

## **REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL**

**June 20, 2001**

The Service Committee of the Legislative Council met on June 20, 2001, and makes the following report and recommendations to the Legislative Council:

1. The Service Committee received and filed the June 2001 and the annual personnel report from the Legislative Fiscal Bureau.
2. The Service Committee received and filed the June 2001 and the annual personnel report from the Legislative Service Bureau and recommends that the following employees be promoted:
  - Ms. Rhonda Fowler, from Legislative Document Technician 1, grade 19, step 2, to Legislative Document Technician 2, grade 22, step 1, effective June 2001.
  - Ms. Julie Goldman, from Legislative Document Technician 1, grade 19, step 2, to Publications Assistant, grade 21, step 2, effective June 2001.
  - Ms. Cindy Summers, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 2, effective June 2001.
  - Ms. Stephanie Runde, from Legislative Document Technician 1, grade 19, step 3, to Legislative Document Technician 2, grade 22, step 1, effective June 2001.
  - Mr. Craig Cronbaugh, from LIO Officer 1, grade 24, step 4, to LIO Officer 2, grade 27, step 3, effective June 2001.
  - Mr. Myles Kappelman, from LIO Officer 1, grade 24, step 4, to LIO Officer 2, grade 27, step 2, effective July 2001.
  - Mr. Bruce Carr, from Assistant Editor 1, grade 24, step 4, to Assistant Editor 2, grade 27, step 3, effective June 2001.
  - Ms. Teri Souer, from Supervising Legislative Document Technician, grade 25, step 4, to Legislative Document Technician Supervisor, grade 28, step 2, effective June 2001.
  - Ms. Stephanie Hoff, from Assistant Editor 2, grade 27, step 3, to Assistant Editor 3, grade 30, step 1, effective June 2001.
3. The Service Committee received and filed the June 2001 and the annual personnel report from the Legislative Computer Support Bureau and recommends that the following employees be promoted:
  - Ms. Valerie Hansen, from Computer Systems Analyst I, grade 27, step 4, to Computer Systems Analyst II, grade 29, step 3, effective June 2001.
  - Ms. Mary Reed, from Executive Secretary, grade 24, step 3, to Confidential Secretary, grade 27, step 2, effective July 2001.
4. The Service Committee received and filed the June 2001 and the annual personnel report from the Office of Citizens' Aide/Ombudsman and recommends that the following employees be promoted:
  - Mr. Kyle White, from Assistant, grade 27, step 4, to Assistant I, grade 29, step 3, effective June 2001.
  - Mr. Rory Calloway, from Assistant, grade 27, step 4, to Assistant I, grade 29, step 3, effective June 2001.
  - Mr. Don Grove, from Assistant, grade 27, step 3, to Assistant I, grade 29, step 3, effective November 2001.

5. Pursuant to SCR 5, the Service Committee recommends the adoption of a pay resolution relating to the compensation of employees of the central legislative staff agencies beginning during the Seventy-ninth General Assembly effective from July 1, 2001, through June 30, 2003. The pay resolution is similar to the pay resolution adopted for employees of the Senate and House during the Seventy-ninth General Assembly.
6. The Service Committee recommends that the legislative pay matrix be adjusted upward by three percent for the fiscal year commencing with the pay period beginning June 22, 2001.
7. The Service Committee approves the Legislative Fiscal Bureau's implementation of a flexible pay plan, effective July 1, 2001, based upon the guidelines outlined in a June 14, 2001 memorandum submitted to the Service Committee. The guidelines require retention of the current legislative pay classification system for hiring and promotion of employees within a specific pay grade, allow employees to be paid at any amount between the minimum and maximum of a pay grade, continue changes in pay linked to employees' merit review date and the evaluation process, continue salary budgeting as in the past for provision of cost-of-living and discretionary increases, and provide for discretionary salary increases that would not in the aggregate exceed the cost of average merit increases for all eligible employees. The guidelines do not apply to employees eligible for overtime pay and do not provide for any pay increases for employees paid at the maximum of a pay grade.
8. The Service Committee recommends that the Legislative Council authorize the Service Committee to consider and approve, disapprove, or modify a proposal to provide an additional forty hours of compensatory time for eligible legislative branch employees who have accumulated over 300 hours of overtime during a legislative session.
9. The Service Committee recommends that the expenditure of the amount from the appropriation in Code section 2.12 for the Commission on Uniform State Laws, as authorized by the Legislative Council at the December 2000 meeting, be amended to \$28,600.

Respectfully submitted,

Representative Christopher Rants  
Chairperson

DENNIS C. PROUTY  
DIRECTOR  
515/281-5279  
FAX 281-8451



STATE CAPITOL  
DES MOINES, IOWA  
50319

STATE OF IOWA  
LEGISLATIVE FISCAL BUREAU

MEMORANDUM

To: Service Committee  
Senators Kramer, Gronstal, and McKean  
Representatives Rants, Connors, and Sukup

From: Dennis Prouty

Date: June 14, 2001

Re: Flex pay plan

At their last meeting, the Legislative Council gave authority to the Service Committee to approve a central staff agency's flex pay plan.

For the historical perspective of the new members of the Service Committee, a special committee of Legislators and staff reviewed certain elements of the pay system. A flex pay plan was one of those elements. This plan would allow a staff director the ability to give pay increases within the minimum and maximum for a pay grade. This plan would replace the steps that are for a fixed amount. The minimum and the maximum of each pay grade remains the same as the matrix with steps.

One of the goals of this flex plan is to aid in retention of employees instead of losing the investment in knowledge and training cost. This would allow for each employee to receive a specific amount of increase, commensurate with their effort toward the job, rather than a set amount prescribed by the step system.

The attached is the LFB plan that I am submitting to you for your consideration and approval.

## **LFB Employee Compensation Proposal July 2001**

Under the existing pay matrix Central staff directors currently lack the flexibility to reward performance on an individual basis – they are tied to a “pay for stay” pay plan. The Service Committee adopted a motion to allow a flexible plan and required directors to submit an implementation plan for the Central staff agencies.

Pay flexibility refers to the issue of directors having the option to remove the pay grade steps within the pay grades for each class. Existing policies and procedures would remain in place.

Outlined below are the LFB proposed guidelines for implementing the pay flexibility program on July 1, 2001:

- The current legislative pay classification system would be retained. Employees would be hired at a certain classification (grade) and would need to meet the minimum requirements to be promoted to another classification (grade).
- The Director would be given the option of paying employees between the minimum and maximum of a pay grade versus giving employees a set step within a pay grade.
- Changes in pay would still be linked to the merit review date and the current employee evaluation process.
- The budget for salaries would be calculated as it has been in the past for all central agencies. The cost of living adjustment and merit step increases would be calculated per adopted guidelines.
- Each employee merit increase would be determined by that individual's performance. If the Director decided to give one eligible high performing employee an increase beyond the merit step that additional cost would be reflected in the reduced amount available to give to other employees.
- This plan would have no effect on our employees that are at the maximum of their range. The plan would not be extended to employees eligible for overtime pay, only the professional staff.

Although the plan is a conceptual departure from the current grade and step, in practice most employees might be unaffected. Below is an example of how many employees might be impacted in a LFB implementation:

## **LFB Employees**

27.5	Full-time Positions
-3.5	Employees Eligible for Overtime Pay
-1.0	Director
-8.0	Employees At Top Of Range
<hr/>	
15.0	Employees Eligible

The remaining 15 eligible employees could receive the following merit increases in this hypothetical example:

- 1 employee could receive 1.0%
- 3 employees could receive 4.0%
- 9 employees could receive 5.0%
- 1 employee could receive 5.5%
- 1 employee could receive 6.0%

The majority of employees who are performing as expected would receive an increase that would represent the cost of a merit step. This allows the Director in those few instances to reward exceptional performance, respond to outside market pressures, or motivate under performing employees if they receive less than a normal merit step.

**SERVICE COMMITTEE  
OF THE LEGISLATIVE COUNCIL**

**MEMBERSHIP**

*Representative Christopher Rants,  
Temporary Chairperson  
Representative John Connors  
Representative Steven Sukup*

*Senator Mary Kramer,  
Temporary Vice Chairperson  
Senator Michael Gronstal  
Senator Andy McKean*

**TENTATIVE AGENDA  
(Amended)**

June 20, 2001

Room 116, State Capitol

Call to Order

Roll Call

Election of Chairperson

Consideration of Personnel Reports

- Legislative Fiscal Bureau
- Legislative Service Bureau
- Computer Support Bureau
- Citizens' Aide/Ombudsman

Pay Resolution

Pay Matrix Issues

Personnel Request from Legislative Fiscal Bureau

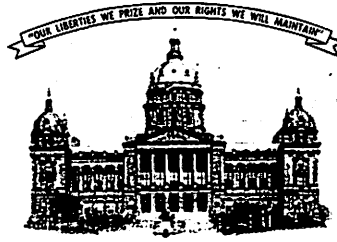
Additional Business?

Adjournment

**LEGISLATIVE FISCAL BUREAU  
LEGISLATIVE SERVICE BUREAU  
LEGISLATIVE COMPUTER SUPPORT BUREAU  
CITIZENS' AIDE/OMBUDSMAN**

**JUNE PERSONNEL REPORTS**

**June 20, 2001**



DENNIS C. PROUTY  
DIRECTOR  
515/281-5279  
FAX 281-8451

STATE CAPITOL  
DES MOINES, IOWA  
50319

STATE OF IOWA  
LEGISLATIVE FISCAL BUREAU

## Memorandum

**TO:** Service Committee of the Legislative Council  
**FROM:** Dennis C. Prouty, Director *Dcp*  
**RE:** Fiscal Bureau Personnel Report  
**DATE:** June 20, 2001

Attached is the Legislative Fiscal Bureau's Personnel Report for the period December 13, 2000, through June 20, 2001. The Report covers all personnel action since the last report, which was submitted December 12, 2000.



LEGISLATIVE FISCAL BUREAU  
PERSONNEL REPORT  
June 20, 2001

PERSONNEL ACTION SINCE LAST REPORT: 12/12/00

**SERVICE COMMITTEE REVIEW**

<u>NAME</u>	<u>TITLE</u>	<u>PREVIOUS GRADE/STEP</u>	<u>DATE ATTAINED</u>	<u>CURRENT GRADE/STEP</u>	<u>DATE ATTAINED</u>
<b>MERIT INCREASES:</b>					
Jeff Robinson	Senior Legislative Analyst	38-5	4/00	38-6	4/01
Lisa Burk	Legislative Analyst	27-1	11/00	27-2	4/01
Beth Lenstra	Legislative Analyst III	35-5	1/00	35-6	4/01
Mary Beth Mellick	Legislative Analyst	27-1	11/00	27-2	4/01
Alice Wisner	Legislative Analyst II	32-1	9/00	32-2	3/01

**VACANT POSITIONS:**

Deb Anderson	Legislative Analyst II	Effective 1/01
Caleb Barber	Page	Effective 5/01
Alice Wisner	Legislative Analyst II	Effective 5/01

**VACANT POSITIONS FILLED:**

Sam Leto	Senior Legislative Analyst	Effective 2/01
Caleb Barber	Page	Effective 1/01

**SICK/FAMILY LEAVE:**

**SERVICE COMMITTEE APPROVAL**

<u>NAME</u>	<u>FROM</u>		<u>TO</u>	
	<u>TITLE</u>	<u>GRADE &amp; STEP/ DATE ATTAINED</u>	<u>TITLE</u>	<u>GRADE &amp; STEP/ DATE ATTAINED</u>

None

LEGISLATIVE SERVICE BUREAU  
Personnel Report

June 20, 2001

Personnel Actions since Last Report: 12/12/00

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
<i>Merit Increases:</i>					
Helen DeBartolo		28-2	12/24/99	28-3	12/22/00
Stephanie Hoff		27-2	12/24/99	27-3	12/22/00
Teresa Vander Linden		24-1	01/07/00	24-2	01/05/01
Joanne Page		35-1	02/18/00	35-2	02/16/01
Elizabeth McKinney		19-1	08/28/00	19-2	03/02/01
Matt Kruse		27-2	03/17/00	27-3	03/16/01
Myles Kappelman		24-3	03/31/00	24-4	03/30/01
Kathy Wesely		24-2	03/31/00	24-3	03/30/01
Patricia Johnson		19-1	10/09/00	19-2	04/13/01
Jodi Steenhoek		27-1	10/16/00	27-2	04/13/01
Rachele Hjelmaas		30-1	11/01/00	30-2	05/11/01
Teri Souer		25-3	05/12/00	25-4	05/11/01
Robert Samson		19-2	05/26/00	19-3	05/25/01

*Vacant Positions Filled:*

Robert Lamberti	Document Technician 1				12/29/00
Michael Gillespie	Document Technician 1				01/05/01
Kelley Hilterbrand	Document Technician 1				01/23/01

*Temporary Positions Filled:*

Ann Ver Heul	Legal Counsel				12/18/00
Jane Wood	Tour Guide				01/12/01
Karon Elfvin	Document Technician 1				01/29/01
Laura Lee Ramirez	Tour Guide				03/23/01

*Resignations:*

Andrea Meier	Supv Legis Doc Tech				12/21/00
Michael Gillespie	Document Technician 1				01/19/01
Ann Ver Heul	Legal Counsel				05/18/01
Gina Garrett	Document Technician 2				05/30/01
Elizabeth McKinney	Document Technician 1				06/29/01

*Parental/Family Leave:*

Tim McDermott	Legal Counsel 1				
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LEGISLATIVE SERVICE BUREAU  
 PROPOSED PROMOTIONS  
 June 2001

Name Hire Date	Current Position Date Attained	Grade/Step Date Attained	Proposed Position	Grade/Step Effective Date
<i>Proposed Promotions:</i>				
Rhonda Fowler 09/30/98	Legis. Document Technician 1 06/25/99	19-2 06/23/00	Legis. Document Technician 2	22-1 06/22/01
Julie Goldman 05/10/99	Legis. Document Technician 1 06/25/99	19-2 06/23/00	Publications Assistant	21-2 06/22/01
Cindy Summers 06/27/97	Legis. Document Technician 1 06/25/99	19-3 06/23/00	Legis. Document Technician 2	22-2 06/22/01
Stephanie Runde 06/01/99	Legis. Document Technician 1 06/01/99	19-3 12/08/00	Legis. Document Technician 2	22-1 06/22/01
Craig Cronbaugh 12/18/97	LIO Officer 1 12/18/97	24-4 06/23/00	LIO Officer 2	27-3 06/22/01
Myles Kappelman 09/21/98	LIO Officer 1 09/21/98	24-4 03/30/01	LIO Officer 2	27-2 06/22/01
Bruce Carr 01/26/96	Assistant Editor 1 07/23/99	24-4 07/21/00	Assistant Editor 2	27-3 07/20/01
Teri Souer 11/10/98	Super. Legis. Document Tech. 11/10/98	25-4 05/11/01	Legis. Document Tech. Super.	28-2 06/22/01
Stephanie Hoff 07/26/96	Assistant Editor 2 12/25/98	27-3 12/22/00	Assistant Editor 3	30-1 06/22/01

**LEGISLATIVE COMPUTER SUPPORT BUREAU  
PERSONNEL REPORT  
June 20, 2001**

**MERIT INCREASE**

<b><u>Employee Name</u></b>	<b><u>Position</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Matt Eaton	Division Administrator II	38/2	38/3	2/01
John Rafdal	Computer Systems Engineer II	32/3	32/4	3/01
Jeff Van Engelenhoven	Senior Computer Systems Analyst	35/2	35/3	5/01

**PROMOTIONS**

<b><u>Employee Name</u></b>	<b><u>Current Position</u> to <u>Proposed Position</u></b>	<b><u>Current Grade/Step</u> to <u>Proposed Grade/Step</u></b>	<b><u>Date of Last Merit Increase</u></b>	<b><u>Date of Hire</u></b>	<b><u>Date of Last Promotion</u></b>	<b><u>Effective Date</u></b>
Valerie Hansen	Computer Systems Analyst I Computer Systems Analyst II	27/4 29/3	6/00	11/98	N/A	6/2001
Mary Reed	Executive Secretary Confidential Secretary	24/3 27/2	7/00	01/99	N/A	7/2001

# **CITIZENS' AIDE/OMBUDSMAN**

**JUNE 2001 PERSONNEL REPORT**

**WILLIAM P. ANGRICK II  
CITIZENS' AIDE/OMBUDSMAN**

**CITIZENS' AIDE/OMBUDSMAN  
PERSONNEL REPORT  
June 2001**

Personnel actions since last report: December 12, 2000

**SERVICE COMMITTEE APPROVAL:**

**PROMOTIONS:**

Name	Title/ Date Attained	FROM		TO	
		Grade & Step/ Date Attained	Title	Grade & Step/ Date Attained	
Kyle White	Assistant 10/19/1998	27-4 04/13/2001	Assistant I	29-3 09/22/2001	
Rory Calloway	Assistant 11/30/1998	27-4 05/25/2001	Assistant I	29-3 09/22/2001	
Don Grove	Assistant 05/28/1999	27-3 11/24/2000	Assistant I	29-3 11/23/2001	

**SERVICE COMMITTEE REVIEW:**

**MERIT INCREASES:**

Name	Position	Previous Grade/Step	Date Attained	Current Grade/Step	Date Effective
Wendy Sheetz	Assistant III	35-5	12/10/1999	35-6	12/08/2000
Judith Milosevich	Senior Assistant	38-5	12/24/1999	38-6	12/22/2000
Kyle White	Assistant	27-3	04/14/2000	27-4	04/13/2001
Kristie Hirschman	Assistant III	35-4	05/12/2000	35-5	05/11/2001
Rory Calloway	Assistant	27-3	05/26/2000	27-4	05/25/2001

**VACANT POSITIONS FILLED:**

Name	Position	Grade & Step	Employment Date
Michele Stratton	Secretary/Receptionist	19-1	03/16/2001
Laura Heemstra	Secretary/Receptionist	19-1	05/25/2001
Elizabeth Hart	Assistant	27-1	06/25/2001
Robert Anderson	Assistant (Public Records/Open Meetings/Privacy)	27-1	07/06/2001

**TEMPORARY POSITIONS FILLED:**

None

**RESIGNATIONS:**

Name	Position	Date Resigned
Wendy Sheetz	Assistant III	04/12/2001

**TERMINATIONS:**

Name	Position	Date Terminated
Michele Stratton	Secretary/Receptionist	05/10/2001

**PARENTAL/FAMILY LEAVE:**

Name	Position	Leave Dates
Jeff Burnham	Assistant III	01/16/2001-04/03/2001

# **LEGISLATIVE FISCAL BUREAU**

## **ANNUAL PERSONNEL REPORT June 2001**

**Dennis C. Prouty  
Director**

# LEGISLATIVE FISCAL BUREAU

## ANNUAL PERSONNEL REPORT JUNE 2001

### Reporting Requirement

- |  |               |
|--|---------------|
| 1. Organizational Chart                          | Attachment 1  |
| 2. Position Classification System                | *             |
| 3. Annual Personnel Report                       |               |
| a. Employee names, grades/steps                  | Attachment 2a |
| b. Compensatory time earned                      | Attachment 2b |
| c. Compensatory time policy for support staff    | *             |
| 4. Work Attendance Policy and Leave Procedures   | *             |
| 5. Performance Evaluation Forms                  | *             |
| 6. Educational Leave - Direct and Indirect Costs | *             |
| 7. LFB Policies and Procedures Manual            | *             |

\* No changes have been made during FY 2001. Copies of the current schedules are available upon request.



Iowa Legislative Fiscal Bureau  
(515) 281-5279

**Dennis Prouty (1-3509)**  
*Director*

Revenue Estimating

**Tim Faller (1-4615)**  
*Deputy Director*

**Fiscal**

**Holly Lyons (1-7845)**  
*Division Administrator*  
Appropriations Committee

**Lisa Burk (1-6765)**  
Health & Human Rights Sub.

**Debra Kozel (1-6767)**  
Ag. & Natural Resources Sub.

**Sam Leto (1-6764)**  
Human Services Sub.

**Robin Madison (1-5270)**  
Education Sub.

**Dave Reynolds (1-6934)**  
Trans. & Infrastructure Sub.

**Mary Shipman (1-4617)**  
Education Sub.

**Russ Trimble (1-4613)**  
Health & Human Rights Sub.

**Data Base**

**Glen Dickinson (1-4616)**  
*Division Administrator*  
Oversight & Communications

**Dave Kair (1-3685)**  
Database Development

**Ray Knapp (1-5335)**  
Database Development

**Sue Lerdal (1-7794)**  
Human Services Sub.

**Scott Miller (1-4612)**  
Database Development

**Jeff Robinson (1-4614)**  
Ways & Means

**Shawn Snyder (1-7799)**  
Education Standing

**Policy**

**Doug Wulf (1-3250)**  
*Division Administrator*  
Oversight & Communications

**Jennifer Dean (1-7846)**  
Justice System Sub.

**Dwayne Ferguson (1-6561)**  
Economic Development Sub.

**Beth Lenstra (1-6301)**  
Justice System Sub.

**Mary Beth Mellick (1-8223)**  
Trans. & Infrastructure Sub.

**Ron Robinson (1-6256)**  
Administration & Regulation Sub.

**Christina Schaefer (1-7942)**  
Administration & Regulation Sub.

**Administration**

**Sandie Laust (1-4594)**

**Charlotte Mosher (1-5279)**

**Nicole Navara (1-6766)**

**LEGISLATIVE FISCAL BUREAU**  
**Eligibility Report for Merit Increases**  
**FY 2002**

Attachment 2a

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE &amp; STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<b><u>DEPUTY DIRECTOR</u></b>			
Faller	41 - 6	01-Jul-74	N/A
<b><u>DIVISION ADMINISTRATOR II</u></b>			
Dickinson	41 - 6	08-Jul-88	N/A
Lyons	41 - 6	03-Jan-84	N/A
Wulf	41 - 6	11-Feb-83	N/A
<b><u>SENIOR LEGISLATIVE ANALYST</u></b>			
Lerdal	38 - 6	17-Feb-89	N/A
Robinson, J.	38 - 6	17-Nov-87	N/A
Ferguson	38 - 6	27-Nov-87	N/A
Reynolds	38 - 5	18-Sep-89	Nov-01
Shipman	38 - 5	22-Dec-89	Nov-01
Leto	38 - 4	02-Feb-01	Feb-02
Kair	38 - 4	26-Jan-96	Jun-01
<b><u>LEGISLATIVE ANALYST III</u></b>			
Lenstra	35 - 6	22-Dec-99	Jan-02
<b><u>LEGISLATIVE ANALYST II</u></b>			
Robinson, R.	32 - 2	20-Sep-96	Aug-01
Kozel	32 - 2	04-Oct-96	Sep-01
<b><u>LEGISLATIVE ANALYST I</u></b>			
Snyder	29 - 2	26-Oct-98	Jul-01
<b><u>LEGISLATIVE ANALYST</u></b>			
Schaefer	27 - 3	28-Sep-98	Sep-01
Dean	27 - 2	07-Jul-00	Jul-01
Trimble	27 - 2	24-Dec-99	Jul-01
Madison	27 - 2	21-Jan-00	Jul-01
Burk	27 - 2	27-Oct-00	Apr-02
Mellick	27 - 2	27-Oct-00	Apr-02
<b><u>SR. COMPUTER SYS. ANALYST</u></b>			
Knapp	35 - 6	02-Jan-76	N/A
<b><u>COMPUTER SYSTEM ANALYST I</u></b>			
Miller	32 - 4	06-Sep-96	Aug-01
<b><u>EXECUTIVE SECRETARY</u></b>			
Mosher	24 - 6	03-Jul-90	N/A
Navara	24 - 6	13-Nov-90	N/A
<b><u>ADMINISTRATIVE SECRETARY</u></b>			
Laust	21 - 6	08-Jul-93	N/A

**LEGISLATIVE FISCAL BUREAU  
COMPENSATORY TIME REPORT  
Fiscal Year 2001**

Attachment 2b

**ELIGIBLE FOR PARTIAL COMPENSATION**

<u>Name</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	412.00	40.00	372.00	120.00
Employee 2	403.50	40.00	363.50	120.00
Employee 3	349.00	40.00	309.00	120.00
Employee 4	315.50	40.00	275.50	120.00
Employee 5	229.00	40.00	189.00	120.00
Employee 6	216.77	40.00	176.77	120.00
Employee 7	208.50	40.00	168.50	120.00
Employee 8	203.50	40.00	163.50	120.00
Employee 9	201.25	40.00	161.25	120.00
Employee 10	184.50	40.00	144.50	120.00
Employee 11	183.75	40.00	143.75	120.00
Employee 12	169.25	40.00	129.25	120.00
Employee 13	168.00	40.00	128.00	120.00
Employee 14	161.75	40.00	121.75	120.00
Employee 15	160.50	40.00	120.50	120.00
Employee 16	159.00	40.00	119.00	119.00
Employee 17	157.25	40.00	117.25	117.25
Employee 18	155.75	40.00	115.75	115.75
Employee 19	154.50	40.00	114.50	114.50
Employee 20	143.50	40.00	103.50	103.50
Employee 21	119.25	40.00	79.25	79.25
Employee 22	100.00	40.00	60.00	60.00
Employee 23	90.00	40.00	50.00	50.00
Employee 24	86.50	40.00	46.50	46.50
Employee 25	54.00	40.00	14.00	14.00
Total Hours	4,786.52	1,000.00	3,786.52	2,619.75
Average	191.46		151.46	104.79

# **LEGISLATIVE SERVICE BUREAU**

## **ANNUAL PERSONNEL REPORT JUNE 2001**

**Diane Bolender  
Director**

**LEGISLATIVE SERVICE BUREAU  
MANAGERS & DRAFTERS OVERTIME  
04/28/00 - 05/10/01**

**ELIGIBLE FOR PARTIAL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	409.00	40.00	369.00	120.00
2	400.00	40.00	360.00	120.00
3	388.00	40.00	348.00	120.00
4	333.00	40.00	293.00	120.00
5	311.50	40.00	271.50	120.00
6	311.50	40.00	271.50	120.00
7	307.00	40.00	267.00	120.00
8	294.75	40.00	254.75	120.00
9	250.00	40.00	210.00	120.00
10	230.00	40.00	190.00	120.00
11	210.25	40.00	170.25	120.00
12	176.25	40.00	136.25	120.00
13	160.00	40.00	120.00	120.00
14	156.00	40.00	116.00	116.00
15	146.00	40.00	106.00	106.00
Total	4,083.25	600.00	3,483.25	1,782.00
Average	272.22	40.00	232.22	118.80

**LEGISLATIVE INFORMATION OFFICE**

1	307.00	40.00	267.00	120.00
2	161.50	40.00	121.50	120.00
3	149.00	40.00	109.00	109.00
Total Hours	617.50	120.00	497.50	349.00
Average	205.83	40.00	165.83	116.33

**OTHER**

1	185.25	40.00	145.25	120.00
2	111.25	40.00	71.25	71.25
3	101.00	40.00	61.00	61.00
4	88.00	40.00	48.00	48.00
5	83.25	40.00	43.25	43.25
6	67.75	40.00	27.75	27.75
7	62.50	40.00	22.50	22.50
Total Hours	699.00	280.00	419.00	393.75
Average	99.86	40.00	59.86	56.25

**LEGISLATIVE SERVICE BUREAU  
 FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME  
 01/01/01 - 05/10/01**

**ELIGIBLE FOR FULL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	197.25	295.88
2	193.75	290.63
3	164.75	247.13
4	151.75	227.63
5	151.00	226.50
6	133.00	199.50
7	115.75	173.63
8	103.00	154.50
9	98.25	147.38
10	95.00	142.50
11	93.75	140.63
12	84.50	126.75
13	81.25	121.88
14	73.00	109.50
15	58.00	87.00
Total Hours	1,794.00	2,691.04
Average	119.60	179.40

**LIO SUPPORT**

1	73.50	110.25
2	29.75	44.63
3	8.00	12.00
Total Hours	111.25	166.88
Average	37.08	55.63

**LEGISLATIVE SERVICE BUREAU  
IOWA CODE DIVISION  
PROFESSIONAL AND SUPPORT STAFF OVERTIME  
4/1/00 - 3/31/01**

**ELIGIBLE FOR PARTIAL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1*	214.75	40.00	174.75	120.00
2	162.00	40.00	122.00	120.00
3*	89.00	40.00	49.00	49.00
4	52.75	40.00	12.75	12.75
Total Hours	518.50	160.00	358.50	301.75
Average	129.63	40.00	89.63	75.44

\* These employees have a fiscal year of 05/01/00 - 05/10/01

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME  
4/1/00 - 3/31/01**

**ELIGIBLE FOR FULL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	49.00	73.50
2	35.50	53.25
3	21.50	32.25
4	10.75	16.13
5	10.75	16.13
6	9.25	13.88
7	3.25	4.88
8	2.00	3.00
Total Hours	142.00	213.02
Average	17.75	26.63

**LEGISLATIVE SERVICE BUREAU  
ADMINISTRATIVE CODE DIVISION  
PROFESSIONAL AND SUPPORT STAFF OVERTIME  
07/01/00 - 05/10/01**

**ELIGIBLE FOR PARTIAL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	48.00	40.00	8.00	8.00
Total Hours	48.00	40.00	8.00	8.00
Average	48.00	40.00	8.00	8.00

**FULL-TIME, YEAR-ROUND SUPPORT STAFF OVERTIME  
07/01/00 - 05/10/01**

**ELIGIBLE FOR FULL COMPENSATION**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	39.50	59.25
2	12.50	18.75
3	3.50	5.25
4	2.75	4.13
5	2.50	3.75
6	1.75	2.63
7	1.00	1.50
8	0.00	0.00
9	0.00	0.00
Total Hours	63.50	95.26
Average	7.06	10.58



**LEGISLATIVE SERVICE BUREAU  
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME  
01/01/01 - 05/10/01**

<u>Pages</u>	<u>Total Overtime Worked Above 40 Hours per Week</u>
1	19.00
2	19.00
3	15.50
<b>Total Hours</b>	<b>53.50</b>

**LEGISLATIVE SERVICE BUREAU  
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy Director	41
Division Administrator 2	41
Division Administrator 1	38
Senior Legal Counsel	38
Senior Research Analyst	38
LIO Director 3	38
Legal Counsel 2	35
Research Analyst 3	35
LIO Director 2	35
Senior Computer Systems Analyst	35
Deputy Iowa Code Editor	35
Deputy Administrative Code Editor	35
Legal Counsel 1	32
Research Analyst 2	32
LIO Director 1	32
Computer Systems Analyst 3	32
Senior Finance Officer	31
Legal Counsel	30
LIO Officer 3	30
Assistant Editor 3	30
Legislative Document Specialist 3	30
Research Analyst 1	29
Computer Systems Analyst 2	29
Index Supervisor	28
Legislative Document Tech. Super.	28
Research Analyst	27
Computer Systems Analyst 1	27
Senior Librarian	27
LIO Officer 2	27
Assistant Editor 2	27
Legislative Document Specialist 2	27
Confidential Secretary	27
Finance Officer 2	27
Indexer 2	25
Supervising Legis. Document Tech.	25

**LEGISLATIVE SERVICE BUREAU  
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Tour Guide Supervisor 2	25
Computer Systems Analyst Trainee	24
LIO Officer 1	24
Assistant Editor 1	24
Legislative Document Specialist 1	24
Librarian	24
Executive Secretary	24
Finance Officer 1	24
Tour Guide Supervisor 1	22
Assistant Librarian	22
Indexer 1	22
Legislative Document Technician 2	22
Publications Assistant	21
Legislative Document Specialist	21
Administrative Secretary	21
Assistant Finance Officer	21
LIO Assistant	19
Assistant Indexer	19
Legislative Document Technician 1	19
Capitol Tour Guide	18
Legislative Document Technician	16
Page	9

Job descriptions for these classifications are contained in Chapter 2 of the Legislative Service Bureau Policies and Procedures Manual.

LEGISLATIVE SERVICE BUREAU  
EDUCATIONAL ASSISTANCE  
07/01/00 - 06/30/01

Myles Kappleman:

Iowa State University - Fall 2000  
Graduate Course

8/21/00 - 12/15/00	3 credits	\$750.00
Research Methods		

Iowa State University - Spring 2001  
Graduate Course

1/08/01 - 5/04/01	3 credits	\$576.00
Public Budgeting & Financial Mgmt.		

**LEGISLATIVE SERVICE BUREAU**  
**Eligibility Report for Merit Increases**  
**FY 2001**

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<u>Director</u>			
Bolender	..	09/11/67	00/00/00
<u>Deputy Director</u>			
Johnson, R.	41(6)	07/10/78	00/00/00
<b>LEGAL AND COMMITTEE SERVICES DIVISION</b>			
<u>Legal Services Administrator</u>			
Vacant	38/41		
<u>Committee Services Admin.</u>			
Pollak	41(6)	11/16/87	00/00/00
<u>Senior Legal Counsel</u>			
Goedert	38(6)	07/14/76	00/00/00
Adkisson	38(6)	12/22/86	00/00/00
Funaro	38(6)	12/17/86	00/00/00
Crowley	38(5)	10/08/90	06/22/01
Vacant	38		
<u>Legal Counsel 2</u>			
Cook	35(6)	11/09/92	00/00/00
Nelson	35(2)	11/06/95	06/22/01
Johnson, J.	35(2)	11/15/95	06/22/01
<u>Legal Counsel 1</u>			
McDermott	32(4)	11/13/96	06/22/01
Haatvedt	32(4)	12/18/96	06/22/01
McEniry	32(3)	01/15/98	07/20/01
<u>Legal Counsel</u>			
Hjelmaas	30(2)	11/01/00	05/10/02
<u>Senior Research Analyst</u>			
Johnson, T.	38(6)	08/01/69	00/00/00
<u>Research Analyst 3</u>			
Hanlon	35(5)	01/21/91	06/22/01

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<u>Senior Computer Systems Analyst Rudicil</u>	35(6)	07/05/89	00/00/00
<u>Computer Systems Analyst 3 Weddell</u>	32(4)	11/06/87	06/22/01
<b>IOWA CODE DIVISION</b>			
<u>Code Editor Hickey</u>	41(5)	02/01/88	12/21/01
<u>Deputy IA Code Editor Page</u>	35(1)	08/24/92	02/16/01
<u>Legal Counsel 1 Lawry</u>	32(2)	10/22/98	10/26/01?
<u>Assistant Editor 3 Ackerman</u>	30(2)	11/19/93	06/22/01
<u>Assistant Editor 2 Young, C.</u>	27(4)	01/03/89	06/22/01
<u>Assistant Editor 1 Karns</u>	24(1)	12/27/95	06/22/01
<u>Iowa Code Index Supervisor Schulze</u>	28(6)	06/27/86	00/00/00
<u>Indexer 2 Dubec Shea</u>	25(6) 25(1)	10/09/87 05/15/95	00/00/00 06/22/01
<u>Indexer 1 Vacant</u>	22		
<u>Publications Assistant Vacant</u>	21		
<u>Legislative Document Tech. 1 Fowler Goldman Kaufman</u>	19(2) 19(2) 19(2)	09/30/98 05/10/99 02/21/00	06/22/01 06/22/01 08/17/01

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>ADMINISTRATIVE CODE DIVISION</b>			
<u>Admin. Code Editor</u>			
Bates	41(3)	06/13/86	12/21/01
<u>Deputy Admin. Code Editor</u>			
Vacant	35		
<u>Assistant Editor 2</u>			
Hoff	27(3)	07/26/96	12/21/01
<u>Assistant Editor 1</u>			
Carr	24(4)	01/26/96	07/20/01
Vander Linden	24(2)	11/14/97	01/04/02
<u>Publications Assistant</u>			
Clark	21(2)	09/20/99	06/22/01
Vacant	21		
<u>Admin. Code Index Supervisor</u>			
Worden	28(6)	04/27/72	00/00/00
<u>Super.Legis.Docu.Technician</u>			
Warner	25(1)	12/30/96	12/21/01
<u>Legislative Document Tech. 2</u>			
Snuggs	22(6)	03/25/85	00/00/00
<u>Legislative Document Tech. 1</u>			
Nabholz	19(2)	01/21/00	07/20/01
Westbrook	19(2)	02/04/00	08/03/01

<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<b>INFORMATION SERVICES DIVISION</b>			
<u>Legislative Information Director 3</u>			
Livers	38(1)	04/09/90	12/21/01
<u>Legislative Information Officer 1</u>			
Kappelman	24(4)	09/21/98	03/29/02
Cronbaugh	24(4)	12/18/97	06/22/01
<u>Senior Librarian</u>			
Douglas	27(6)	10/23/89	00/00/00
<u>Assistant Librarian</u>			
Neff	22(6)	12/01/92	00/00/00
<u>Capitol Tour Guide Supervisor 2</u>			
Arnett	25(2)	01/23/76	12/21/01
<u>Legislative Document Tech. 1</u>			
Nichols	19(2)	10/15/76	12/21/01
Lamberti	19(1)	12/29/00	07/06/01
<b>SUPPORT SERVICES DIVISION</b>			
<u>Senior Finance Officer</u>			
Vacant	31		
<u>Finance Officer 2</u>			
Kruse	27(3)	09/20/99	03/15/02
<u>Finance Officer</u>			
Wesely	24(3)	10/01/99	03/29/02
<u>Legis.Doc.Tech.Supervisor</u>			
DeBartolo	28(3)	10/19/92	12/21/01
Fisher	28(6)	11/16/74	00/00/00
<u>Super.Legis.Docu.Technician</u>			
Souer	25(4)	11/10/98	05/10/02
Fetters	25(4)	09/27/91	12/21/01



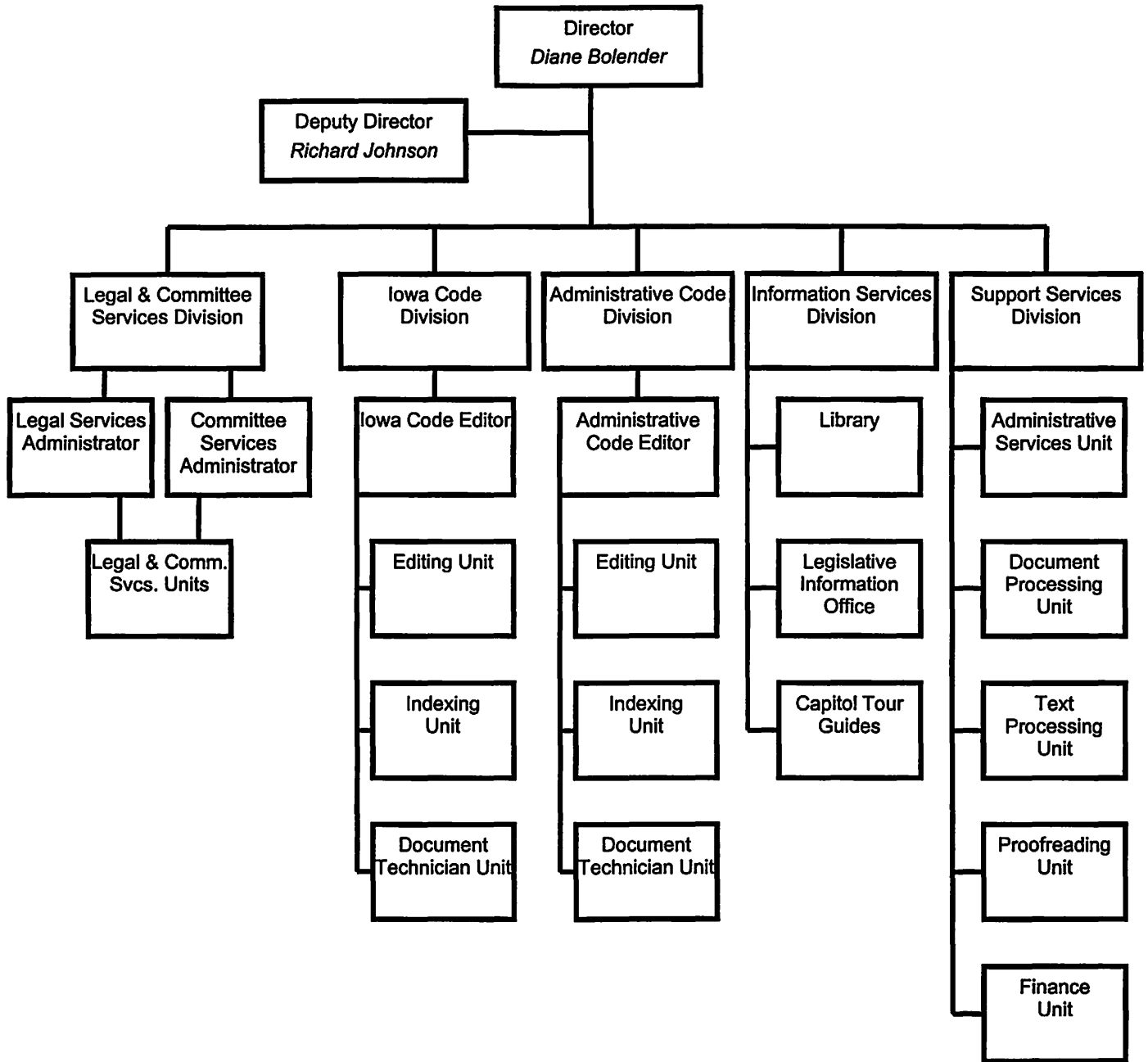
<u>Employee</u>	<u>Present Grade &amp; Step</u>	<u>Employ- ment Date</u>	<u>Review Date</u>
<u>Legislative Document Tech. 2</u>			
Degen	22(4)	06/16/95	06/22/01
Larson	22(1)	11/13/98	12/21/01
Vacant	22		
Vacant	22		
<u>Legislative Document Tech. 1</u>			
Runde	19(3)	06/01/99	06/22/01
Summers	19(3)	06/27/97	06/22/01
Samson	19(3)	11/30/99	05/24/02
Hallam	19(2)	01/05/98	12/07/01
Hilterbrand	19(1)	01/23/01	08/03/01
Johnson, P.	19(2)	10/09/00	04/12/02
McKinney	19(2)	08/28/00	03/01/02
<b>ADMIN. RULES REVIEW COMM.</b>			
<u>A.R.R.C. Counsel</u>			
Royce	38(6)	11/29/76	00/00/00
Not Listed:			
Steenhoek, Jodi	27(2)	10/16/00	04/12/02
Elfvn, Karon	19(1)	01/29/01	
P-T Tour Guides			

## **Chapter 2. ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE SERVICE BUREAU**

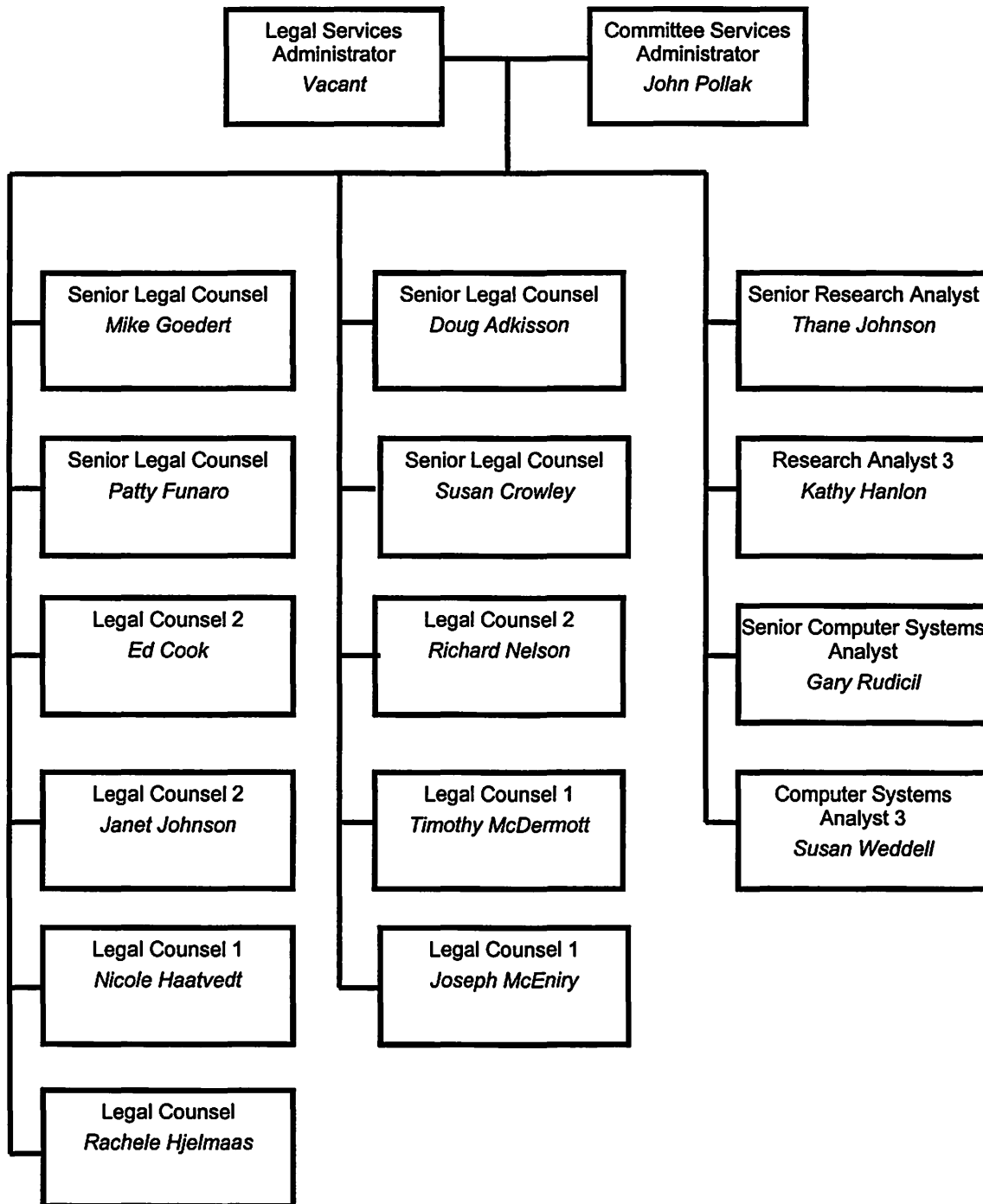
### **I. IOWA LEGISLATIVE SERVICE BUREAU ORGANIZATIONAL CHARTS**

- A. Organization by Division
- B. Legal and Committee Services Division
- C. Iowa Code Division
- D. Administrative Code Division
- E. Information Services Division
- F. Support Services Division

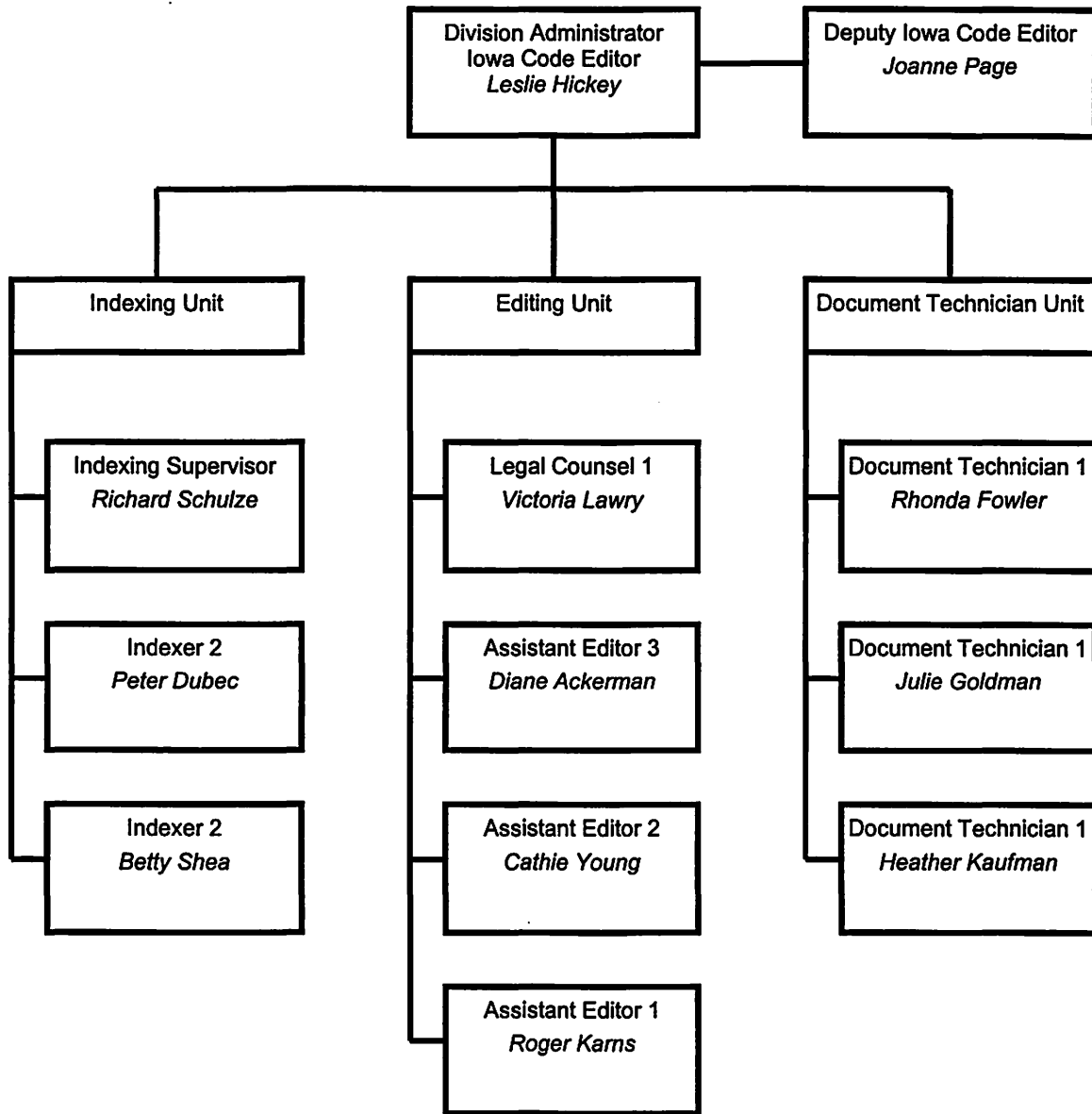
# A. Organizational Chart



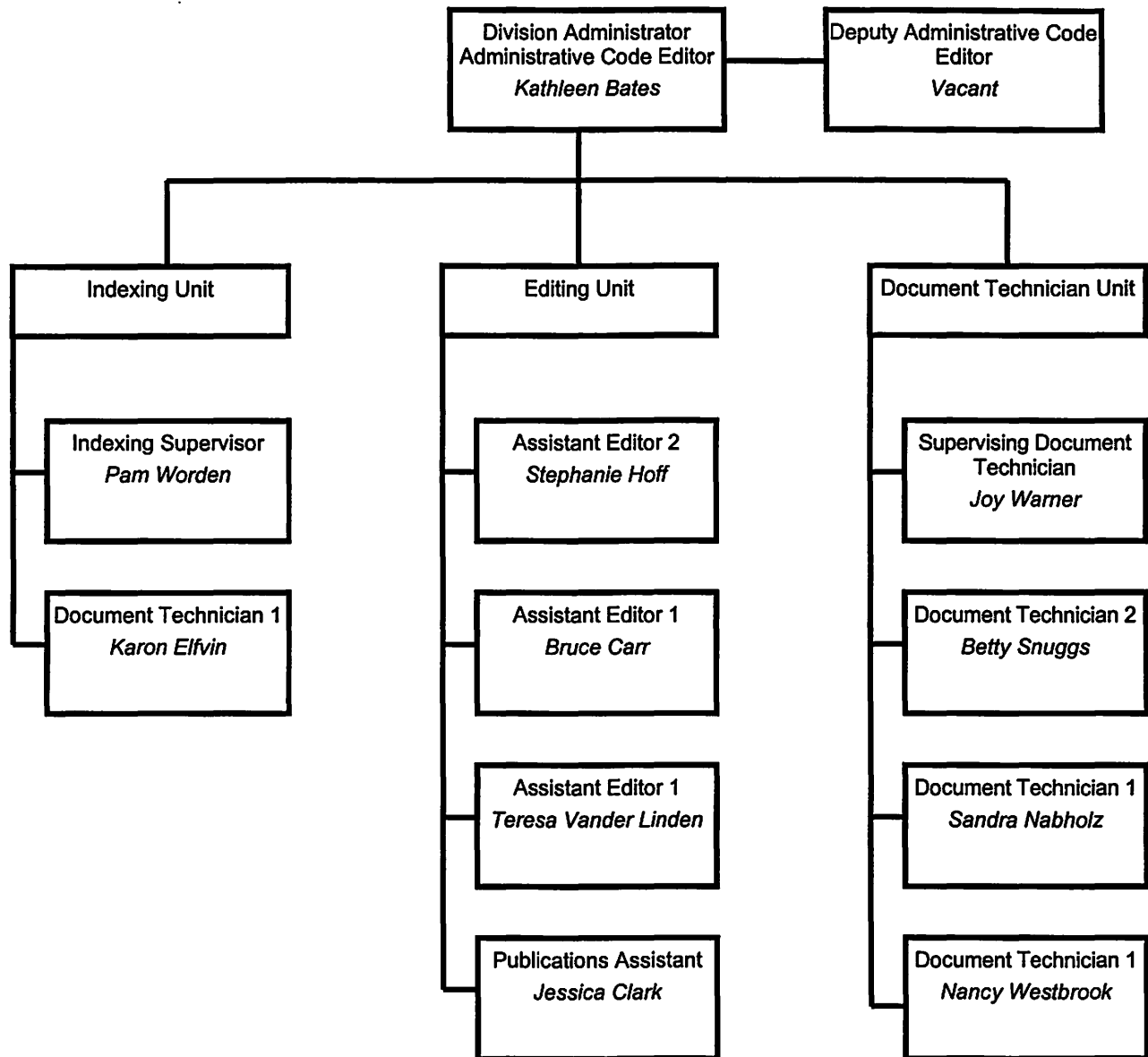
**B. Legal and Committee Services Division**



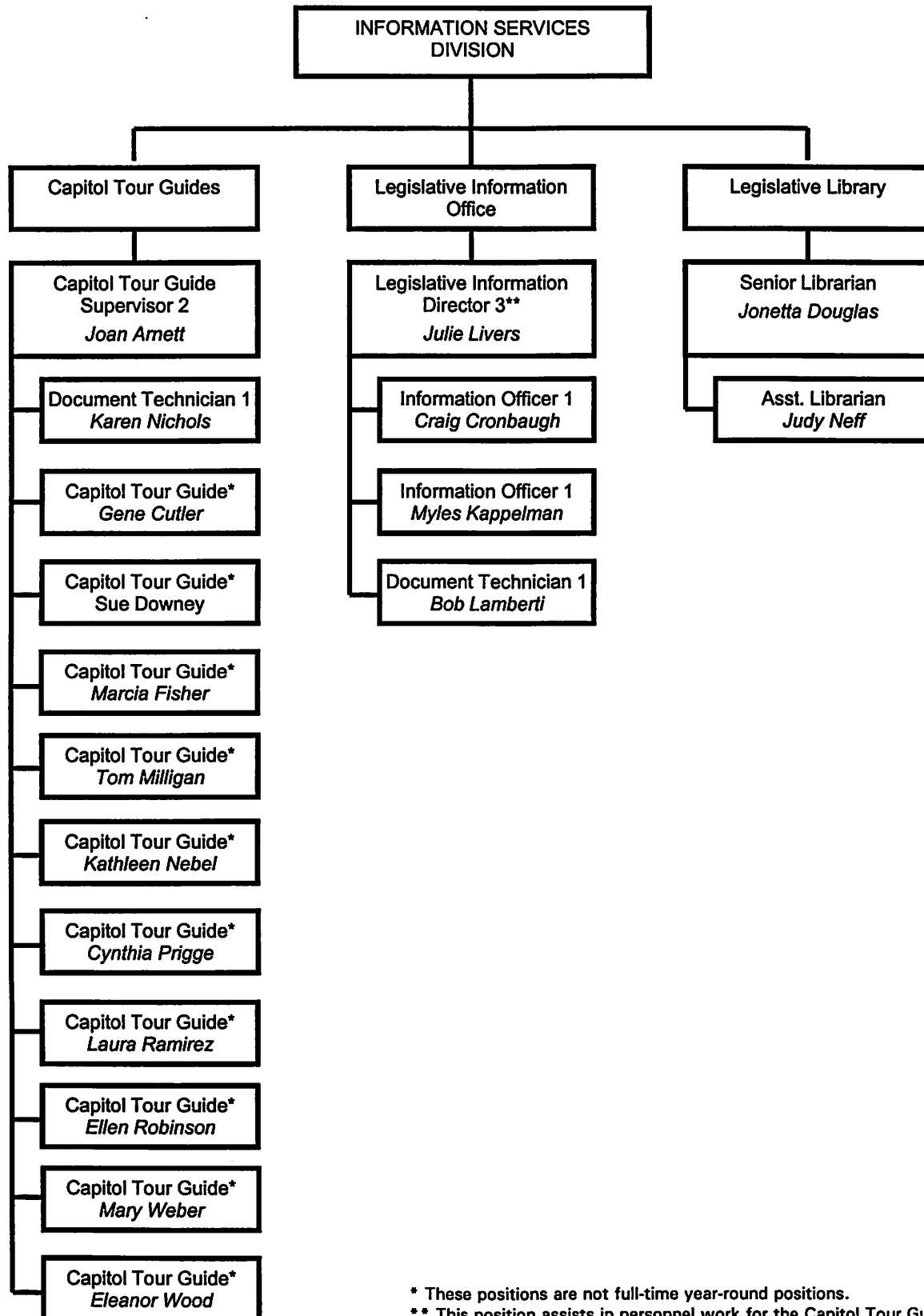
**C. Iowa Code Division**



**D. Administrative Code Division**



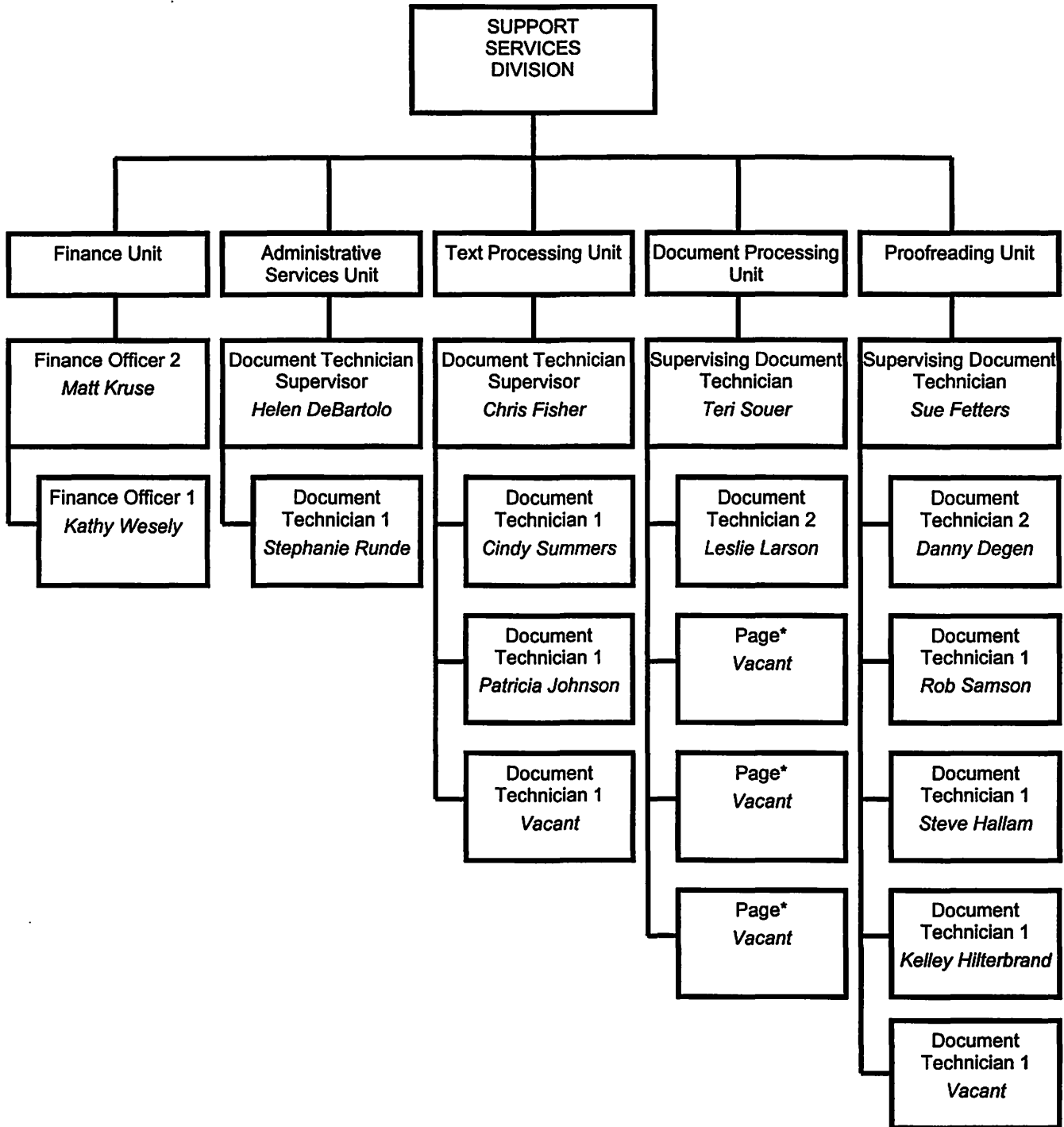
**E. Information Services Division**



\* These positions are not full-time year-round positions.

\*\* This position assists in personnel work for the Capitol Tour Guides

**F. Support Services Division**



\* These positions are not full-time year-round positions.

NOTE: Employees in the Document Technician positions may be transferred among the Administrative Services, Text Processing, Document Processing, and Proofreading Units as needed.



# **LEGISLATIVE COMPUTER SUPPORT BUREAU**

**ANNUAL PERSONNEL REPORT  
JUNE 2001**

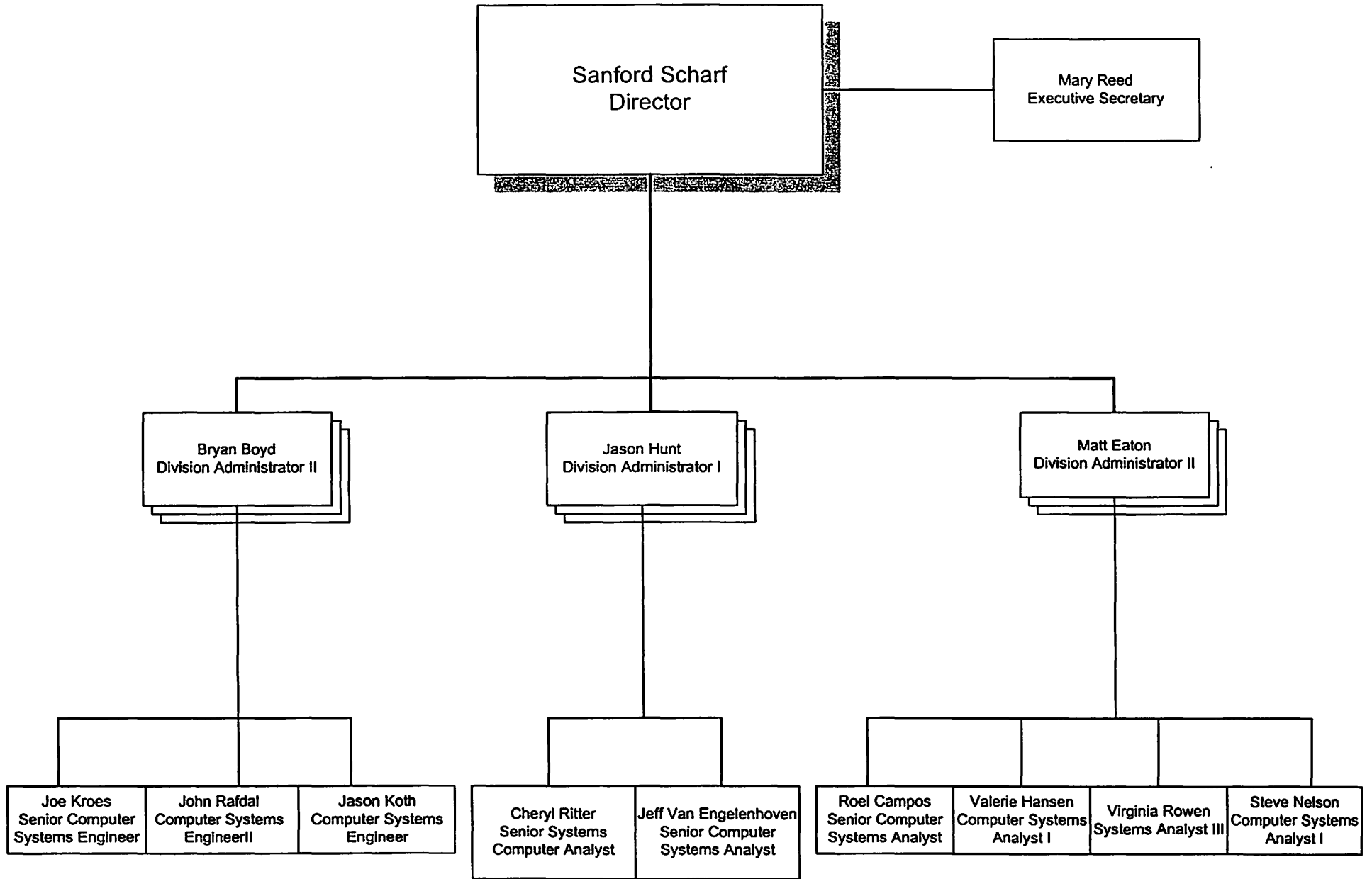
**Sandy Scharf  
Director**

**LEGISLATIVE COMPUTER SUPPORT BUREAU  
ANNUAL PERSONNEL REPORT  
JUNE 2001**

Reporting Requirement:

- |  |              |
|--|--------------|
| 1. Organizational Chart  | Attachment 1 |
| 2. Position Classification System  | Attachment 2 |
| 3. Annual Personnel Report to include:<br>a. Employee names, grades/steps<br>b. Compensatory time earned | Attachment 3 |
| 4. Work Attendance Policy & Leave Procedures   | Attachment 4 |
| 5. Educational Leave – Costs   | Attachment 5 |

# Iowa Legislative Computer Support Bureau



## LEGISLATIVE COMPUTER SUPPORT BUREAU

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Computer Systems Analyst	24.00
Computer Systems Analyst I	27.00
Computer Systems Analyst II	29.00
Computer Systems Analyst III	32.00
Senior Computer Systems Analyst	35.00
Computer Operator-Session Only	21.00
Computer Operator I	21.00
Computer Operator II	24.00
Computer Systems Engineer I	29.00
Computer Systems Engineer II	32.00
Senior Computer Systems Engineer	35.00
Administrative Secretary	21.00
Executive Secretary	24.00
Division Administrator I	35.00
Division Administrator II	38.00

**LEGISLATIVE COMPUTER SUPPORT BUREAU  
ANNUAL PERSONNEL REPORT  
FY' 01**

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT GD/STEP</u>	<u>MERIT INCREASE ELIGIBILITY DATE</u>	<u>COMPTIME/OR OVERTIME</u>	<u>OVERTIME HOURS 2000</u>
Scharf, Sanford	Director	00/00		CT	N/A
Boyd, Bryan	Division Administrator II	38/3	06/23/00	CT	N/A
Campos, Roel	Senior Computer Systems Analyst	35/5	06/23/00	CT	N/A
Eaton, Matthew	Division Administrator II	38/2	02/16/01	CT	N/A
Hansen, Valerie	Computer Systems Analyst I	27/3	06/22/01	CT	N/A
Hunt, Jason	Division Administrator I	35/1	12/22/00	CT	N/A
Koth, Jason	Computer Systems Engineer I	29/2	07/06/01	CT	N/A
Kroes, Joe	Senior Computer Systems Engineer	35/3	12/08/00	CT	N/A
Nelson, Steve	Computer Systems Analyst I	27/5	06/22/01	OT	N/A
Rafdal, John	Computer Systems Engineer II	32/4	03/30/01	CT	N/A
Reed, Mary	Executive Secretary	24/3	07/07/00	CT	N/A
Ritter, Cheryl	Senior Computer Systems Analyst	35/6	Maxed	CT	N/A
Rowen, Virginia	Computer Systems Analyst III	32/6	Maxed	CT	N/A
Van Engelenhoven, Jeff	Senior Computer Systems Analyst	35/4	05/25/01	CT	N/A

Total comptime hours from January 1, 2000 thru June 21, 2000

	<u>Comp Worked</u>	<u>Adjust 1st 40 Hours</u>	<u>Comp/Less Adjust.</u>	<u>Comp. Allowed</u>	<u>Comp. Available</u>
Employee 1	56.00	-40.00	16.00	16.00	16.00
Employee 2	56.50	-40.00	16.50	16.50	16.50
Employee 3	147.75	-40.00	107.75	107.75	107.75
Employee 4	115.25	-40.00	75.25	75.25	75.25
Employee 5	69.00	-40.00	29.00	29.00	29.00
Employee 6	139.50	-40.00	99.50	99.50	99.50
Employee 7	58.25	-40.00	18.25	18.25	18.25
Employee 8	66.00	-40.00	26.00	26.00	26.00
Employee 9	158.75	-40.00	118.75	118.75	118.75
Employee 10	159.50	-40.00	119.50	119.50	119.50

## **LEGISLATIVE COMPUTER SUPPORT BUREAU WORK ATTENDANCE POLICY**

**June 5, 1990**

The regular office hours for employees of the Legislative Computer Support Bureau are from 8:00 a.m. to 4:30 p.m. Flextime arrangements are acceptable provided that arrangements are in writing and agreed to by the Director.

All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station, the employee is expected to notify the Bureau Secretary and use the IO run on the computer system.

One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:00 a.m. and 1:30 p.m. unless prior approval from the Director has been obtained.

One-half hour is allowed within the eight total paid work hours for both fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to any overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall not be added to any overtime total.

In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and breaks.

Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Timesheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.

In order to meet the workload demands of the Computer Support Bureau, it may be necessary to require overtime hours of employees on short notice.

# LEGISLATIVE COMPUTER SUPPORT BUREAU PROCEDURES FOR USE OF LEAVE TIME

June 5, 1990

Employees shall file the standard "Request for Leave" form with the Bureau Secretary at least 24 hours in advance of the starting time of a leave of any type. All leaves must be approved by the Director.

A request for use of leave of 8 hours or less need not be submitted in advance.

Use of leave time during a legislative session is subject to the prior approval of the Director. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not conflict with the other employees.

An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the Bureau Secretary and file the appropriate leave form upon arrival.

An employee who is sick or injured and cannot report for work must call the Bureau Secretary by 8:30 a.m. and file the appropriate leave form upon returning to work.

An absence from work that does not comply with the leave policy may, at the discretion of the Director, be considered an unauthorized absence and payment of salary may be withheld for that period.

## EDUCATIONAL LEAVE

### Educational Leave – Direct & Indirect Costs

Steve Nelson – Simpson College from September 9, 2000 to December 29, 2000.  
Tuition and books - \$763.25

Course:  
Design and Analysis of Algorithms

Steve Nelson – Simpson College from Jan. 8, 2001 to April 28, 2001.  
Tuition and books - \$675.00

Course:  
Database Systems I



# **CITIZENS' AIDE/OMBUDSMAN**

**ANNUAL PERSONNEL REPORT  
JUNE 2001**

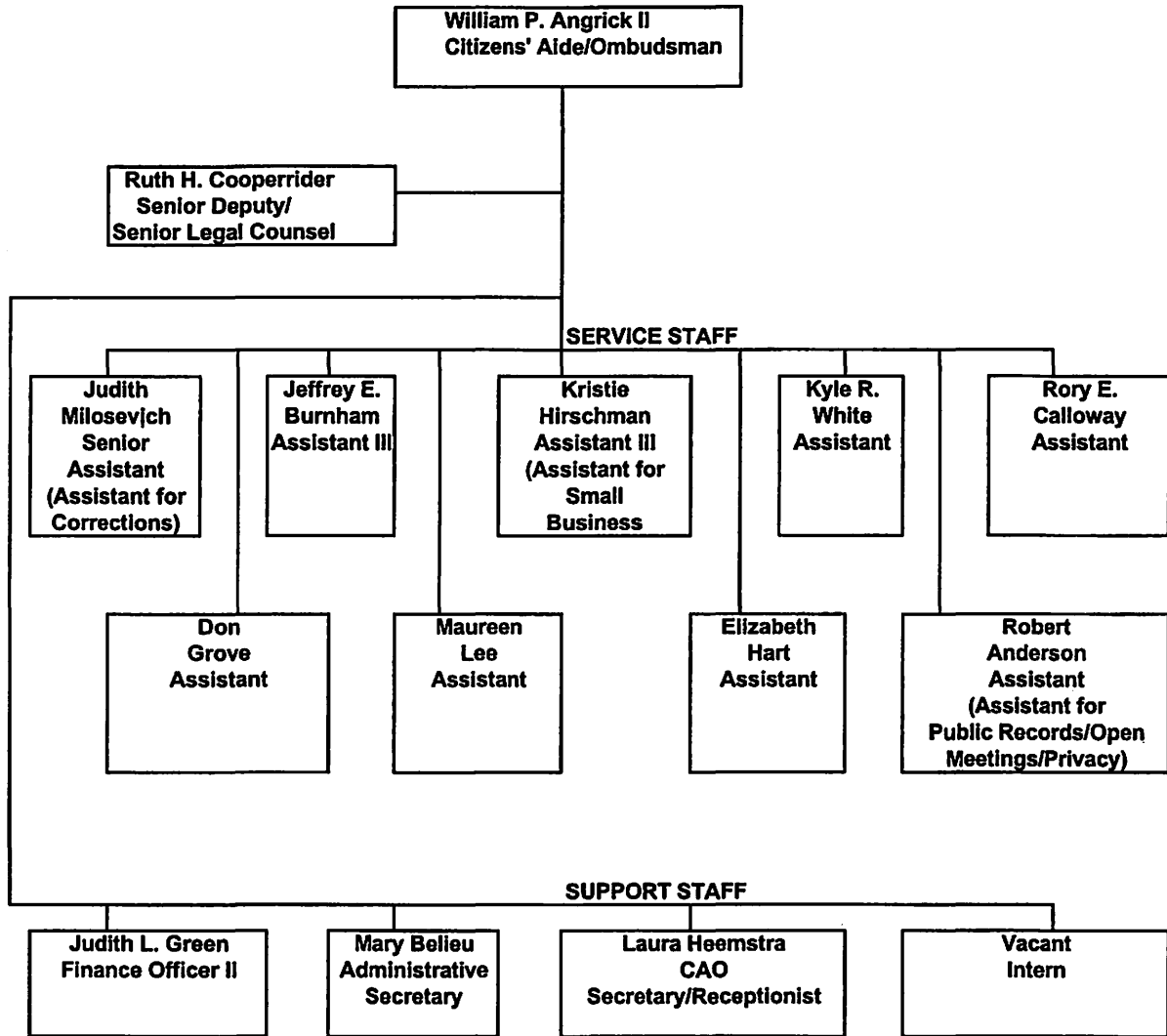
**WILLIAM P. ANGRICK II  
CITIZENS' AIDE/OMBUDSMAN**

**CITIZENS' AIDE/OMBUDSMAN  
ANNUAL PERSONNEL REPORT  
June 2001**

**Required Reports:**

1. Citizens' Aide/Ombudsman Table of Organization
2. Position Classifications and Pay Grades
3. Employee Personnel Information
4. Overtime and Compensatory Time Report
5. Educational Leave Report
6. Employee Handbook of Policies and Procedures

**OFFICE OF CITIZENS' AIDE/OMBUDSMAN  
TABLE OF ORGANIZATION**



**CITIZENS' AIDE/OMBUDSMAN  
Position Classifications and Pay Grades**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Senior Deputy	41
Deputy	38
Senior Legal Counsel	38
Senior Assistant	38
Legal Counsel 2	35
Assistant 3	35
Legal Counsel 1	32
Assistant 2	32
Legal Counsel	30
Assistant 1	29
Assistant	27
Finance Officer 2	27
Finance Officer 1	24
Executive Secretary	24
Administrative Secretary	21
Citizens' Aide/Ombudsman Secretary/Receptionist	19
Legislative Intern	1

**CITIZENS' AIDE/OMBUDSMAN  
Employee Personnel Information  
FY 2001**

Employee	Present Grade & Step	Employment Date	Review Date
<u>Ombudsman</u> Angrick	43-2	04/03/1978	00/00/00
<u>Senior Deputy/Senior Legal Counsel</u> Cooperrider	41-5	07/09/1990	12/07/2001
<u>Senior Assistant</u> Milosevich	38-6	01/17/1991	12/21/2001
<u>Assistant III</u> Burnham	35-4	06/06/1992	11/23/2001
Hirschman	35-5	11/13/1995	05/10/2002
<u>Assistant</u> Lee	27-5	06/22/1989	11/09/2001
Grove	27-3	05/28/1999	11/23/2001
White	27-4	10/19/1998	04/12/2002
Calloway	27-4	11/30/1998	05/24/2002
Hart	27-1	06/25/2001	12/21/2001
Anderson	27-1	07/06/2001	01/04/2002
<u>Finance Officer II</u> Green	27-6	07/01/1974	11/23/2001
<u>Administrative Secretary</u> Belieu	21-2	07/10/1998	11/09/2001
<u>CAO Secretary/Receptionist</u> Heemstra	19-1	05/25/2001	11/23/2001

**CITIZENS' AIDE/OMBUDSMAN  
OVERTIME AND COMP TIME REPORT  
Calendar Year 2000**

Name	Overtime Hours	Overtime less 40	Compensatory Hours
Employee 1	101.25	61.25	61.25
Employee 2	282.50	242.50	120.00
Employee 3	53.25	13.25	13.25
Employee 4	7.50	0.00	0.00
Employee 5	184.25	144.25	120.00
Employee 6	31.25	0.00	0.00
Employee 7	102.25	62.25	62.25
Employee 8	20.25	0.00	0.00
Employee 9	39.50	0.00	0.00
Employee 10	111.75	71.75	71.75
Service Staff Total Hours	933.75	595.25	448.50
Average	103.75	66.14	49.83
Employee 11	28.75 Paid as overtime at time and one-half - \$766.00		
Employee 12	30.25 Used as comp time at time and one-half - 45.38 hrs		
Employee 13	9.00 Used as comp time at time and one-half - 13.50 hrs		
Support Staff Total Hours	68.00		
Average	22.67		

**CITIZENS' AIDE/OMBUDSMAN  
EDUCATIONAL LEAVE REPORT  
Fiscal Year 2001**

None

**CITIZENS' AIDE/OMBUDSMAN  
EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES**

A copy of the Citizens' Aide/Ombudsman employee handbook of policies and procedures is on file in the office of the Legislative Service Bureau. The handbook is available to any member of the Service Committee upon request.

Updated or modified policies and procedures:

Secretary/Receptionist Job Description - December 2000  
Computer Password/Username Policy - March 2001  
Computer and Internet Usage Policy - March 2001  
Work Attendance Policy - June 2001

## **CITIZENS' AIDE/OMBUDSMAN COMPUTER PASSWORD/USERNAME POLICY**

All persons employed, volunteering or temporarily employed at the office of Citizens' Aide/Ombudsman shall inform the Finance Officer of all computer names and passwords used on CA/O computers and computer programs. This reporting shall be kept up to date with any changes made. The Finance Officer shall retain record of the passwords and related information in a secure location.



## **CITIZENS' AIDE/OMBUDSMAN COMPUTER AND INTERNET USAGE POLICY**

This policy is to clarify the CAO computer and Internet usage policy and reduce the gray area about private personal usage of CAO computers and CAO provided Internet access. This policy includes in-office, laptop and on loan for home use computers.

Like any other resources made available to employees of the CAO, assigned computers and Internet access are revocable privileges. Certain violations could result in summary termination. Other violations and repeats of those violations could result in progressive discipline.

The use of the CAO's computers and Internet service are for CAO related activities. The CAO computers and Internet access shall not be used for any illegal activities, for partisan or nonpartisan political activities, for profit activities, commercial advertising, entertainment or other use that interferes with the employee's productivity, the efficient operation of the office, appears improper or reflects negatively on the CAO. However, personal use of state computers, including access to the Internet, may be permitted on a limited basis outside of work hours, as long as it does not disrupt operation, detract from work tasks, appear improper or reflect negatively on the CAO, or otherwise violate CAO policy.

Personal emails may be received and sent during and outside of work hours as long as that usage is limited and does not interfere with the performance of one's duties or the operation of the office. As a general rule personal hardware and software should not be installed or used on CAO computers. Exceptions to this general rule may be permitted with prior approval of the Ombudsman or Deputy.

## **CITIZENS' AIDE/OMBUDSMAN WORK ATTENDANCE POLICY**

See Chapter 3(VI-A) (Attendance) of the PERSONNEL GUIDELINES FOR THE CENTRAL LEGISLATIVE STAFF AGENCIES revised January 1998.

Each employee is expected to report to work on a regularly and timely basis and to utilize the appropriate leave request policies when necessary. The normal work schedule for the office is 8:00 a.m. to 4:30 p.m., Monday through Friday, except for designated state holidays or declared weather emergencies. This is an eight-hour day, five-day workweek, yielding 80 hours per pay period. Any exceptions to this schedule must have the approval of the Citizens' Aide/Ombudsman (CA/O).

During a workday each employee is entitled to two 15-minute breaks, one to be taken in the a.m., the other in the p.m., and a 30-minute lunch break. The two 15-minute breaks and the lunch break may be combined and taken as a 60-minute lunch break. Employees on intake or back up on a particular day are on "on-call" status and expected to be available to handle intake calls and walk-ins during these breaks. Time spent on "on-call" status during these breaks may be recorded on the employee's time sheet as time worked.

The CA/O reserves the right to request employees to work outside of the normal work schedule for which the employee will receive compensatory time credit or, if eligible, overtime pay.

If an employee fails to show up for scheduled work on three consecutive days without having notified either the CA/O or designee, that employee shall be deemed to have abandoned his/her employment.

All leave (except unexpected sick leave) taken by employees for more than one-half day shall first be requested and approved by the CA/O or designee on the CA/O Leave Request form (sample attached).

1 LEGISLATIVE COUNCIL RESOLUTION

2 A Resolution relating to the compensation of employees  
3 of the central legislative staff agencies beginning  
4 during the Seventy-ninth General Assembly.

5 WHEREAS, the Seventy-ninth General Assembly has  
6 adopted Senate Concurrent Resolution 5, providing for  
7 the compensation and benefits of employees of the  
8 Senate and House of Representatives; and

9 WHEREAS, The Legislative Council is statutorily  
10 responsible for establishing compensation and benefit  
11 policies for the central legislative staff agency  
12 employees; NOW THEREFORE,

13 BE IT RESOLVED BY THE LEGISLATIVE COUNCIL, That  
14 employees of the central legislative staff agencies  
15 shall be compensated in accordance with the provisions  
16 of this resolution, unless the Legislative Council  
17 otherwise provides.

18 BE IT FURTHER RESOLVED, That the compensation of  
19 the central legislative staff agency employees of the  
20 Seventy-ninth General Assembly shall be set, effective  
21 from July 1, 2001, until June 30, 2003, in accordance  
22 with the following salary schedule:

23 #9

24 \$14,913.60

25 7.17

26 #10

#11

#12

#13

#14

27 \$15,745.60

\$16,556.80

\$17,388.80

\$18,241.60

\$19,198.40

28 7.57

7.96

8.36

8.77

9.23

29

30 #15

#16

#17

#18

#19

1	\$20,238.40	\$21,236.80	\$22,172.80	\$23,275.20	\$24,336.00
2	9.73	10.21	10.66	11.19	11.70
3					
4	#20	#21	#22	#23	#24
5	\$25,604.80	\$26,728.00	\$28,059.20	\$29,452.80	\$30,784.00
6	12.31	12.85	13.49	14.16	14.80
7					
8	#25	#26	#27	#28	#29
9	\$32,323.20	\$33,820.80	\$35,464.00	\$37,211.20	\$38,979.20
10	15.54	16.26	17.05	17.89	18.74
11					
12	#30	#31	#32	#33	#34
13	\$40,851.20	\$42,848.00	\$44,824.00	\$47,049.60	\$49,254.40
14	19.64	20.60	21.55	22.62	23.68
15					
16	#35	#36	#37	#38	#39
17	\$51,604.80	\$54,100.80	\$56,721.60	\$59,404.80	\$62,296.00
18	24.81	26.01	27.27	28.56	29.95
19					
20	#40	#41	#42	#43	#44
21	\$65,312.00	\$68,432.00	\$71,780.80	\$75,108.80	\$78,790.40
22	31.40	32.90	34.51	36.11	37.88
23					
24	#45	#46	#47	#48	#49
25	\$82,576.00	\$86,507.20	\$90,646.40	\$94,993.60	\$99,507.20
26	39.70	41.59	43.58	45.67	47.84

27 In this schedule, each numbered block shall be the  
28 annualized and hourly compensation for the beginning  
29 step of the pay grade of the number heading the block.  
30 Within each grade there shall be a uniform number of

1 steps commencing with step "1". In the above schedule  
2 the steps for all grades are determined in the  
3 following manner. Each numbered block is counted as  
4 the "1" step for that grade. The next higher block is  
5 counted as the "2" step; and continuing until the  
6 highest numbered step for each grade has been reached.

7 Alternatively, the Service Committee or the  
8 Legislative Council may allow employees' compensation  
9 to be flexibly set anywhere between step "1" and the  
10 highest step for an employee's prescribed pay grade.

11 All employees shall be available to work daily  
12 until completion of the needed work of the central  
13 legislative staff agencies. The directors of the  
14 central legislative staff agencies shall schedule all  
15 employees' working hours to, as far as possible,  
16 maintain regular working hours.

17 All employees, other than those designated "part-  
18 time" and those on leave without pay, shall generally  
19 be compensated for 40 hours of work in a one-week pay  
20 period. Except for the personnel designated to the  
21 contrary in this resolution, employees who are  
22 required to work in excess of 40 hours in a one-week  
23 pay period shall be allowed compensatory time off at a  
24 rate of one and one-half hours for each hour of  
25 overtime as provided in the personnel guidelines for  
26 central legislative staff agencies adopted by the  
27 Legislative Council.

28 BE IT FURTHER RESOLVED, That the compensation for  
29 the following agency directors for the period  
30 commencing July 1, 2001, and ending June 30, 2003,

1 shall be established within the minimum and the  
2 maximum:

	<u>Minimum</u>	<u>Maximum</u>
3		
4 Computer Support Bureau Director	\$75,109	\$ 94,994
5 Legislative Fiscal Bureau Director	82,576	104,374
6 Legislative Service Bureau Director	82,576	104,374
7 Citizens' Aide/Ombudsman	75,109	94,994

8 Within the indicated ranges, the exact compensation  
9 shall be set or adjusted by the Service Committee and  
10 the Legislative Council.

11 BE IT FURTHER RESOLVED, That the following  
12 personnel shall not be paid an overtime premium:

13 CITIZENS' AIDE/OMBUDSMAN

14 Citizens' Aide/Ombudsman

15 Deputy Citizens' Aide/Ombudsman

16 Legal Counsel

17 All Assistants

18 Finance Officer

19 Administrative, Executive, and Confidential Secretaries

20 COMPUTER SUPPORT BUREAU

21 Director

22 All Division Administrators

23 All Computer Systems Analysts

24 All Computer Systems Engineers

25 Administrative, Executive, and Confidential Secretaries

26 LEGISLATIVE FISCAL BUREAU

27 Director

28 Deputy Director

29 All Division Administrators

30 All Legislative Analysts

1 All Computer Systems Analysts  
2 Administrative, Executive, and Confidential Secretaries  
3 LEGISLATIVE SERVICE BUREAU  
4 Director  
5 Deputy Director  
6 Iowa Code Editor  
7 Deputy Iowa Code Editor  
8 Administrative Code Editor  
9 Deputy Administrative Code Editor  
10 Assistant Editor 3  
11 Legal Services Administrator  
12 Committee Services Administrator  
13 Legislative Information Office Director  
14 Finance Officer  
15 Senior Finance Officer  
16 All Legal Counsels  
17 All Research Analysts  
18 All Computer Systems Analysts  
19 All Legislative Document Specialists  
20 All Legislative Information Officers  
21 Administrative, Executive, and Confidential Secretaries

22 The lists of positions may be modified pursuant to  
23 the annual review authorized in this resolution.

24 BE IT FURTHER RESOLVED, That all session-only and  
25 part-time employees shall be compensated at the  
26 scheduled hourly rate for their pay grade and step.

27 BE IT FURTHER RESOLVED, That compensatory time off  
28 shall be granted to employees not eligible for the  
29 overtime premium in a uniform manner for all  
30 legislative employees as determined in the personnel

1 guidelines adopted by the Legislative Council.

2 BE IT FURTHER RESOLVED, That in the event the  
3 salary schedule for employees of the State of Iowa as  
4 promulgated by the Personnel Commission pursuant to  
5 section 19A.9, subsection 2, is revised upward at any  
6 time during the Seventy-ninth General Assembly, such  
7 revised schedule shall simultaneously be adopted for  
8 the compensation of the central legislative staff  
9 agency employees of the Seventy-ninth General Assembly  
10 assigned a grade by this resolution. The pay ranges  
11 in this resolution for agency director shall be  
12 automatically adjusted to reflect any cost-of-living  
13 increases granted to those employees not included in  
14 the collective bargaining agreements made final under  
15 Iowa Code chapter 20 or to reflect any increases for  
16 agency directors provided by the Legislative Council.

17 BE IT FURTHER RESOLVED, That changes in pay grades  
18 authorized for positions listed in this resolution and  
19 authorizations for new central legislative staff  
20 agency positions may be made through an annual interim  
21 review of all legislative employees for internal  
22 equity and to assure compliance with appropriate legal  
23 standards for granting of overtime and compensatory  
24 time off. Such review shall be conducted by a  
25 legislative committee made up of members of the  
26 Service Committee of the Legislative Council and the  
27 appropriate salary subcommittees of the Senate and  
28 House. Only one such review may be conducted in any  
29 fiscal year and changes or authorizations proposed by  
30 such a review for central legislative staff agency



1 positions must be approved by the Service Committee  
2 and Legislative Council.

3 BE IT FURTHER RESOLVED, That the central  
4 legislative staff agency employees of the Seventy-  
5 ninth General Assembly be placed in the following pay  
6 grades:

7 CITIZENS' AIDE/OMBUDSMAN OFFICE

8 <u>Position Classification</u>	<u>Pay Grade</u>
9 Senior Deputy Citizens' Aide/Ombudsman .....	41
10 Deputy Citizens' Aide/Ombudsman .....	38
11 Senior Legal Counsel .....	38
12 Senior Assistant .....	38
13 Assistant 3 .....	35
14 Legal Counsel 2 .....	35
15 Assistant 2 .....	32
16 Legal Counsel 1 .....	32
17 Legal Counsel .....	30
18 Assistant 1 .....	29
19 Assistant .....	27
20 Finance Officer 2 .....	27
21 Finance Officer 1 .....	24
22 Executive Secretary .....	24
23 Assistance Finance Officer .....	21
24 Administrative Secretary .....	21
25 Citizens' Aide/Ombudsman Secretary .....	19

26 COMPUTER SUPPORT BUREAU

27 <u>Position Classification</u>	<u>Pay Grade</u>
28 Division Administrator 2 .....	38
29 Division Administrator 1 .....	35
30 Senior Computer Systems Analyst .....	35

1	Senior Computer Systems Engineer .....	35
2	Computer Systems Analyst 3 .....	32
3	Computer Systems Engineer 2 .....	32
4	Computer Systems Analyst 2 .....	29
5	Computer Systems Engineer 1 .....	29
6	Computer Systems Analyst 1 .....	27
7	Computer Systems Analyst .....	24
8	Computer Operator 2 .....	24
9	Executive Secretary .....	24
10	Computer Operator 1 .....	21
11	Administrative Secretary .....	21
12	LEGISLATIVE FISCAL BUREAU	
13	<u>Position Classification</u>	<u>Pay Grade</u>
14	Deputy Director .....	41
15	Division Administrator 2 .....	41
16	Division Administrator 1 .....	38
17	Senior Legislative Analyst .....	38
18	Legislative Analyst 3 .....	35
19	Senior Computer Systems Analyst .....	35
20	Legislative Analyst 2 .....	32
21	Computer Systems Analyst 3 .....	32
22	Legislative Analyst 1 .....	29
23	Computer Systems Analyst 2 .....	29
24	Legislative Analyst .....	27
25	Computer Systems Analyst 1 .....	27
26	Confidential Secretary .....	27
27	Executive Secretary .....	24
28	Administrative Secretary .....	21
29	Page .....	9
30	LEGISLATIVE SERVICE BUREAU	

<u>1 Position Classification</u>	<u>Pay Grade</u>
2 Deputy Director .....	41
3 Division Administrator 2 .....	41
4 Division Administrator 1 .....	38
5 Senior Legal Counsel .....	38
6 Senior Research Analyst .....	38
7 Legislative Information Office Director 3 .....	38
8 Legal Counsel 2 .....	35
9 Research Analyst 3 .....	35
10 Legislative Information Office Director 2 .....	35
11 Senior Computer Systems Analyst .....	35
12 Deputy Iowa Code Editor .....	35
13 Deputy Administrative Code Editor .....	35
14 Legal Counsel 1 .....	32
15 Research Analyst 2 .....	32
16 Legislative Information Office Director 1 .....	32
17 Computer Systems Analyst 3 .....	32
18 Senior Finance Officer .....	31
19 Legal Counsel .....	30
20 Legislative Information Officer 3 .....	30
21 Assistant Editor 3 .....	30
22 Legislative Document Specialist 3 .....	30
23 Research Analyst 1 .....	29
24 Computer Systems Analyst 2 .....	29
25 Index Supervisor .....	28
26 Legislative Document Technician Supervisor.....	28
27 Research Analyst .....	27
28 Computer Systems Analyst 1 .....	27
29 Senior Librarian .....	27
30 Legislative Information Officer 2 .....	27

1	Assistant Editor 2 .....	27
2	Legislative Document Specialist 2 .....	27
3	Confidential Secretary .....	27
4	Finance Officer 2 .....	27
5	Indexer 2 .....	25
6	Supervising Legislative Document Technician ...	25
7	Tour Guide Supervisor 2 .....	25
8	Computer Systems Analyst Trainee .....	24
9	Legislative Information Officer 1 .....	24
10	Assistant Editor 1 .....	24
11	Legislative Document Specialist 1 .....	24
12	Librarian .....	24
13	Executive Secretary .....	24
14	Finance Officer 1 .....	24
15	Tour Guide Supervisor 1 .....	22
16	Assistant Librarian .....	22
17	Indexer 1 .....	22
18	Legislative Document Technician 2 .....	22
19	Publications Assistant .....	21
20	Legislative Document Specialist .....	21
21	Administrative Secretary .....	21
22	Assistant Finance Officer .....	21
23	Legislative Information Office Assistant .....	19
24	Assistant Indexer .....	19
25	Legislative Document Technician 1 .....	19
26	Capitol Tour Guide .....	18
27	Legislative Document Technician .....	16
28	Page .....	9
29	BE IT FURTHER RESOLVED, That there may be four	
30	classes of appointments as employees of the central	

1 legislative staff agencies:

2 A "full-time year-round" or "part-time year-round"  
3 employee is one who is employed throughout the year  
4 and is eligible to receive state benefits as are  
5 provided for state employees.

6 An "exempt full-time" employee is one who is  
7 employed for the period of the session with extensions  
8 postsession and pre-session as scheduled. This class  
9 is eligible to receive state benefits and the total  
10 premium for the state plan shall be paid by the  
11 employee when the employee is not on the payroll.

12 A "session-only" employee is one who is employed  
13 for only a portion of the year, usually the  
14 legislative session. This class is not eligible for  
15 state benefits, except IPERS and insurance as provided  
16 in section 2.40.

17 A temporary "part-time" employee is a temporary  
18 employee who is employed to work fewer than 40 hours  
19 per week. This class is not eligible for state  
20 benefits, except IPERS if eligible.

21 BE IT FURTHER RESOLVED, That the exact  
22 classification for individuals in a job series created  
23 by this resolution shall be set or changed by the  
24 agency directors subject to the review of the Service  
25 Committee and approved by the Legislative Council.

26 The agency directors shall base the classification  
27 upon all of the following factors:

28 1. The extent of formal education required of the  
29 position.

30 2. The extent of the responsibilities to be

1 assigned to the position.

2 3. The amount of supervision placed over the  
3 position.

4 4. The number of persons the position is assigned  
5 to supervise and skill and responsibilities of those  
6 positions supervised.

7 The agency directors shall report the exact  
8 classifications assigned to each individual to the  
9 Service Committee of the Legislative Council.

10 Recommendations for a pay grade for a new position  
11 shall be developed in accordance with the factor  
12 scores in the comparable worth report. Beginning in  
13 1999, every four years the Senate Rules and  
14 Administration Committee, the House Administration and  
15 Rules Committee, and the Legislative Council shall  
16 review all positions in the legislative branch to  
17 assure conformity to comparable worth.

18 BE IT FURTHER RESOLVED, That employees of the  
19 central legislative staff agencies of the General  
20 Assembly may be eligible for promotion within a job  
21 series and increases within a pay grade as provided in  
22 the personnel guidelines for central legislative staff  
23 agencies adopted by the Legislative Council.

24 Except as otherwise provided in this resolution,  
25 for promotion between classes with a three or more pay  
26 grade difference, the employee shall be given a two-  
27 step increase in pay or the employee's salary shall be  
28 adjusted to the entry level in the grade of the new  
29 position, whichever is greater.

30 Increases within a pay grade shall be in accord

1 with a flexible pay plan approved by the Service  
2 Committee or the Legislative Council, or in accord  
3 with the following schedule:

4 1. Progression from step "1" to "2" for a newly  
5 hired employee -- six months of actual employment.

6 2. Progression from step "1" to "2" following  
7 promotion within a job series -- twelve months of  
8 actual employment in that position.

9 3. Progression from step "2" or a higher step to  
10 the next higher step -- twelve months of actual  
11 employment in that position.

12 During any twelve-month period, an employee shall  
13 not receive more than a two-step increase in pay due  
14 to a combination of a promotion and a merit step  
15 increase.

16 BE IT FURTHER RESOLVED, That the entrance salary  
17 for central legislative staff employees of the General  
18 Assembly shall be at step 1 in the grade of the  
19 position held. Such employee may be hired above the  
20 entrance step if the employee possesses outstanding  
21 and unusual experience for the position, provided that  
22 the entrance is not beyond step 3. Such employee who  
23 is hired above the entrance step shall be mobile above  
24 that step in the same period of time as other  
25 employees in that same step. An employee may be hired  
26 above the entrance step in accordance with a flexible  
27 pay plan approved by the Service Committee or the  
28 Legislative Council. An employee who is moved to  
29 another position may be considered for partial or full  
30 credit for their experience in the former position in

1 determining the step in the new grade.

2 The entry level for the position of Analyst shall  
3 be Legislative Analyst, or Research Analyst, unless  
4 extraordinary conditions justify increasing that entry  
5 level; however, that entry level shall not be  
6 increased beyond Legislative Analyst 1 or Research  
7 Analyst 1. An Analyst must have shown knowledge of  
8 legislative rules and procedures as well as the Code  
9 of Iowa to be considered at any level above the  
10 Legislative Analyst or Research Analyst. The entry  
11 level for the position of Legal Counsel shall be Legal  
12 Counsel unless extraordinary conditions justify  
13 increasing that entry level; however, that entry level  
14 shall not be increased beyond Legal Counsel 1. A  
15 Legal Counsel shall be a person who at a minimum has  
16 graduated from an accredited school of law. A Legal  
17 Counsel must have shown knowledge of legislative rules  
18 and procedures as well as the Code of Iowa to be  
19 considered at any level above a Legal Counsel.

20 BE IT FURTHER RESOLVED, That a pay increase for  
21 exceptionally meritorious service may be made in  
22 accordance with the personnel guidelines for central  
23 legislative staff agencies adopted by the Legislative  
24 Council.

25 BE IT FURTHER RESOLVED, That each agency director  
26 shall receive applications for employment, arrange for  
27 any necessary examinations and contacting of  
28 references, and make hirings. The agency director  
29 shall report the names of those hired for the filling  
30 of any vacancies.



1 BE IT FURTHER RESOLVED, That at its June meeting or  
2 at its meeting held closest to June, the director of  
3 each central legislative staff agency shall submit to  
4 the Service Committee the lists of names, titles,  
5 classifications, and pay grade and step for each  
6 employee.

7 BE IT FURTHER RESOLVED, That central legislative  
8 staff employees of the General Assembly shall receive  
9 those vacation allowances, sick leave, health and  
10 accident insurance, life insurance, and disability  
11 income insurance as are provided for state employees,  
12 and as provided in the personnel guidelines for  
13 central legislative staff agencies adopted by the  
14 Legislative Council. The computations shall be  
15 maintained by each central legislative staff agency  
16 and coordinated with the department of revenue and  
17 finance.

18 BE IT FURTHER RESOLVED, That should any central  
19 legislative staff employee have a grievance, the  
20 grievance shall be resolved as provided by procedures  
21 determined by the Legislative Council pursuant to  
22 section 2.42, subsection 16, and the personnel  
23 guidelines for central legislative staff agencies  
24 adopted by the Legislative Council.

25  
26  
27  
28  
29  
30