lerdal. Ms. Lerdal was employed by the Legislative Service Bureau for eight years and was an Analyst III at the time of her resignation. With her Legislative experience, I am recommending that Ms. Lerdal start as a Legislative Analyst III, Grade 33 Step 1.

PROPOSALS RELATING TO PERSONNEL GUIDELINES RESULTING FROM
DISCUSSIONS BETWEEN CENTRAL AND PARTISAN STAFF AGENCIES

Chapter 3 - Position Classification System and Agency Organization

1. Copies of the position classification system should be distributed to employees of the agencies.
2. Grade level for positions under the position classification system must be approved by the Service Committee.

Chapter 4 - Compensation - Salary

3. Language relating to the maintenance of employees at an extended step should be stricken.
4. Parenthetical language relating to approval by the Legislative Council for salary increases for temporary increases in duties of employees should be stricken.
5. The participants discussed extending the probationary period of a new employee through the completion of a legislative session.
6. Rather than requiring the directors of agencies to file annual reports with the Service Committee, listing employees, their grades and steps, and the effective dates of merit increases, the directors should notify the Service Committee in writing whenever a merit step increase is granted. The notification can be given at the next following Service Committee meeting.
7. Each agency director shall specify the dates of the annual period that will be used for the accrual of overtime.

Chapter 5 - Compensation - Benefits

8. The director shall notify the Service Committee when interviewing expenses are paid and when reimbursement is made for moving expenses for newly-hired employees.
9. The director shall notify the Service Committee of the names of employees receiving educational leave or educational assistance.
10. The reference to the use of educational leave and educational assistance for workshops and seminars should be deleted and language added that the provision relating to semester-long courses.

Chapter 6 - Compensation - Leave

11. The participants discussed defining "work station" to include a computer terminal at an employee's home and directed the LSB to develop language for further consideration.
12. The paragraph relating to restrictions of leave during a legislative session should be stricken and language inserted that the directors should report to the Service Committee leave granted in excess of thirty calendar days at a time whether that leave is with or without pay.
13. A reference to the granting of vacation leave according to "the guidelines of the executive branch" should be stricken and language referencing "section 79.1 of the Code" inserted.
14. Language that allows directors to require that absences for sick leave that exceed three days be verified by an authorized practitioner should be stricken and language allowing directors discretion concerning verification of sick leave absences substituted.
15. Language should be added to the paragraph relating to the use of sick leave for leaves for temporary care of immediate family members, for child care, or for bereavement leave, to limit its use to forty hours per year. (This provision is subject to change depending on decisions relating to the development of a family leave policy.)
16. The holiday leave paragraph should be rewritten so that the policy relates to holidays occurring at any time during the year when an employee is required to work, not just to the legislative session. The policy should provide that full-time employees would be able to defer the eight-hours of the holiday and additional time worked on a holiday would accrue as overtime. Provision would also need to be made for those employees who accrue either time and one-half or additional pay for overtime hours worked.
17. The participants discussed the development of a business leave policy and asked the LSB to draft several options for consideration. There was discussion concerning the difference between in-state and out-of-state travel and whether travel time should be counted as hours worked.
18. The participants discussed allowing employees during the first thirty days of a leave without pay to continue to receive all benefits and to continue to accrue seniority as if the employee had not taken the leave.
19. The language should be changed in the provision relating to the use of sick leave without pay to strike the provision that the director may ask for written verification of the need for additional sick leave after all sick leave has been exhausted to language that if an employee requests sick leave without pay in excess of thirty days, the director shall consult with the employee's attending physician or other licensed practitioner.
20. The paragraph relating to leave without pay should precede the paragraph relating to sick leave without pay.
21. Language should be added to the sick leave without pay provision that specifies that the director state a time by which the employee must supply requested verification of illness.

22. Language prohibiting the Legislative Service Bureau, the Legislative Fiscal Bureau, and the Computer Support Bureau from granting leave without pay during the legislative session except under dire circumstances should be stricken.

23. The participants discussed developing a family leave policy that would apply not only to young children, but also to care of ill immediate family members. The LSB was asked to draft proposed language for further discussion. Language was provided by House participants that was submitted to the House Rules and Administration Committee, but not adopted.

24. Language should be added to the provision allowing the director to terminate an employee or require an employee to return to work if the director determines that the employee is performing work "or activity" incompatible with the purpose for which sick leave without pay is granted.

25. The educational leave provision should be changed to require the director to report educational leave annually in a manner consistent with other annual reports. The October 1 date for reporting should be deleted.

26. Administrative leave should be deleted and language from the executive branch administrative rules relating to severe weather leave should be substituted.

Chapter 7 - Hiring

27. A technical change is needed to strike the unneeded words "of the director" from the first sentence in the paragraph on general authority.

28. Language should be added to the requirement that hirings be reported to the Service Committee that the reporting take place at the time of hiring and that the Legislative Council also be notified of hirings.

29. The paragraph relating to vacancy notices should be retitled "Affirmative Action and Vacancy Notices" and an affirmative action policy should be written by the LSB for further consideration by the participants.

30. The paragraph relating to the probationary period should be changed to reflect the probationary period change in Chapter 4.

31. Paragraph D relating to Affirmative Action would be stricken since Paragraph B would already cover affirmative action.

Chapter 8 - Layoff and Recall

32. Language should be added that requires Service Committee approval for any layoff.

Chapter 9 - Performance Evaluations

33. The last sentence relating to notification of an employee's performance evaluation should be stricken and the following language inserted: A copy of the employee's performance evaluation shall be given to the employee at the time of the employee's evaluation and shall be signed and dated by the employee and the supervisor or director. A copy of the evaluation shall be placed in the employee's file. The Service Committee shall be provided with copies of

the evaluation instrument or instruments used by an agency. Each newly-hired employee shall be provided with a copy of the evaluation form that will be used by the agency.

Chapter 10 - Promotions

34. A definition of promotion will be added.

35. The requirement that a new probationary period for current employees who are promoted not be used is changed to "may" be used.

Chapter 11 - Demotions

36. In the language relating to an informal review of a employee's shortcomings, language will be added to prohibit notation in a employee's personnel file relating to that informal meeting.

37. Language should be added providing employee protections to the formal review of performance shortcomings. The employee should be allowed to request that the personnel file contain the reasons for the meeting, a memorandum listing the concerns of the director must be placed in the employee's personnel file, and time should be provided for the employee to provide a written response. The LSB will draft a proposal, in consultation with Sharon Robinson, for consideration by the participants.

38. Demotions and terminations must be reported to the Service Committeee.

Chapter 13 - Nonpartisan Political Participation Guidelines

39. The nonpartisan political participation guidelines will be revised by the LSB for consideration by the participants. Language will be added that directors and employees will perform their duties free of political or philosophical or personal biases, except as provided by law, and without intent to influence the passage or failure of legislation. Directors shall administer this policy so as to avoid bias or the appearance of bias relative to the majority or minority party, and so as to protect their own and their employees' rights of free speech and association. provided for the employee to provide a written response. The LSB will draft a proposal, in consultation with Sharon Robinson, for consideration by the participants.

38. Demotions and terminations must be reported to the Service Committee.

Chapter 13 - Nonpartisan Political Participation Guidelines

39. The nonpartisan political participation guidelines will be revised by the LSB for consideration by the participants. Language will be added that directors and employees will perform their duties free of political or philosophical or personal biases, except as provided by law, and without intent to influence the passage or failure of legislation. Directors shall administer this policy so as to avoid bias or the appearance of bias relative to the majority or minority party, and so as to protect their own and their employees' rights of free speech and association. These statements will be followed by listings of acceptable activities and unacceptable activities based upon a review of the guidelines already established by the Legislative Council. Some guidelines presently in effect may need revision, especially those relating to participation in issues not specifically identified with a political party, participation in public affairs, discussion of egislative issues and matters of

public interest, and attendance at political meetings. In addition, voting at all elections and at precinct caucuses and attendance as an observer at a political conventions will be listed as acceptable activities. Penalties for violation of the policy will be stated and they will be consistent with other Service Committee actions.

Chapter 15 - Employee Conduct

40. Language should be added that will require the director of an agency to provide each newly-hired employee with a copy of the personnel guidelines as well as an agency handbook that contains the agency's policies and procedures.

Chapter 16 - Personnel Records

41. The language that requires that employees must pay to have copies of their personnel files made should be stricken.

42. The LSB was directed to determine the standard period of time during which personnel records should be retained by an employer.

Parental Leave

The participants continued their discussion of parental leave vs. family leave and identified some of the issues that need further discussion. These issues include but are not limited to: Should maternity leave be included as a part of sick leave? Should family leave be allowed? Who should be included under family leave? Should the leave be paid? What should be the duration of the leave? Should those taking family (or parental) leave be allowed to retain sick leave and vacation? What should be the criteria for the leave?

PREPARED BY THE LEGISLATIVE SERVICE BUREAU

REPORT OF ATTORNEY GENERAL'S INVESTIGATION

Introduction:

The office of the Attorney General, State of Iowa, conducted an investigation into certain allegations against Robert Rolfes, Sheriff, Osceola County, Iowa. The Grand Jury in and for Osceola County Iowa, also carried out its own investigation of the same allegations to determine whether criminal charges were warranted. At the request of the Grand Jury, which has reached a decision not to return any indictments, this office makes the following report of its investigative findings, conclusions and recommendations.

Allegations, Findings and Conclusions:

I. Sheriff Robert Rolfes' receipt of Merrick Co. checks

Allegation:

Money was paid by a private company to the Osceola County Sheriff's office for work performed by deputies who were on duty, but the money so paid was not deposited the county or in an approved depository.

Findings:

1. Prior to April 15, 1982 a number of checks were issued to the "Osceola County Sheriff" or "Osceola County Sheriff's Department" by Merrick Co. of Sibley, Iowa. These check were deposited in a checking account maintained by Sheriff Robert Rolfes, entitled, "The Second Account." Some disbursements for such items as security alarms were made from this account. On April 15, 1982, at the direction of the state auditor's office, this account was closed and the entire balance was paid over to the Osceola County Treasurer.
2. After April 15, 1982, three additional checks from Merrick Co. were delivered to Robert Rolfes: (1) a check dated March 11, 1983, in the amount of \$720.00 and payable to the "Osceola County Sheriff's Dept."; (2) a check dated March 14, 1985, in the amount of \$720.00 and payable to the "Osceola County Sheriff"; and a check dated December 19, 1986, in the amount of \$1,000.00, payable to the "Osceola County Sheriff."
3. All of these checks were issued by Merrick Co. for special services, i.e. nightly checks of the interior of the main Merrick Co. building in Sibley for fire or

water damage. These checks were at the direction of Sheriff Rolfes and performed by deputies who were on duty and assigned to night patrol in the town of Sibley.

4. The three checks issued after April 15, 1982, were not deposited with the county nor in any identifiable account.

a. March 11, 1983, check:

The check dated March 11, 1983, was endorsed over to Office Systems Co. of Sioux City in part payment for the purchase of a copy machine still in use at the Osceola County Sheriff's Office.

b. March 14, 1985, check:

The check dated March 14, 1985, was endorsed personally by Robert Rolfes and cashed on April 2, 1985. Sheriff Rolfes stated that the proceeds of this check were used to obtain undercover information pertinent to criminal investigations. No documentation exists to verify this disposition.

c. December 19, 1986, check:

The check dated December 19, 1986, was endorsed personally by Robert Rolfes and cashed on March 10, 1987. When questioned by a field auditor with the state auditor's office regarding this check in September, 1988, Robert Rolfes produced the sum of \$365 in cash in an envelope marked "Merrick's" from a safe in the Sheriff's Office and showed this to the field auditor. Rolfes later produced two personal checks to the Cedar Cabins, totaling \$425.00, which he identified as additional proceeds from the December 19, 1986, Merrick check, which he used to purchase gift certificates for employees of the Sheriff's Office. Rolfes produced a third personal check payable to two area entertainers, in the amount of \$216.00, which he identified as additional proceeds from the December 19, 1986 Merrick check, and which used to pay for entertainment for a county christmas party. There is no other documentation of the receipt and disbursement of this money. On Friday

February 10, 1989, Sheriff Rolfes deposited the \$365.00 in cash with the Osceola County Treasurer.

5. Neither the Osceola County Board of Supervisors nor the Osceola County Public Safety and Communications Commission were aware that the Sheriff's office was receiving money for performing this special service.

Conclusion and Recommendation:

1. It is not appropriate for Sheriff Robert Rolfes to receive money from Merrick Co. for services by on-duty Osceola County Sheriff's Deputies and fail to deposit the same with or to the favor of the County. This practice should stop immediately.

2. The Board of Supervisors, Public Safety and Communication Commission and County Attorney should consult with Sheriff Rolfes to consider the propriety of the Sheriff's Office providing such special services.

II. Robert Rolfes receipt of checks from Sibley/Ocheyedan Community School

Allegation:

That money was paid by the Sibley/Ocheyedan Community School to the Osceola County Sheriff's office for work performed by deputies who were on duty, but the money so paid was not deposited with the county or in an approved depository.

Findings:

1. Prior to April 15, 1982 a number of checks were issued to the "Osceola County Sheriff" or "Osceola County Sheriff's Department" by the Sibley Community School. These check were deposited in a checking account maintained by Robert Rolfes, entitled, "The Second Account." Some disbursements for such items as security alarms were made from this account. On April 15, 1982, at the direction of the state auditor's office, this account was closed and the entire balance was paid over to the Osceola County Treasurer.

2. From April 15, 1982, through September 26, 1988, thirteen additional checks from the Sibley Community School and the Sibley/Ocheyedan Community School were

delivered to Sheriff Rolfes, totalling \$250.00.

3. All of these checks were paid by the school for the attendance of an on-duty deputy sheriff at school dances.

4. One additional check, payable to Osceola County deputy sheriff Mitch Watters, in the amount of \$50.00 was delivered to Sheriff Rolfes, but Rolfes stated that he did not cash this check because it should have been made payable to the Sheriff's department, since Deputy Watters was on duty.

5. All thirteen checks were personally endorsed by Robert Rolfes and cashed. None of the proceeds were deposited with the County Treasurer nor in any other authorized depository. Rolfes personally maintained the cash proceeds in what he described as a "slush fund" in a box in his desk.

6. The common definition of a "slush fund" is a fund for bribery of public officials. Sheriff Rolfes' designation of this money from the school checks as a "slush fund" appears to be a misnomer. There was no evidence that the funds were used for bribery. In reality, the fund was handled as a petty cash fund. However, as with the Merrick Co. checks, there is no documentation whatsoever of the receipts and expenditures of this fund.

7. It appears that members of the Board of Supervisors were not aware that the Sheriff received this money nor maintained this fund prior to May, 1988. One or more members of the Public Safety and Communication Commission were aware of this fund, but it is not clear whether this knowledge existed prior to May, 1988.

8. On February 10, 1989, Sheriff Rolfes deposited the balance of the so-called "slush fund," \$56.69, with the Osceola County Treasurer.

Conclusion and Recommendation:

1. It is not appropriate for Sheriff Robert Rolfes to receive money from the Sibley/Ocheyedan Community School for services by on-duty Osceola County Sheriff's Deputies and fail to deposit the same with or to the favor of the County. This practice should stop immediately.

2. The Board of Supervisors, Public Safety and Communication Commission and County Attorney should consult with Sheriff Rolfes to consider the propriety of the Sheriff's Office providing such special services and the use of controls if the practice continues.

3. The Board of Supervisors, and Public Safety and Communication Commission should adopt written budgetary policies regarding a petty cash fund in the Sheriff's Office.

III. Use of County long distance service for private business.

Allegation:

Robert Rolfes made numerous long distance telephone calls for private business purposes at the expense of Osceola County, Iowa.

Findings:

1. Robert Rolfes owns an acreage on highway 9, several miles north of Sibley, Iowa, where he operates a private livestock business. Sheriff Rolfes goes to this location at least twice a day to "do chores."

2. A telephone has been installed at the acreage at the expense of Osceola County, Iowa: (712) 754-2494. The continuing service and all charges associated with this telephone are paid by Osceola County. Other telephone numbers for the Sheriff's Office include 754-2556, 754-2557, and 754-2872 and all service and long distance charges attributable to these numbers are likewise borne by Osceola County.

3. The telephone at Sheriff Rolfes' acreage is meant to assure that the Sheriff is accessible, even when he is attending to his private business. The Sheriff's office maintains portable radio equipment that permits accessibility.

4. This office was able to document that from May 16, 1984, through November 15, 1988, Sheriff Rolfes made private long distance telephone calls which were charged to one or more of the foregoing telephone nos. and paid for by Osceola County in the amount of \$522.22.

5. One or more members of the Public Safety and Communication Commission approved of Rolfes' private use of County long distance service at the County's expense after learning of the same, citing the Sheriff's use of his private vehicle(s) for public purposes. The extent of his use of his private vehicle(s) is not documented.

6. At least one member of the Commission and all members of the Board of Supervisors disapproved of the County's payment of these calls. This practice has never been publicly approved nor disapproved by either the Board or the Commission.

Conclusion and Recommendation:

1. It is not appropriate for Osceola County, Iowa, to pay for private long distance calls by Sheriff Rolfes. This practice should stop immediately.

2. Sheriff Rolfes should reimburse Osceola County, Iowa, for these calls in the amount of \$522.22.

3. Sheriff Rolfes should install a private telephone at his acreage, and other steps should be taken by Sheriff Rolfes and the Public Safety and Communication Commission to control and prevent future private use of County long distance services.

IV. The paving of Sheriff Rolfes' Driveway

Allegation:

In June of 1984 the driveway at Rolfes' acreage was paved in exchange for the release of a jail prisoner employed by the paving company, without criminal charges being filed.

Findings:

1. On June 7, 1984, Daryl Peymen, an employee of Hodgeman & Son Contracting of Fairmont, Minnesota, was arrested by an Osceola County Sheriff's deputy in Ocheyedan for the offense of public intoxication, a simple misdemeanor.

2. Peymen was incarcerated in the Osceola County Jail overnight. The following morning he appeared before Magistrate Karl Huenemann, plead guilty to the offense

for which he was arrested and paid the usual fine plus court costs. Peymen was then released from custody.

3. Subsequently, the firm for whom Peymen worked paved Sheriff Rolfes' driveway, charging the Sheriff only the costs of the labor.

4. Sheriff Rolfes had no direct contact with Peymen, nor was he involved in Peymen's arrest, incarceration or plea of guilty.

Conclusion:

The allegation is unfounded. Sheriff Rolfes did not act improperly in this matter.

V. Sheriff Rolfes' use of publicly owned vehicles

Allegation:

Sheriff Rolfes uses publicly owned vehicles in the conduct of his private business ventures.

Findings:

1. The Sheriff Rolfes is on call in his capacity as Sheriff twenty-four hours a day. He does not work a specific shift, but remains available as needed.

2. Because of Sheriff's Rolfes around the clock responsibility, the Public Safety and Communication Commission appears to permit the Sheriff to attend to personal business at his acreage and elsewhere while using county vehicles.

Conclusion and Recommendation:

1. The Sheriff's use of county vehicles to attend to his private business is permitted by the Public Safety and Communication Commission.

2. The Commission should consider the adoption of a written public policy authorizing this usage to avoid misunderstandings among county residents.

VI. Expenditure of money for undercover investigations.

Allegation:

An inordinate amount of county money has been spent by Sheriff Rolfes for drug or other undercover investigations.

Findings:

1. From August 27, 1979 through December, 1986, the Sheriff spent \$8,170 of County funds for undercover or secret investigations. This represents a yearly average of \$1,101.57. No money has been spent since December, 1986.
2. Osceola County, Iowa, currently budgets \$3,000.00 per year for the Sheriff's use in undercover or secret investigations.
3. Neither the Sheriff, the Board of Supervisors nor the Public Safety and Communication Commission maintain any policies and controls regarding this item, nor does the Sheriff document these expenditures.

Conclusion and Recommendation:

1. There is no evidence that Sheriff Rolfes' expenditures were excessive or improper.
2. Sheriff Rolfes should institute the documentation procedures used by the Iowa Division of Narcotics Enforcement in the expenditure of public funds for undercover investigations. These procedures assure the confidentiality of investigations while providing adequate controls over the expenditure of public funds.

There appears to be a marked degree of uncertainty as to the authority of the Board of Supervisors and the Public Safety and Communication Commission to make public policy decisions applicable to the Sheriff's Office. These public bodies should play an active role in matters involving the expenditure of public funds and the use of public property. When any doubt arises regarding their authority, these bodies should consult with their legal counsel.

Charles N. Thoman
Assistant Attorney General
Area Prosecutions Division

GENERAL ASSEMBLY OF IOWA



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LUCAS BUILDING 515 281-5285
JoANN G. BROWN
IOWA CODE EDITOR

January 12, 1989

MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters
RE: Personnel Report

The Legislative Service Bureau has recently filled several Session and proofreading positions and is proceeding with work on filling other vacancies. These completed and planned personnel actions are as follows:

Research Division Chief

Due to the promotion of Ms. Diane Bolender this position is now vacant. It is planned to fill it after Session.

Research Analyst for Redistricting

There has been a delay in filling this position due to lack of office space to provide a work station for the position. Additional office space has been obtained and the hiring procedure will go forward to fill the position.

P.I.O. Director

Due to the resignation of Ms. Evelyn Hawthorne this position is now vacant. It is planned to fill it after Session. In order to provide sufficient Session staffing a temporary Public Information Assistant is being hired for the Session. The salary grade level for the position

January 12, 1989

Page 2

has previously been established in the comparable worth process. The temporary position has been advertised and a vacancy notice posted.

Legislative Librarian and Library Clerk

Ms. Ruth McGhee has entered the phased retirement program and will be working on an approximately half-time basis. In order to implement the restructuring of the Legislative Research Library as previously approved the following steps will be taken: Ms. Ruth McGhee will be reclassified to the part-time position of Library Clerk (or Assistant Librarian or whatever job title is selected) and a grade level established for the position through the comparable worth process. The position of Legislative Librarian will also need a comparable worth evaluation since it was deferred on in the comparable worth study. It is planned to fill the latter position during the 1989 Interim.

Legislative Text Processor

Ms. Merilee Johnson has been hired at the entry level (17-1) in order to fill a vacant Legislative Text Processor position.

Session Bill Clerks

Ms. Bridget McNerney and Ms. Carolyn Vernon have been hired to fill the two Session Bill Clerk positions, both at the entry level (13-1). Ms. McNerney has previously worked for the Legislative Service Bureau and will be eligible for a one-step merit increase upon the completion of a cumulative six months of service.

Pages

Ms. Kari Osgood and Mr. Brent Oleson have been hired to fill the two page positions, both being hired at the minimum wage.

Proofreading Positions

The Bureau has a variety of proofreading positions to handle both legislative Session work and on-going Code publication work. Ms. Barbara Colonno and Ms. Catherine Young have been hired as proofreaders at the entry level (16-1). Ms. Margaret Clason has been hired as a proofreader-indexer at the entry level (17-1). Ms. Diane Young is returning for her fourth Session as a proofreader. Her cumulative service qualifies her for placement at level 16-2 on the pay matrix. She will be eligible for a step increase during this Session.

Temporary Research Analyst

In order to assist with the additional work demands of Session it is planned to hire a temporary research analyst on a half-time basis. This is a vacant authorized position. A vacancy notice has been posted.

Assistant Administrative Code Indexer

One of the two assistant indexer positions in the Administrative Code Division is vacant. The duties of the position are currently being performed by a proofreader-indexer. It is planned to go forward under the usual procedure to fill the position.

dpersonnel
dp/dg/20

GENERAL ASSEMBLY OF IOWA

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LUCAS BUILDING 515 281-5285
JOANN G. BROWN
IOWA CODE EDITOR

January 30, 1989

MEMORANDUM

TO: REPRESENTATIVE CHAPMAN
FROM: Donovan Peeters, Director *DP*
Richard Johnson, Legal Division Chief *R.*
RE: Indexing Procedures

On Friday, January 27, 1989, indexers and other personnel from the House of Representatives, Senate, and Legislative Service Bureau met to discuss the use of uniform entries for the various indexes prepared by employees of the General Assembly. The meeting was called to follow up on the discussion of indexing in the Service Committee during the past interim. The following actions have or will be taken pursuant to the discussions of those in attendance:

1. The House and Senate are now using only one list of headings and subheadings for both introduced bills and enrolled bills.
2. The lists of headings and subheadings from 1988 will be reviewed by LSB indexers and the list developed during the 1989 session will be made available to the LSB indexers for their review.
3. The House and Senate indexers will make available their indexing notations of introduced bills if and when those introduced bills are enacted. This will give the LSB session law indexers the information relating to House and Senate indexing of the bill, albeit without consideration of changes made to the bill after introduction.

January 30, 1989

Page 2

The goal of this cooperation will be for all indexers to become familiar with the work of the other indexers and to begin the adoption of uniform headings and subheadings for the various indexes, as appropriate.

cc: Chairman Connors and Members of the Service Committee
Jo Ann Brown, Dick Schulze, Joe O'Hern, Liz Isaacson,
Juanita Swackhammer, Cynde Clingan, and Caryll Wilbur

RJ, Indexing
dg/20



SANFORD B. SCHARF
DIRECTOR
515-281-7840

LUCAS STATE OFFICE BUILDING
DES MOINES, IOWA
50319

STATE OF IOWA

LEGISLATIVE COMPUTER SUPPORT BUREAU

TO: Service Committee of the Legislative Council
FROM: Sanford B. Scharf, Director - Legislative Computer Support Bureau
SUBJECT: Microcomputer(PC) Analyst
DATE: FEBRUARY 10, 1989

In order to effectively provide service to the users of microcomputers located throughout Capitol Complex, the Legislative Computer Support Bureau requests authority to fill the approved vacant FTE position with a PC analyst. Listed below is a partial Job Description:

1. Ability to install various types of PC Hardware and PC Software including software packages and different types of hardware to include PC's, Printers, Communication Devices, etc.
2. Good working knowledge of PC software and hardware.
3. Ability to trouble shoot and diagnose all types of hardware and software problems.
4. Working knowledge of networking.
5. Ability to establish and maintain effective working relations as necessitated by work assignments.
6. Ability to train end users in operation and use of both PC hardware and PC software
7. Understanding of software packages including spread sheets, desktop pub., word processing, data base management systems, etc.
8. Ability to suggest and recommend PC solutions.
9. Perform total PC integration testing.
10. Grade 24 to Grade 27

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
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MICHAEL J. GOEDERT
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LESLIE E. WORKMAN

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK



LEGISLATIVE SERVICE BUREAU
STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DONOVAN PEETERS, DIRECTOR
DIANE E. BOLENDER, DEPUTY DIRECTOR

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PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

GERALDINE FRIDLINGTON
KENT A. PETERSON
PUBLIC INFORMATION OFFICERS

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JoANN G. BROWN
IOWA CODE EDITOR

February 14, 1989

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters
RE: Personnel Report

Please note the following personnel actions of the Legislative Service Bureau:

RESEARCH DIVISION CHIEF

In a change from previously announced plans, the Legislative Service Bureau will proceed to fill the vacant position of Research Division Chief. A vacancy notice has been posted.

TEMPORARY RESEARCH ANALYST

Mr. John Fatino has been hired as a temporary research analyst on an approximately half-time basis to assist in Session work. He was hired at the entry level (grade 27, step 1).

PUBLIC INFORMATION ASSISTANT

Mr. Barry Nichols has been hired as a public information assistant on a temporary basis. He was hired at the entry level (grade 15, step 1).

Dpers
dp/dg/20

GENERAL ASSEMBLY OF IOWA



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LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
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DONOVAN PEETERS, DIRECTOR
DIANE E. BOLENDER, DEPUTY DIRECTOR

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK

February 14, 1989

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters *DP*
RE: Personnel Report

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RESEARCH DIVISION CHIEF

In a change from previously announced plans, the Legislative Service Bureau will proceed to fill the vacant position of Research Division Chief. A vacancy notice has been posted.

TEMPORARY RESEARCH ANALYST

Mr. John Fatino has been hired as a temporary research analyst on an approximately half-time basis to assist in Session work. He was hired at the entry level (grade 27, step 2).

PUBLIC INFORMATION ASSISTANT

Mr. Barry Nichols has been hired as a public information assistant on a temporary basis. He was hired at the entry level (grade 15, step 2).

Dpers
dp/dg/20

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

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DIVISION CHIEF
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IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JOANN G. BROWN
IOWA CODE EDITOR

January 12, 1989

MEMORANDUM

TO: CHAIRPERSON WELSH AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters
RE: Personnel Report

The Legislative Service Bureau has recently filled several Session and proofreading positions and is proceeding with work on filling other vacancies. These completed and planned personnel actions are as follows:

Research Division Chief

Due to the promotion of Ms. Diane Bolender this position is now vacant. It is planned to fill it after Session.

Research Analyst for Redistricting

There has been a delay in filling this position due to lack of office space to provide a work station for the position. Additional office space has been obtained and the hiring procedure will go forward to fill the position.

P.I.O. Director

Due to the resignation of Ms. Evelyn Hawthorne this position is now vacant. It is planned to fill it after Session. In order to provide sufficient Session staffing a temporary Public Information Assistant is being hired for the Session. The salary grade level for the position

January 12, 1989

Page 2

has previously been established in the comparable worth process. The temporary position has been advertised and a vacancy notice posted.

Legislative Librarian and Library Clerk

Ms. Ruth McGhee has entered the phased retirement program and will be working on an approximately half-time basis. In order to implement the restructuring of the Legislative Research Library as previously approved the following steps will be taken: Ms. Ruth McGhee will be reclassified to the part-time position of Library Clerk (or Assistant Librarian or whatever job title is selected) and a grade level established for the position through the comparable worth process. The position of Legislative Librarian will also need a comparable worth evaluation since it was deferred on in the comparable worth study. It is planned to fill the latter position during the 1989 Interim.

Legislative Text Processor

Ms. Merilee Johnson has been hired at the entry level (17-1) in order to fill a vacant Legislative Text Processor position.

Session Bill Clerks

Ms. Bridget McNerney and Ms. Carolyn Vernon have been hired to fill the two Session Bill Clerk positions, both at the entry level (13-1). Ms. McNerney has previously worked for the Legislative Service Bureau and will be eligible for a one-step merit increase upon the completion of a cumulative six months of service.

Pages

Ms. Kari Osgood and Mr. Brent Oleson have been hired to fill the two page positions, both being hired at the minimum wage.

Proofreading Positions

The Bureau has a variety of proofreading positions to handle both legislative Session work and on-going Code publication work. Ms. Barbara Colonno and Ms. Catherine Young have been hired as proofreaders at the entry level (16-1). Ms. Margaret Clason has been hired as a proofreader-indexer at the entry level (17-1). Ms. Diane Young is returning for her fourth Session as a proofreader. Her cumulative service qualifies her for placement at level 16-2 on the pay matrix. She will be eligible for a step increase during this Session.

January 12, 1989

Page 3

Temporary Research Analyst

In order to assist with the additional work demands of Session it is planned to hire a temporary research analyst on a half-time basis. This is a vacant authorized position. A vacancy notice has been posted.

Assistant Administrative Code Indexer

One of the two assistant indexer positions in the Administrative Code Division is vacant. The duties of the position are currently being performed by a proofreader-indexer. It is planned to go forward under the usual procedure to fill the position.

dpersonnel
dp/dg/20

GENERAL ASSEMBLY OF IOWA



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DES MOINES, IOWA 50319
515 281-3566
DONOVAN PEETERS, DIRECTOR
DIANE E. BOLENDER, DEPUTY DIRECTOR

February 10, 1989

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters *DP*
RE: Meeting Notice

A meeting of the Service Committee has been scheduled for 9:15 a.m. on Monday, February 13, 1989, in Room 24.

A copy of the tentative agenda is attached.

Mtg,sc02
dp/sw/29

IOWA LEGISLATIVE COUNCIL
STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566



SENATORS

C. JOSEPH COLEMAN
DONALD V. DOYLE
LEE W. HOLT
CALVIN O. HULTMAN
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GEORGE R. KINLEY
DAVID M. READINGER
DALE L. TIEDEN
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SPEAKER DONALD D. AVENSON, *CHAIRPERSON*
SENATOR BILL HUTCHINS, *VICE CHAIRPERSON*
LT. GOVERNOR JO ANN ZIMMERMAN, *EX OFFICIO*
DONOVAN PEETERS, *SECRETARY TO THE COUNCIL*

February 13, 1989

MEMORANDUM

TO: CHAIRMAN CONNORS AND MEMBERS OF THE SERVICE COMMITTEE
FROM: Donovan Peeters *DP*
RE: Cancellation of Meeting

The Service Committee meeting scheduled for this morning has been cancelled. Notice will be provided regarding its rescheduling.

Service0213
dp/dg/20

EDUCATIONAL LEAVE REPORTS

Attached are the Educational Leave Reports for 1988
as required under Section 79.25 of the Code

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1988

Department for the Blind
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tuition	Other		
Harlan Freerksen	Audio Visual Technician	IBM PC DOS	10		30.00			
Harlan Freerksen	Audio Visual Technician	Advanced PC DOS	9		60.00			
Terry Pepper	Senior Program Administrator	Accounting 250	0		510.00			
Harlan Freerksen	Audio Visual Technician	Computer Network Maintenance	8		100.00			
Elizabeth Sheets	Sr. Specialist for the Blind	Computer Network Maintenance	8		100.00			
Catherine Ford	Program Administrator	Managing Multiple Demands	8		99.00			
Diann Weinman	Sr. Specialist for the Blind	Managing Multiple Demands	8		99.00			
Louise Duvall	Program Administrator	Managing Multiple Demands	8		99.00			
Creig Slayton	Director	Managing Multiple Demands	8		99.00			
Diann Weinman	Sr. Specialist for the Blind	How to Handle Difficult People	8		59.00			
Louise Duvall	Program Administrator	How to Handle Difficult People	8		59.00			
Mary Clarke	Specialist for the Blind	How to Handle Difficult People	8		59.00			
TOTALS								

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1988

CORRECTIONS- CENTRAL OFFICE

(Department)

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

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 88

General Services
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings	
			W/Pay	W/O Pay	Tuition	Other			
Mary Silverio	Computer Programmer	Beginning COBOL	-	---	\$118	\$49.70	---	\$240	
Mary Silverio	Computer Programmer	Intermediate COBOL	-	---	\$118	\$17.80	---	\$750	
Lowell Sneller	Sr. Systems Analyst	Principles & Practices of Instructional Tech.	-	---	\$309	---	---	\$800	
Lowell Sneller	Sr. Systems Analyst	Advanced Educational Psychology	-	---	\$309	---	---	\$800	
Doug Kern	Sr. Syst. Analyst Sup.	Business Policy	-	---	\$585	\$30.55	---	\$1040/yr.	
Paul Ohlerking	EET	Meter Controls I	-	---	\$101.85	\$23.77	---	\$2000	
Paul Ohlerking	EET	Fundamental Air Conditioning	-	---	\$101.85	\$62.50	---	\$2000	
Paul Ohlerking	EET	Electricity/ Electronics II	-	---	\$101.85	\$20.00	---	\$2500	
Paul Ohlerking	EET	Digital	-	---	\$101.85	\$20.00	---	\$2500	
TOTALS						\$1846.40	\$224.32	---	\$12,630

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 88

Woodward State Hospital-School/DHS
(Department)

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

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 1988

Inspections and Appeals
(Department)

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tutor.	Other		
Sharon Livingston	Accting Tech. 2	Bus. Fin. Math	0	0	101.80	40.00	0	0
Willa Kinder	Accting. Clk. 2	Accting 101	0	0	135.80		0	0
Doris Rittenmeyer	Food & San. Insp.	Food Service-Sanitation & Safety	0	0	46.00	39.00	0	0
Bill Woodhouse	Field Aud. 2	Auditing 422	0	0	264.00	44.00	0	0
Willa Kinder	Accting. Clk. 2	Accting 102	0	0	135.80		0	0
			0	0	683.40	123.00	0	0
			0	0	683.40	123.00	0	0

SEPT 06 1988

EDUCATIONAL LEAVE/EDUCATIONAL ASSISTANCE REPORT

Fiscal Year 19 88

Natural Resources
(Department)

REC
JUL 20 88
Legislative Service
Bureau

Employee Name	Classification	Course Title	Hrs. Missed		Direct Costs		Indirect Costs	Cost Savings
			W/Pay	W/O Pay	Tutor.	Other		
Rodney L. Ruddick	Exec. Assistant	Advanced Accounting Theory, Acct. 168	0	0	525.24	-0-	-0-	1,500
Randy R. Edwards	Conservation Officer	Strategic Management	0	0	512.20	-0-	-0-	750
Leo Schlunz	Fish Biologist	Assembly Language and Comp. Structure	60	0	330.00	-0-	-0-	1,000
Rick McGeough	Public Serv. Exec. 4	Basic Computer	0	0	197.70	-0-	-0-	500
Gary Fell	Park Ranger III	English Comp. 102	0	0	126.85	-0-	-0-	500
Bennis Murphy	Park Ranger I	Supervision English Comp. 2	0	0	1,281.25	-0-	-0-	1,500
Kathleen Hribal	Park Attendant	Stats for Business Hist. of Amer. Frontier	0	0	272.00	-0-	-0-	500
Mark Plymale	Park Attendant	English Comp. II Public Speaking IIIA	0	0	250.55	-0-	-0-	500
Randy Edwards	Conservation Officer	Intro to Computer Science	0	0	474.00	-0-	-0-	500
Christopher Taylor	Park Attendant	Beginning Algebra Comm. Skills I Reading Improvement	0	0	437.33	-0-	-0-	500
David Bruner	Geologist	G.W. Hydraulics	3	0	-0-	-0-	-0-	1,000
Carol A. Thompson	Geologist	Env. Toxicology	3	0	345.00	-0-	-0-	1,000
TOTALS								

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

MARCH 1988

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Shirley Winebrenner	Clerk Typist III	DES	IBM PC Lotus 1-2-3; Word Processing	DSM Tech	90.00	X			
Walter McClain	Power Plant Eng. IV	Corrections	Math for Water Operation	Kirkwood	50.00		X	X(16 hours)	
Mike Davis	Power Plant Eng. IV.	Corrections	Math for Water Operation	Kirkwood	50.00		X	X(16 hours)	
Bill Graham	Power Plant Eng. IV	Corrections	Math for Water Operation	Kirkwood	50.00		X	X(16 hours)	
L. Richard Pint	Storekeeper II	Lottery	Writing for Business Industry	Hawkeye Inst	64.80	X			
Kimberly Hanks	Adm. Asst. III	DED	Beginning Algebra; Cost Accounting	Kirkwood	207.00	X			
Melissa Valadez	Word Processor II	DED	Introductory to Office Shorthand	DMACC	151.85	X			
Eileen Flo	Secretary I	DOT	Lotus 1-2-3	NIACC	30.00	X			
Jo Anne Campney	Volunteer Services Specialist	DHS	Effective Management of Volunteer Programs	DMACC	33.00	X			
Joe Draper	Trades Helper	DHS	Refrigeration	Northwestern Ia. Tech.	125.00	X			

Prepared by

Kevin J. Polony
Kevin Polony, Coordinator
231 8048

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
SUE VARLEY	Comp. Prog. Trn.	IDOP	COBOL Intermediate; Program Logic/Design	DMACC	271.60	X			
BEVERLY A. ALLEN	PMS 3	IDOP	Personnel & Counseling Internship	DRAKE	300.00	X			
JOE ELLIS	PMS 2	IDOP	Research Methods	ISU	331.00	X			
SHERRY BARRY	Secretary 3	IDOP	Intro to Business	DMACC	99.00	X			
CONSTANCE HELLMAN	PMS 2	IDOP	Intro to Management; Speech	DMACC	230.15	X			
THERESA TOMETICH	Computer Operator II	CORRECTIONS	Micro Computer Data	KIRKWOOD	75.95	X			
KIMBERLY SHOESMITH	Secretary 2	CORRECTIONS	Spanish for Beginners	KIRKWOOD	22.00	X			
GERD CLABAUGH	Program Planner 3	MANAGEMENT	Political Science - Creative Component	ISU	206.00	X			
LINDA KADING	PSE V	MANAGEMENT	Research Methods - Political Science	ISU	309.00	X			
LANE PALMER	PSE IV	ECONOMIC DEV.	Public Law & Business Application	DRAKE	645.00	X			
MARLENA BANDURSKI	Adm. Assist. III	ECONOMIC DEV.	English Comp. I	DMACC	135.30	X			
TERESA PAULUSIK	Secretary I	PUBLIC DEFENSE	Business Law II	WAYNE STATE	114.00	X			

Prepared by



Kevin Kolobny, Coordinator
281-8048

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
SUE LERDAL	Program Planner III	PUBLIC HEALTH	Health Care Admin. - Regulatory Agencies	UOMHS	270.00	X			
LEO SCHLUNZ	Fisheries Biologist	DNR	IBM PC Assembly Language	SIMPSON	345.00		X	X(6hrs. per week)	
CAROL HOUGE	Admin. Assist. II	DOT	Legal Research & Writing I	DMACC	91.35	X			
LINDA J. LEHMAN	Evaluator	EDUCATION	Laboratory in IBM Microcomputers	DRAKE	173.27		X	X(31½ hrs. total)	
TAMMY WATSON	Admin. Assit. II	REVENUE & FINANCE	Principles of Acctg.	DMACC	108.64	X			
DAVID R. MYERS	Environmental Specialist III	PUBLIC HEALTH	Business & Technical Writing	DRAKE	525.00	X			

Prepared by

Kevin Pokorny, Coordinator

281-3088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

MAY 1988

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Marilyn Clem	Design Tech 3	DOT	Computer Applications	ISU	---		X	X(3hrs.	per week)
Ronald Wolf	Special Duty Mechanic	DOT	Principles of Diesel Engines	N.I.T.I.	171.25		X	X(3hrs.	per week)
Roger Bierbaum	Tran. Engr. Mg. 2	DOT	Urban Transportation Development Lab.	ISU	379.00		X	X(1½hrs.	per week)
Janet Curtis	Park Attendant	DNR	Field Biology	DMACC	126.25	X			
Randy Edwards	Cons. Officer	DNR	Criminal Justice/Community Relations	Mt. Mercy	513.00	X			
Melvin Ward	Adm. Asst. II	Public Health	Legal Aspects of Health Care; Regulatory Agencies	UOMHS	270.00	X			
Brenda Segelke	Insurance Exam. 2	Commerce	Small Group Communication	ISU	257.17	X			
Patricia Britt	LPN	DHS	Associate Degree in Nursing	Western Ia.	----		X		X(Full-time
								from Aug 29, 1989,	to Aug. 8, 1989.
Gloria Paulus	Acct. Clerk II	Revenue & Finance	Business Law II	DMACC	66.38	X			

Prepared by



 Kevin Pokorny, Coordinator
 284-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

MAY 1988
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Cathy S. Determen	Acctg. Tech II	Revenue & Finance	Organization and Behavior	Simpson	276.00	X			
Vicki Sparks	Comp. Operator II	" "	COBOL/Beginning Data 304	DMACC	108.64	X			
Daniel Dittmore	PSE 5	Econ. Dev.	Managing the Entrepreneurial Process	U. of Ia.	495.00	X			
Kimberly Hanks	Adm. Assist. III	" "	Principles of Econ.; Contemporary Econ. Problems; Intermediate Algebra	Kirkwood	315.00	X			
Rose Hefty	Accountant II	Cultural Affairs	American Economic History	Upper Iowa	280.00	X			
Deborah Gore	Historical Editor	" "	Cognitive Development in Children	U. of Iowa	309.00		X	X(3hrs. per week)	
Deborah Gore	Historical Editor	" "	Writing for the Young Teen	U. of Iowa	197.00		X	X(20hrs. for one week)	
Diana Leonard	PSE 1	Human Rights	Personnel Supervision	DMACC	128.65	X			
Lisa Davis	Senior Service Spec. for Blind	" "	dBase III on IBM PC; Advanced Lotus; Advanced PC DOS	DMACC	290.00		X	X(One week -40hr. 20hrs. for 2 courses)	

Prepared by

Kevin J. Pokorny
Kevin Pokorny, Coordinator
281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

JUNE 1988

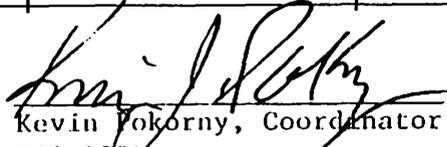
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
David Maach	Design Tech. 3	DOT	Mechanics of Materials	ISU	246.00		X	X(3hrs.	per week)
Randall Huisinga	Planning Aide I	"	Freshman Engineering	ISU	246.00	X			
Eileen Flo	Secretary I	"	Lotus Level 2	NIACC	30.00	X			
Yvonne Diller	Program Planner	"	Marketing	ISU	216.00		X	X(3hrs.	per week)
Cynthia Reed-Stewart	Consultant	Education	Graudate Research	ISU	--		X		X(6.5 Hrs. per week)
Gail Fleig	Administrative Consultant	Education	School Finance	ISU	--		X	X(17.5 hrs.	per week)
Jeananne Hagen	Consultant	" "	Research Methods	ISU	--		X	X(12 hrs.	per week)
Rose Hefty	Accountant II	Cultural Affairs	Management Cases; Industrial Psych.	Upper Ia.	608.00	X			
Rodney Ruddick	Executive Assistant	DNR	Auditing Theory	Drake	592.50	X			
Betty E. Robb	Computer Operations Manager	Commerce	English Composition; Communication Skills	DMACC	203.70	X			
Randy R. Edwards	Conservation Officer	DNR	Criminology	Mt. Mercy	513.00	X			
Cathy S. Determan	Accounting Tech II	Lottery	Microeconomics	Simpson	276.00				

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Legislative Service Bureau

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 Kevin Pokorny, Coordinator
 281-8088

Iowa Department of Personnel

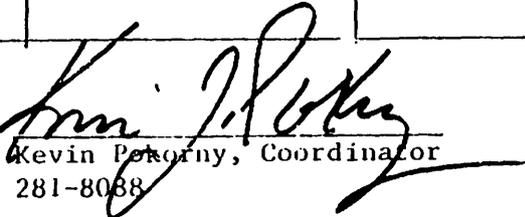
Monthly Report of Educational Leave/Educational Assistance

JULY 1988

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Linda Bergstrom	Planning Aide II	DOT	Intro Business Stats	ISU	385.00		X	X (1hr	per week)
Carl Shcumann	Trans. Engr. Assoc.	DOT	Structual Analysis	ISU	216.00		X	X (3hrs.	per week)
Jeri Schaa	Clerk-Typist 3	DOT	Business and Technical Writing	Drake	560.00	X			
Sheryl Kelce	Compositor	Employment Services	Typography I	DMACC	125.90		X	X (4hrs.	per week)
Mike G. West	Acct. Clerk II	Revenue	Principles of Acctg.	DMACC	133.25	X			
Charla Kolontar	Computer Operator I	Commerce	Intro to Data Processing; COBOL Beginning	DMACC	265.65	X			
Lane Palmer	PSE IV	Economic Development	Business Research; Business Policy	Drake	1290.00	X			
Marlena Bandurski	Admin. Assit. III	Economic Development	Intro to Management	DMACC	113.85	X			

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Kevin Pokorny, Coordinator
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Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

SEPTEMBER 1988

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Michael Hahn	Examiner III	Revenue	Advanced Acctg. I	Upper Iowa	198.00	X			
Kathy Farnsworth	Clerk Typist III	"	Principles of Acctg.	DMACC	113.85	X			
Leona Fatino	Computer Operator I	"	" "	"	121.44	X			
Kelli Nelson	Acct. Tech II	"	Entrepreneurship & New Product Marketing	Simpson	276.00	X			
Tammy Watson	Admin Assist. II	"	Principles of Acctg.	DMACC	129.44	X			
Donald Gilson	Accountant 2	"	Financial Mgt.	Upper Iowa	211.20	X			
Cathy Determan	Acctg. Tech II	"	Macroeconomic Principles	Simpson	276.00	X			
Bonnie Waseskuk	Accountant II	"	Business Law	DMACC	91.08	X			
Coleen Brown	Clerk Typist III	DOE	Medical Terminology	DMACC	123.85	X			
Thomas Watson	Systems Analyst	"	Data Systems Analysis	DMACC	161.80	X			
Ronald Rasmussen	Auditor II	DIA	Accounting	DMACC	181.65		X	X(4hrs.	per week)
Gerald Stocker	Job Service Manager	Employment	Quantitative Methods; Seminar in Pub. Adm.	DRAKE	1198.87	X			

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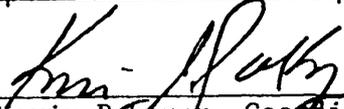
Monthly Report of Educational Leave/Educational Assistance

SEPTEMBER 1988

(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Johneen Taylor	Office Service Supervisor I	Employment	Intro IBM-PC	DSM Adult Ed	58.00	X			
Mary Augustus	Job Service Intr. 2	"	Management Personnel Supervision	DMACC	159.35	X			
Patti Sidoner	Secretary 2	"	5 courses in IBM-PC & Lotus	DMACC	576.00		X	X(75hrs total)	
Letitia Broman	Secretary 1	"	3 courses in IBM-PC & Lotus	DMACC	272.50		X	X(35.5 hrs total)	
Simon Villa	Staff Physician	DHS	Residency Training in Psychiatry		N/A		X		X(full-time)
Ly Chao	Refugee Specialist II	"	Interviewing/Interper Relation	DMACC	101.85	X			
Tuyet Phan-Duong	Refugee Specialist I	"	" "	DMACC	100.50	X			
Lillie Newkirk	Secretary I	"	Psychology; Drawing	Drake	N/A		X		X
Stephen Ranson	Bldgs./Grds Sup.	Public Def.	Water Treatment	DMACC	70.00	X			
James Fulton	Water & Waste Operator II	" "	" "	"	70.00	X			
Janet Hammond	Purchasing Assist.	Commerce	Intro to Management	DMACC	141.75	X			
Betty Robb		Commerce	Technical & Business Writing	DMACC	113.85	X			

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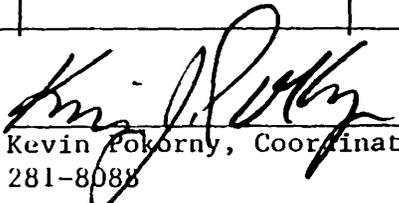

 Kevin Pokorny, Coordinator
 281-8088

Iowa Department of Personnel

Monthly Report of Educational Leave/Educational Assistance

SEPTEMBER 1988
(Month & Year)

Name	Classification	Dept. Name	Course Title	School	Cost	Leave		Leave	
						No	Yes	W/Pay	W/O Pay
Marlene Hall		Human Rights	Writing Skills; Intro to Business	DMACC	277.45	X			
Kathy Courley	Historic Preservation Specialist	Cultural Aff	19th Century Frontier History; Museum History	ISU Internship	414.00		X	X (11hrs. per week)	

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Kevin Pokorny, Coordinator
281-8088

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
C. J. MAY, III
DEANNE S. NAIL
SUSAN E. VOSS
JANET L. WILSON
DANIEL PITTS WINEGARDEN
LESLIE E. WORKMAN

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK

LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
515 281-3566
DONOVAN PEETERS, DIRECTOR
DIANE E. BOLENDER, DEPUTY DIRECTOR

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

EVELYN HAWTHORNE
PUBLIC INFORMATION DIRECTOR
GERALDINE FRIDLINGTON
KENT A. PETERSON
PUBLIC INFORMATION OFFICERS

IOWA CODE DIVISION

LUCAS BUILDING 515 281-5285
JOANN G. BROWN
IOWA CODE EDITOR

January 23, 1989

MEMORANDUM

TO: MEMBERS OF THE LEGISLATIVE COUNCIL
FROM: Donovan Peeters *DP*
RE: Educational Assistance and Educational Leave Report

This memorandum constitutes the annual Educational Assistance and Educational Leave Report from the Legislative Service Bureau to the Legislative Council as required by Section 79.25 of the Iowa Code.

Educational Leave with Pay Approved: None

Educational Assistance Approved:

Staff Member	Course Title	Successful Completion Of Course	Reimbursement for Tuition and Books
1. John Pollak	Administrative Politics	Summer, 1988	\$410.41
2. John Pollak	Public Budgeting & Financial Management	Fall, 1988	\$379.40

January 23, 1989
Page 2

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|-----------------|--------------------|--------------|---------------------|
| 3. Patty Funaro | Legal Reasoning | Summer, 1988 | \$ 32.76
(books) |
| 4. Patty Funaro | Constitutional Law | Fall, 1988 | \$ 74.60
(books) |

The courses approved for educational assistance are ones that are directly relevant to the work responsibilities of the respective individuals.

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Legislative Ser.



Senate Democratic Caucus
RESEARCH STAFF
STATE CAPITOL
Des Moines, Iowa 50319

August 29, 1988

M E M O R A N D U M

TO: Donovan Peeters

FROM: Dennis Harbaugh *dh*

RE: Educational Assistance and Educational Leave Report

Attached find the annual Senate Democratic Research Staff Educational Assistance and Educational Leave Report to the Legislative Council, as required by Section 79.25 of the Iowa Code.



Senate Democratic Caucus

RESEARCH STAFF

STATE CAPITOL

Des Moines, Iowa 50319

August 29, 1988

MEMORANDUM

TO: Legislative Council

FROM: Dennis Harbaugh *dh*
Director, Senate Democratic Research Staff

RE: Educational Assistance and Educational Leave Report

This report shall serve as the annual Educational Assistance and Educational Leave Report for the Senate Democratic Research Staff, as required by Section 79.25 of the Iowa Code.

EDUCATIONAL LEAVE APPROVED: None

EDUCATIONAL ASSISTANCE APPROVED:

<u>Staff Member</u>	<u>Course Title</u>	<u>Successful Completion of Course</u>	<u>Reimbursement for Tuition and Books</u>
1. Bill Haigh	Political Research	Spring, 1988	\$334
2. Bill Haigh	Organizations in the Public Sector	Fall, 1987	\$369.78
		TOTAL	\$703.78

COURSE DESCRIPTIONS

1. Political Research. The principles of scientific, empirical research applied to political data and public policies. Development of research designs and work with various sources of data. Bivariate and multivariate research techniques.

Relation to Job Responsibilities. Bill Haigh staffs the Senate Ways & Means, Education, and Transportation Committees. This course has improved his ability to evaluate and structure political research, and will ensure stronger work products when he assists with the drafting of a new school aid formula for the state of Iowa and when he analyses various tax reform models.

2. Organizations in the Public Sector. Review of administrative organizations and state agency structures, comparisons of structural models, and formal and informal decision-making structures.

Relation to Job Responsibilities. Bill Haigh staffs the Education and Transportation and Safety appropriation subcommittees. This course provided Mr. Haigh with the necessary background with which to analyze an anticipated reorganization proposal which will affect Iowa's education system. This course will also allow him to critically review current agency structures in order to assure that state agencies are organized efficiently and that the state is receiving appropriate services for its appropriations. This course will also help Mr. Haigh conduct more efficient constituent research for Iowa Senators since he will be knowledgeable of state agency internal structures.

EDUCATIONAL LEAVE REPORT

Computer Support Bureau

Sherry Frederick Admin. Secy.	Introduction to Data Processing	DMACC	\$146.75
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AGENDA

Wednesday, February 15, 1989

Senate Room #322 (Senator Hutchins' Office)

Call to Order

Roll Call

1. Minutes
2. L.F.B. Personnel
3. L.S.B. Personnel
4. C.S.B. Personnel
5. Update on Personnel Guidelines for Central Legislative Staff Agencies
6. Update on Pay Resolution for Central Legislative Staff Agencies

ADJOURNMENT

John A. Connor

T E N T A T I V E A G E N D A
S E R V I C E C O M M I T T E E

Monday, February 13, 1989

9:15 a.m. Call to Order

 Roll Call

 Review of Minutes of December 7, 1988
 (Previously distributed)

 Legislative Fiscal Bureau
 - Personnel Report

 Computer Support Bureau
 - Personnel Report

 Legislative Service Bureau
 - Personnel Report

 Update on Personnel Guidelines for
 Central Legislative Staff Agencies

 Update on Pay Resolution for Central
 Legislative Staff Agencies

ADJOURNMENT