



STATE OF IOWA
OFFICE OF AUDITOR OF STATE

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319

RICHARD D. JOHNSON, CPA
AUDITOR OF STATE

NEWS RELEASE

Contact: Warren Jenkins or
Andy Nielsen
515/281-5634

FOR RELEASE March 20, 1989

Auditor of State Richard Johnson today released a report on a special examination of the Osceola County Sheriff's Office in Sibley, Iowa, for the period May 4, 1979 through September 15, 1988. The special examination was performed at the request of the Citizens' Aide/Ombudsman.

In the report, Johnson noted that the County Sheriff did not deposit certain collections into an approved depository, enter the receipts in the Sheriff's cashbook or remit the amounts to the County Treasurer. These receipts and the related disbursements were not included in the County's records and therefore were not subject to statutory budgeting and approval requirements. For better accountability, financial and budgeting control, Johnson recommended that all receipts and disbursements should be recorded in the County's records. Johnson also advised the Board of Supervisors to consult legal counsel to determine the disposition of disbursements of \$632 for entertainment and gift certificates to a restaurant that may not meet the requirements of public purpose and disbursements of \$1,664 for various disbursements to the County Sheriff and a business owned by the County Sheriff which may represent conflicts of interest. The report includes various other comments and recommendations.

Copies of the report have been filed with the office of the Citizens' Aide/Ombudsman and the office of the Attorney General.

A copy of the audit report is available for review in the office of the Auditor of State and the Osceola County Auditor's Office.

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OSCEOLA COUNTY SHERIFF'S OFFICE
SIBLEY, IOWA

AUDITOR'S REPORT
COMMENTS AND RECOMMENDATIONS

FOR THE PERIOD MAY 4, 1979 THROUGH SEPTEMBER 15, 1988

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**STATE OF IOWA
OFFICE OF AUDITOR OF STATE**

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319

RICHARD D. JOHNSON, CPA
AUDITOR OF STATE

To the Citizens' Aide/Ombudsman:

At your request, we have performed the procedures enumerated below to assist you in your investigation of the Osceola County Sheriff's Office. The procedures we performed are summarized as follows:

- (1) For the period from July 1, 1981 through September 15, 1988, we scanned the County's records and noted business transactions between the County and the County Sheriff or a business owned by the County Sheriff. Routine travel expense reimbursements are not considered business transactions.
- (2) We attempted to determine the County's or Public Safety Commission's policies for requisitioning and disbursing buy money. Buy money is money disbursed to obtain information about activities being investigated by law enforcement personnel. We also attempted to obtain and audit records supporting the buy money disbursements.
- (3) We attempted to determine whether the County Board of Supervisors or the Public Safety Commission had adopted policies for mixed public and private use of public property.
- (4) We attempted to determine whether the County Board of Supervisors or the Public Safety Commission had adopted a policy for prisoner meal compensation. We attempted to determine whether there is a jail log book. A jail log book is a record of when a prisoner enters and leaves the jail.
- (5) For the period from July 1, 1985 through September 15, 1988, we scanned the County's disbursement records, identified disbursements for law enforcement equipment and reviewed the reasonableness of those amounts.
- (6) We attempted to trace the collections represented by six checks totalling \$3,400 from the Keith M. Merrick Company, Inc. and seven checks totalling \$140 from the Sibley-Ocheyedan Community School District received by the County Sheriff into the County Sheriff's checking account, the County Sheriff's cashbook or to amounts received and credited to the County Sheriff by the County Treasurer. We also attempted to obtain documentation for disbursements from the proceeds of these thirteen checks.
- (7) We attempted to count all cash on hand at September 15, 1988 in the County's Sheriff's Office.

Our findings are set forth in the Comments and Recommendations section of this report. A copy of this report has been filed with the office of the Attorney General.

The above procedures do not constitute an examination of the financial statements of the Osceola County Sheriff's Office made in accordance with generally accepted auditing standards. Had we performed additional procedures or had we made an examination of the financial statements in accordance with generally accepted auditing standards, additional matters might have come to our attention that would have been reported to you.

December 1, 1988


RICHARD D. JOHNSON, CPA
Auditor of State

OSCEOLA COUNTY SHERIFF'S OFFICE

Comments and Recommendations

- (1) The following transactions between the County and the County Sheriff or a business owned by the County Sheriff were noted:

<u>Date</u>	<u>Warrant Issued to</u>	<u>Transaction Description</u>	<u>Amount</u>
Jul 7, 1983	Robert Rolfes	48 R Rifle Carrier	\$ 34.95
	Robert Rolfes	Ammunition	45.20
Feb 10, 1982	Robert Rolfes	Ammunition and other supplies	384.42
Apr 10, 1985	Robert Rolfes	Supplies	907.23
Nov 14, 1984	Robert Rolfes	Unidentified	<u>292.48</u>
		Total	\$ <u>1,664.28</u>

These transactions may represent conflicts of interest as defined in Chapter 331.342 of the Code of Iowa. The County should consult legal counsel to determine the disposition of this matter.

- (2) During the period from August 27, 1979 through March 25, 1986 the County Sheriff submitted thirteen claims totalling \$8,170 for buy money. We determined through inquiry of the County Sheriff that policies for requisitioning and disbursing buy money do not exist.

We asked the County Sheriff to provide records to document and support the buy money disbursements. The County Sheriff indicated that there were no records to support these disbursements.

Policies should be adopted and procedures established to requisition and disburse buy money. These should include, at a minimum, record keeping, physical custody, record retention and internal control requirements. Supporting documentation should be retained for all County disbursements.

- (3) We determined through inquiry of the County Auditor that a policy for mixed public and private use of public property has not been adopted. The County Board of Supervisors should adopt a policy for mixed public and private use of public property as suggested by an Attorney General's opinion dated May 13, 1983.
- (4) We determined that on July 1, 1987 the County Board of Supervisors signed an agreement to accept the County Sheriff's appointment of his wife, Sylvia Rolfes, as keeper of the Osceola County jail. The agreement also specified that Sylvia Rolfes would receive a fee of \$3.75 per meal per day. During the year ended June 30, 1988 Sylvia Rolfes was paid meal fees of \$12,960. We determined through inquiry of the County Sheriff that a jail log book which records when a prisoner enters and leaves

OSCEOLA COUNTY SHERIFF'S OFFICE

Comments and Recommendations

(4) (continued)

jail is not maintained. Accordingly, we could not determine the propriety of meal fees paid.

(5) For the period from July 1, 1985 through September 15, 1988, we did not note any unusual law enforcement equipment purchases.

(6) During the period from May 4, 1979 through April 13, 1982 the County Sheriff received and deposited \$2,055 and disbursed \$1,272 from a separate checking account. On April 13, 1982 the balance in the account of \$783 was remitted at our direction by the County Sheriff to the County Treasurer. Three checks from the Keith M. Merrick Company, Inc., totalling \$960 and one check from the Sibley-Ocheyedan Community School District for \$15 were included in the total receipts of \$2,055. The County Sheriff did not provide documentation to support the disbursements from this separate checking account.

Three additional checks from the Keith M. Merrick Company, Inc., totalling \$2,440 and an additional five checks from the Sibley-Ocheyedan Community School District totalling \$175 received by the County Sheriff were not deposited in an approved depository as required by Chapter 331.655(4) of the Code of Iowa. Also, these checks were not remitted to the County Treasurer. One of the checks from the Keith M. Merrick Company, Inc., for \$720 was endorsed and negotiated to Office Systems Company in Sioux City, Iowa to pay the trade difference on a copy machine. One check for \$50 from the Sibley-Ocheyedan Community School District had not yet been deposited or cashed.

As support for a portion of the disbursements, the County Sheriff submitted copies of three personal checks totalling \$632 which appear to have been disbursed for entertainment and gift certificates to a restaurant. The County Sheriff did not provide documentation to support the remaining disbursements. The County Sheriff indicated that another check for \$720 from the Keith M. Merrick Company, Inc., was cashed and used for information and buy money. The County Sheriff also indicated that several small checks from the Sibley-Ocheyedan School District were cashed and the money had gone into a petty cash or slush fund used for various miscellaneous type expenditures such as flowers for sick employees or funerals of employee's family members and contributions.

The disbursements for entertainment, the gift certificates to a restaurant and any flowers for sick employees or funerals of employee's family members and contributions may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 since the public benefits to be derived have not been clearly documented.

OSCEOLA COUNTY SHERIFF'S OFFICE

Comments and Recommendations

(6) (continued)

According to the opinion, it is possible for certain disbursements to meet the test of serving a public purpose under certain circumstances, although such items will certainly be subject to a deserved close scrutiny. The line to be drawn between a proper and a improper purpose is very thin.

The County Sheriff, Public Safety Commission and the Board of Supervisors should determine and document the public purpose served by these disbursements before authorizing any further payments. If this practice is continued, written policies and procedures should be established, including the requirement for proper documentation.

Documentation was not available to support certain disbursements. Supporting documentation should be retained for all County disbursements.

In addition, these receipts and disbursements were not included in the County's records and therefore were not subject to statutory budgeting and approval requirements. For better accountability, financial and budgetary control, all receipts and disbursements should be recorded in the County's records.

The Board of Supervisor's should consult legal counsel to determine the disposition of these matters.

(7) On September 15, 1988 we counted the following cash in the County Sheriff's presence:

- (a) \$365 in bills in an envelope identified as "Merricks".
- (b) \$500 in bills identified to us by the County Sheriff as information buy money.

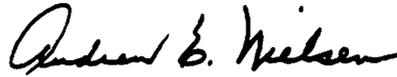
On September 15, 1988 we recommended that the County Sheriff remit these funds to the County Treasurer. However, on December 1, 1988 the County Sheriff indicated that he had not remitted these funds to the County Treasurer.

During our cash count on September 15, 1988, the County Sheriff brought a third envelope out of the safe in addition to the envelopes containing the "Merricks" money and the information buy money. The contents of this third envelope are unknown. After bringing it out of the safe, the County Sheriff indicated that he needed to talk to his attorney before he would let us see the contents of the envelope.

OSCEOLA COUNTY SHERIFF'S OFFICE

Audit Staff

This examination was performed by Nicholas A. Freyman, Senior Auditor.



Andrew E. Nielsen, CPA
Director of County Audits



Warren G. Fenkins, CPA
Deputy Auditor of State

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

May 15, 1989

Representative John Connors
Chair, Service Committee
Iowa Legislative Council
LOCAL

Dear Representative Connors:

For your convenience, I reiterate the personnel actions previously communicated to you since the last meeting of the Service Committee:

Isabelle Abarr began employment as CA/O Secretary on March 27, 1989.

Michael K. Elliott, Legal Counsel, successfully completed his six-month probationary period and was awarded a one-step salary increase to Grade 31, Step 2, effective April 28, 1989.

Sincerely,



William P. Angrick II

WPA:jg

CC: Members, Service Committee
Senator Bill Hutchins
Senator Joe Welsh
Senator Cal Hultman
Representative Kay Chapman
Representative Delwyn Stromer ✓
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

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:

May 15, 1989

Representative John Connors
Chair, Service Committee
Iowa Legislative Council
LOCAL

Dear Representative Connors:

This administrative report of the office of Citizens' Aide/Ombudsman is submitted for consideration by the Service Committee.

I request Service Committee support to encourage the Department of General Services to comply fully with the State Fire Marshal's safety recommendations (copy enclosed), especially proper outside venting of the room holding the two chemical tanks and installation of a solid core door to the room. During a recent Capitol Complex tornado emergency drill I learned that the micrographics operation of the Records Management Division, Department of General Services has tanks of compressed anhydrous ammonia and methyl chloroform on the premises at 215 East Seventh Street. Since I am designated as the building emergency coordinator by the office of Disaster Services these facts create certain reporting responsibilities for me should I ever call a fire alarm to the Des Moines Fire Department. They also impact upon building evacuation routes and employee safety conditions.

If necessary, I request Service Committee approval for the issuance of identification credentials for employee use in the performance of our statutory duties. Enclosed is an enlarged mock-up of the format proposed. In two recent field investigations staff from this office have been challenged by witnesses regarding the adequacy of the non-photo identification cards currently being used (sample copy enclosed). Occasionally staff have been challenged to produce proper identification by agency personnel when conducting field inquiries. The printed identification cards currently being used have been questioned during these challenges. On two instances my office has had to resolve situations when individuals not employed by the Ombudsman have claimed to be representatives of the office in seeking access to confidential information. The issuance of credentials to the Citizens' Aide/Ombudsman staff would alleviate these problems and avoid future reoccurrences. These credentials would be property of the office and authorized for use only in the performance of official duties.

I request, if necessary, Service Committee approval of an internal administrative restructuring of the office into an intake and rapid resolution team and an investigation team. Each team would be composed of three staff members. Ruth Mosher, Deputy CA/O, would direct the intake and rapid resolution team including Clarence Key, Jr., Assistant II, and Randy Meline,

Representative John Connors
May 15, 1989
page 2.

Assistant II. The investigative team would be coordinated and directed by Michael Elliott, Legal Counsel, and include Jim Peterson, Assistant II, and Michael Ferjak, Assistant II.

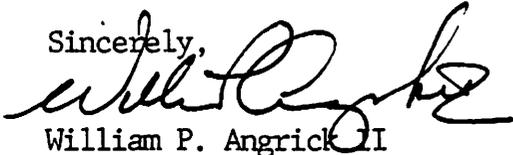
The intake and rapid resolution team is comprised of staff members with many years of combined experience in the office. They have the knowledge to field and achieve rapid resolution strategies for the broad range of contacts made to the office. Upon determination that a matter requires more involved investigative procedures; such as the taking of sworn testimony, agency site document or file review, field site inspection, etc., the case will be transferred to the investigative team for continuation. Intake and rapid resolution and investigations will be coordinated by me through the team leaders.

This administrative restructuring would replace a deputy-of-the-day intake system under which individual staff are responsible to intake, investigate and resolve all matters received on his or her assigned day. The increased number of contacts (5900 in calendar year 1988), the complexity of complaints and limited staffing resources require an adjustment of this type in order to manage the case load in a timely and effective manner.

Each staff person will maintain current institutional assignments. At the present time this proposal does not include promotions or salary adjustments.

Thank you for your consideration of these requests. Of course I shall be present at the upcoming Service Committee meeting to answer questions or provide additional information.

Sincerely,



William P. Angrick II

WPA:jg

Encls.

CC: Members, Service Committee

Senator Bill Hutchins

Senator Joe Welsh

Senator Cal Hultman

Representative Kay Chapman

Representative Delwyn Stromer ✓

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

May 5, 1989

Mr. Gene Davis
Micrographics Section
Records Management Division
Department of General Services
215 E. 7th
LOCAL

RE: Anhydrous Ammonia and Methyl Chloroform Storage

Dear Sir:

These two products are not a flammable or Class I or II combustibile liquid. The flash point is non-existent for either product and both products have high ignition temperatures. Anhydrous Ammonia - 1204°F and Methyl Chloroform - AKA Trichloroethylene - 998°F both carry the same chemical data.

As long as these two products are all that is stored in this room, there is not a fire hazard; the ventilation of this room should be to the outside only; the room is now inside the building (see the last fire marshal inspection). Please note that the venting was asked for on both occasions.

Please find enclosed the data sheets for the two products and comparison sheet for Methyl and Ethyl Alcohols for reference.

Please contact us if you have any further questions.

Yours truly,

Wilbur R. Johnson
State Fire Marshal
and Building Code Commissioner

Roy F. Davis

By: Roy F. Davis
Fire Prevention Inspector

RFD/drw

Enclosures

cc: State Ombudsman Office

*original forwarded 5/5/89
to Kathy Wellons.*

MICROGRAPHICS AND OMBUDSMAN BUILDING

- X1. Provide an approved fire alarm system throughout building. *no*
- X2. Eliminate the use of extension cords as permanent wiring, such as in Ombudsman's office, etc. Provide blanks for open spots in electrical panel LA in Micrographics. Also, breakers 23 and 25 - in panel PA were over-heating. *OK*
- X3. Disconnenct natural gas line and plug off to unused boiler.
- X4. All compressed gas tanks must be chained or restrained to prevent falling. *OK*
- X5. Room where compressed ammonia & methyl chloroform is kept should be vented to the outside. Door to work area should be solid core with no vents.
- X6. Provide an approved 2nd exit for micrographics to the south, in center of building, as there may be a problem with security from either department. *no*
7. Eliminate portable heaters in ombudsman's office area. *OK*
8. All emergency lighting units must be periodically checked for proper operation. *OK*
9. All extinguishers must be installed, inspected, tested, and tagged in accordance with National Fire Protection Association Standard No. 10. *OK*
- X - Indicates previous citation.

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IDENTIFICATION • IDENTIFICATION • IDENTIFICATION

THIS CERTIFIES THAT

IS EMPLOYED BY THE
STATE OF IOWA

AS

I.D. NO.

ISSUANCE DATE

EXPIR. DATE

ISSUING OFFICER

(SIGNATURE)

CPB-20482 5/77

IDENTIFICATION • IDENTIFICATION • IDENTIFICATION

IDENTIFICATION - IDENTIFICATION

IDENTIFICATION - IDENTIFICATION



THIS IS TO
CERTIFY THAT

WHOSE PHOTOGRAPH APPEARS HEREON, IS A REGULARLY
APPOINTED

FOR THE
CITIZENS' AIDE / OMBUDSMAN

The within identified individual is hereby empowered to execute all the statutory
duties and conduct investigations as authorized in Iowa Code Chapter 601G.

WILLIAM P. ANGRICK, II
CITIZENS' AIDE / OMBUDSMAN

Photograph
Affixed

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
MICHAEL J. BOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
DU MAY
DEANNE S. NAIL
SUSAN E. JOSS
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 515 281-3233
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

GERALDINE FRIDINGTON
ACTING DIRECTOR

IOWA CODE DIVISION

LUCAS BUILDING 515 281-3233
JOANN G. BROWN
IOWA CODE EDITOR

May 15, 1989

MEMORANDUM

TO: REPRESENTATIVE CONNORS, CHAIRMAN
Service Committee of the Legislative Council

FROM: Donovan Peeters *DP*

RE: Resignation

At this time I would like to tender my resignation as Director of the Legislative Service Bureau.

The last three and one-half years with the Legislative Service Bureau have been exciting ones in dealing with the staff work for the many important public policy questions with which the Iowa General Assembly has dealt, such as state government reorganization, income tax reform, and environmental protection, to mention a few. In addition, they have been a time of development for the Legislative Service Bureau in some of the following regards:

- consolidation of the Legislative Service Bureau and the Iowa Code Office;
- development of a personnel system and performance standards for the Legislative Service Bureau;
- reorganization of the Service Bureau; and
- enhancement of its performance in many operational areas.

May 15, 1989

Page 2

I have truly enjoyed the associations with the many fine people I have met here and the interesting legislative work environment; but there comes a time when one is ready for change and new developments in their life and that time has arrived for me. For the last seven months I have been involved with a business associate in forming a small investment banking firm, under the trade name INTRAVECO. We currently have a modest office in the International Trade Center downtown and it has become clearly apparent to me that this venture requires my full time and attention in order to successfully take advantage of some opportunities that are immediately available to it. Therefore, I ask that my resignation be made effective immediately in order to take advantage of those opportunities.

I would like to thank and salute all of the fine employees of the Legislative Service Bureau who have shown a very high degree of professionalism and dedication in their legislative staff work in the time that I have been here.

I would also like to express my appreciation to Representative Connors and Senator Welsh, who, as Chairs of the Service Committee, have been very supportive of my efforts in improving the Legislative Service Bureau.

cc: Senator Hutchins, Chair, Legislative Council
Speaker Avenson, Vice Chair, Legislative Council

Res
dp/dg/20

DENNIS D. PROUTY
DIRECTOR
515 281 5279



STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMORANDUM

TO: Legislative Service Committee
FROM: Dennis Prouty *DJP*
DATE: May 11, 1989
RE: Proposal for personal computers

Enclosed is a request for additional computing capability. The basic proposal would involve replacing the current Sperry workstations with personal computers. The personal computers would be linked with the mainframe and could run either a PC or mainframe application.

The rationale and estimated cost are outlined in the enclosed document. If you have any questions regarding this proposal prior to the Service Committee meeting, please call me.

LEGISLATIVE FISCAL BUREAU
PROPOSAL FOR ADDITIONAL COMPUTING CAPABILITY

Background

The Legislative Fiscal Bureau (LFB) is interested in enhancing the ability of its staff to evaluate and present information. The rapidly changing technology and variety of products available have contributed to the difficulty in identifying the optimal mix of hardware and software which would strengthen the current computing capabilities. To assist the LFB, a consultant was hired to do a study of computing needs.

The consultant's report was submitted in late March and focused on the need for quality word processing, document preparation, spreadsheet, graphics and the ability to easily combine this information. The report discussed the advantages which PC based applications could provide in each of these areas. In addition, the large number of documents which could benefit from a change in the current computing environment was examined.

Goals

The report was an initial statement of need based upon the result of a staff survey. The LFB has worked with the Computer Support Bureau (CSB) to translate the statement of need into the specific applications and then investigate the hardware and software solutions. The following goals outline the charge the LFB and CSB worked from:

- The availability of additional computing tools which will allow staff to quickly gather, analyze and effectively present information to legislators.
- The production of reports that are well formatted, organized, and professional in appearance.
- The ability to easily combine information from multiple sources in multiple forms. This includes the ability to transfer information from executive branch agencies to the LFB.

Proposed Computing Enhancement

The LFB proposes to enhance its computing capabilities with the addition of personal computers. The basic proposal is to replace the current Sperry UTS 40 and Sperry SVT 1120 workstations with personal computers.

The personal computers would be linked to the mainframe and would have the capability of running either a mainframe or PC application. In addition, CSB is investigating and will add a product which will transfer PC files to and from the mainframe. This ability will allow the individual PC files to be shared between all legislative users. The mainframe would still be utilized to manipulate and produce reports from the LFB budget, expenditure and personnel data bases.

The LFB currently has 4 personal computers. These personal computers are utilized for word processing, spreadsheets and graphics. The software being used allows for better analysis of data through greater flexibility. The limitation of Mapper of 132 columns for storing, manipulating, and printing data is overcome with the current personal computer software.

The software used for word processing, spreadsheets and graphics is able to produce reports which are far superior in format and appearance than reports produced on the mainframe. The software has the ability to integrate graphs and numbers with text. This ability does not exist on the mainframe.

The LFB currently utilizes the personal computers to receive information from agencies. With the increasing numbers of personal computers in all agencies, it is anticipated that this will become the standard for transmitting much of the financial and oversight information the LFB collects for the Legislature. As the number of personal computers used by legislators and legislative staff grows, the ability for the LFB to share and produce information in the needed format will be available.

Estimated Cost

The cost of a personal computer, software and supplies is estimated at \$4,000 to \$4,500 per machine. The LFB would need to replace 25 workstations. The estimated total cost is \$100,000 to \$115,000. The funding is currently available from the equipment budgets of LFB and CSB. The cost is offset to a certain extent by the savings of no longer maintaining the Sperry workstations for the LFB.

GENERAL ASSEMBLY OF IOWA

LEGAL DIVISION

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JOHN C. POLLAK



LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
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DIANE E. BOLENDER, DEPUTY DIRECTOR

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LUCAS BUILDING 515 281-5285
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

May 3, 1989

MEMORANDUM

TO: JACK WALTERS, DIRECTOR
DEPARTMENT OF GENERAL SERVICES

FROM: Donovan Peeters *DP*

RE: Asbestos

On behalf of the employees of the Legislative Service Bureau, I would like to request a full report, in writing, from the Department of General Services regarding the Department's findings and actions in connection with the removal of asbestos and other materials from the heating, cooling, and air exchange duct work in the Bureau's offices. The Department has removed such materials, to my knowledge, on at least two separate occasions, the last time being May 1, 1989, and the earlier occasion being approximately two months earlier.

I would request that the report include all of the following:

1. A description of the Bureau's current heating and cooling and air exchange systems.
2. The extent to which asbestos or any other potentially harmful material was or is present in the systems.
3. A detailed explanation of the work completed, regarding the presence or removal of asbestos or any other potentially harmful material, in, on, or near the systems up to this point in time.

May 3, 1989

Page 2

4. The work which needs to be done now or in the future on the systems in order to protect employees of the Bureau in regard to the dangers from asbestos or any other potentially harmful materials.

5. Remedies which are available to the Bureau's employees to correct any current or future situation or to compensate Bureau employees for any past or current damages which may only be discoverable at some future date.

6. An explanation of why asbestos fell out of the duct on May 1, 1989, after earlier assurances had been given that no asbestos remained in the duct.

7. An assessment of the past, present, and future health hazards to the employees of the Legislative Service Bureau posed by the presence of asbestos in the air handling system serving the office area of the Legislative Service Bureau.

I understand this type of information is required to be provided under Iowa's Hazardous Chemical Risks Right to Know Act (Chapter 89B of the Iowa Code). Pending receipt of the requested information, I see no reason for filing a formal complaint with the Division of Labor Services of the Department of Employment Services. However, I reserve my right to file such a complaint in order to fully protect the employees of the Bureau, and to allow for the resolution, by independent experts, of the issues regarding hazardous chemicals in the Bureau's workplace.

As I am sure you realize, asbestos is one of the most dangerous materials to be found in the workplace and instances of it being found in the workplace need to be treated with the utmost gravity.

cc: Chairman John Connors, Service Committee
Allen J. Meier, Labor Commissioner, Division of Labor Services,
Department of Employment Services
Mary Bryant, Chief, Bureau of Occupational Health and Safety,
Department of Employment Services

JW
dp/dg/20



DENNIS C. PROUTY
DIRECTOR
515/281-5279

STATE CAPITOL
DES MOINES, IOWA
50319

STATE OF IOWA
LEGISLATIVE FISCAL BUREAU

MEMORANDUM

TO: Legislative Service Committee
FROM: Dennis Prouty *Dup*
DATE: May 11, 1989
RE: Proposal for personal computers

Enclosed is a request for additional computing capability. The basic proposal would involve replacing the current Sperry workstations with personal computers. The personal computers would be linked with the mainframe and could run either a PC or mainframe application.

The rationale and estimated cost are outlined in the enclosed document. If you have any questions regarding this proposal prior to the Service Committee meeting, please call me.

LEGISLATIVE FISCAL BUREAU

PROPOSAL FOR ADDITIONAL COMPUTING CAPABILITY

Background

The Legislative Fiscal Bureau (LFB) is interested in enhancing the ability of its staff to evaluate and present information. The rapidly changing technology and variety of products available have contributed to the difficulty in identifying the optimal mix of hardware and software which would strengthen the current computing capabilities. To assist the LFB, a consultant was hired to do a study of computing needs.

The consultant's report was submitted in late March and focused on the need for quality word processing, document preparation, spreadsheet, graphics and the ability to easily combine this information. The report discussed the advantages which PC based applications could provide in each of these areas. In addition, the large number of documents which could benefit from a change in the current computing environment was examined.

Goals

The report was an initial statement of need based upon the result of a staff survey. The LFB has worked with the Computer Support Bureau (CSB) to translate the statement of need into the specific applications and then investigate the hardware and software solutions. The following goals outline the charge the LFB and CSB worked from:

- The availability of additional computing tools which will allow staff to quickly gather, analyze and effectively present information to legislators.
- The production of reports that are well formatted, organized, and professional in appearance.
- The ability to easily combine information from multiple sources in multiple forms. This includes the ability to transfer information from executive branch agencies to the LFB.

Proposed Computing Enhancement

The LFB proposes to enhance its computing capabilities with the addition of personal computers. The basic proposal is to replace the current Sperry UTS 40 and Sperry SVT 1120 workstations with personal computers.

The personal computers would be linked to the mainframe and would have the capability of running either a mainframe or PC application. In addition, CSB is investigating and will add a product which will transfer PC files to and from the mainframe. This ability will allow the individual PC files to be shared between all legislative users. The mainframe would still be utilized to manipulate and produce reports from the LFB budget, expenditure and personnel data bases.

The LFB currently has 4 personal computers. These personal computers are utilized for word processing, spreadsheets and graphics. The software being used allows for better analysis of data through greater flexibility. The limitation of Mapper of 132 columns for storing, manipulating, and printing data is overcome with the current personal computer software.

The software used for word processing, spreadsheets and graphics is able to produce reports which are far superior in format and appearance than reports produced on the mainframe. The software has the ability to integrate graphs and numbers with text. This ability does not exist on the mainframe.

The LFB currently utilizes the personal computers to receive information from agencies. With the increasing numbers of personal computers in all agencies, it is anticipated that this will become the standard for transmitting much of the financial and oversight information the LFB collects for the Legislature. As the number of personal computers used by legislators and legislative staff grows, the ability for the LFB to share and produce information in the needed format will be available.

Estimated Cost

The cost of a personal computer, software and supplies is estimated at \$4,000 to \$4,500 per machine. The LFB would need to replace 25 workstations. The estimated total cost is \$100,000 to \$115,000. The funding is currently available from the equipment budgets of LFB and CSB. The cost is offset to a certain extent by the savings of no longer maintaining the Sperry workstations for the LFB.

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
MICHAEL J. GOEDERT
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ADMINISTRATIVE CODE DIVISION

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

PUBLIC INFORMATION OFFICE

GERALDINE FRIDLINGTON
KENT A. PETERSON
PUBLIC INFORMATION OFFICERS

LEGISLATIVE SERVICE BUREAU

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

IOWA CODE DIVISION

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

RESEARCH DIVISION

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

May 15, 1989

MEMORANDUM

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

I. Personnel actions requiring Service Committee approval are as follows:

RESEARCH DIVISION CHIEF

Mr. Mark Johnson has been selected, pending Service Committee approval, to fill the vacant position of Research Division Chief. Mr. Johnson has served the Bureau as Legal Counsel for 2 1/2 years and had extensive legislative staffing experience before that. This personnel action results in a salary change from grade 33, step 1, to grade 36, step 1.

ASSISTANT ADMINISTRATIVE CODE INDEXER

Ms. Patricia Feters has been selected, pending Service Committee approval, to fill the vacant position of Assistant Administrative Code Indexer. Ms. Feters has served the Bureau as a Proofreader and Proofreader-Indexer for 5 years. This personnel action results in a salary change from grade 17, step 6, to grade 18, step 6.

May 15, 1989

Page 2

PROOFREADER COORDINATOR

Ms. Andrea Meier has been selected, pending Service Committee approval, to fill the vacant position of Proofreader Coordinator. Ms. Meier has served the Bureau as a Proofreader for 2 1/2 years. This personnel action results in a salary change from grade 16, step 3, to grade 18, step 2.

REQUEST FOR ADDITIONAL SATURDAY CAPITOL TOUR GUIDE

Due to increases in Saturday work demands on the Capitol Tour Guides, it is requested that an additional Saturday Capitol Tour Guide position be authorized. This would be a .20 addition to the FTE level of the Bureau and would be accommodated within the existing salary budget. A memorandum from Ms. Sugar Macaulay providing background information in regard to this request is attached.

II. Personnel actions being reported for informational purposes are as follows:

PUBLIC INFORMATION OFFICER

Mr. Kent Peterson has resigned his position as Public Information Officer in April. Ms. Marietta Moravetz-Heiken was hired on a temporary basis to meet the immediate needs of the office. Ms. Moravetz-Heiken was hired in the temporary classification of Public Information Assistant at the entry salary level of grade 15, step 1. The vacancy will be filled on a permanent basis under the usual procedure.

CAPITOL TOUR GUIDES

Ms. Elizabeth Armbruster has resigned her position as Saturday Tour Guide. Mr. Scott Robinson has been employed to replace her at the entry salary level of grade 12, step 1.

RESEARCH ANALYST FOR REDISTRICTING

The final interviews for this vacancy are being conducted and a hiring decision is expected soon.

May 15, 1989

Page 3

LEGAL COUNSEL

Assuming that the selection of Mr. Mark Johnson as Research Division Chief is approved, a vacancy in the position of Legal Counsel will occur. The selection process will then go forward for this vacancy under the usual procedure.

P.I.O. DIRECTOR

This position became vacant just before the start of the 1989 Session. Due to the press of Session business, it was decided to wait until the end of Session to fill the position. Ms. Geraldine Fridlington was designated Acting Director in the meantime. The position vacancy has been advertised and posted and the selection process is going forward under the usual procedure.

LEAVE WITHOUT PAY

A request by Research Analyst Patty Funaro for leave in order to attend the summer and fall terms of the University of Iowa Law School has been granted. Ms. Funaro will work for the Bureau on break between summer and fall terms, will report to the office regularly in order to keep informed on legislative developments, and will return after fall term to work the next Session. In addition to leave without pay, Ms. Funaro will be using her accumulated compensatory and vacation leave to the extent available.

EVALUATIONS OF CURRENT POSITIONS IN CODE OPERATIONS

In order to develop improved job classifications, position descriptions, and job titles in the Administrative Code Division and the Iowa Code Division of the Legislative Service Bureau, a time-keeping system has been set up to provide detailed information about the specific work activities for all positions in these two Divisions. A copy of the form being used is attached.

Personnel516
dp/dg/20

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
MICHAEL J. GOEDERT
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LEGISLATIVE SERVICE BUREAU

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

RESEARCH DIVISION

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

May 12, 1989

MEMORANDUM

TO: DONOVAN PEETERS
FROM: Sugar Macaulay, Capitol Tour Guide Coordinator
RE: Additional Saturday Tour Guide

During last summer, tours of the State Capitol and dome were extended to Saturdays. Five tours of the building and six tours to the dome are now conducted on Saturdays. This program has been far more successful than anyone anticipated. The original plan was conducting tours for visitors. Now we are also scheduling and conducting tours for large groups. During the months of April and May of 1989, 12 groups ranging in size from 30 to 150 have been scheduled. In most cases the large groups have been split into two or three separate tour times. However, in some cases their schedule does not allow this flexibility. As an example, on Saturday, May 13, the wife of a state representative is bringing in a group of 100 students who must tour at one time.

Presently there are two Saturday guides who are employed from 9:00 a.m. to 4:00 p.m. I am proposing the creation of a third position of Saturday tour guide. This position would be in addition to the position of summer tour guide. The Saturday guide would be hired at the starting salary, currently \$5.79 an hour with no additional benefits. This Saturday guide would not necessarily work every Saturday, but would be available on busy days.

Consideration should also be given to expanding tours to Sunday afternoon. Both the Historical Building and Terrace Hill are open Sunday afternoon and many visitors also come to view the Capitol.

tour guide
SM/jj/15

**Legislative Service Bureau: Time Allocation Record
Administrative Code Publications**

①

Employee Name: _____

Pay Period: _____

	Week Total							Week Total							Bi-week Total	
	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Week Total	Bi-week Total
Dates:																
Administrative Bulletin																
Coordination, Planning & Adm.																
Preparation & Editing of Text																
Compiling Tables, Charts, & Analyses																
Text Processing																
Graphics & Layout																
Proofreading Text																
TOTAL																
Administrative Code Supplement																
Coordination, Planning & Adm.																
Preparation & Editing of Text																
Compiling Tables, Charts, & Analyses																
Indexing																
Text Processing																
Graphics & Layout																
Proofreading Text																
Proofreading Index																
TOTAL																
State Roster																
Coordination, Planning & Adm.																
Preparation & Editing of Text																
Compiling Tables, Charts, & Analyses																
Indexing																
Text Processing																
Graphics & Layout																
Proofreading Text																
Proofreading Index																
TOTAL																

Legislative Service Bureau: Time Allocation Record
Iowa Code Publications

②

Employee Name: _____ Pay Period: _____

	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Week Total	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Week Total	Biweek Total	
Dates:																		
Iowa Code & Code Supplement																		
Coordination, Planning & Adm.																		
Preparation & Editing of Text																		
Compiling Tables, Charts, & Analyses																		
Indexing																		
Text Processing																		
Graphics & Layout																		
Proofreading Text																		
Proofreading Index																		
	TOTAL																	
Session Laws																		
Coordination, Planning & Adm.																		
Preparation & Editing of Text																		
Compiling Tables, Charts, & Analyses																		
Indexing																		
Text Processing																		
Graphics & Layout																		
Proofreading Text																		
Proofreading Index																		
	TOTAL																	
Court Rules																		
Coordination, Planning & Adm.																		
Preparation & Editing of Text																		
Compiling Tables, Charts, & Analyses																		
Indexing																		
Text Processing																		
Graphics & Layout																		
Proofreading Text																		
Proofreading Index																		
	TOTAL																	

Legislative Service Bureau: Time Allocation Record

③

Miscellaneous Work & Publications

Employee Name: _____ Pay Period: _____

	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Week Total	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Week Total	Biweek Total	
Dates:																		
Miscellaneous Work																		
A R R C Staffing																		
Other Committee Staffing																		
Research																		
Public Information																		
Bill Drafting																		
Bill Review																		
Proofreading Bills																		
Updating Admin. Codes																		
Finance & Payroll																		
Personnel																		
Division Management																		
Training & Staff Meetings																		
Filing, Copying, & Delivery																		
	TOTAL																	
Miscellaneous Publications																		
Coordination, Planning & Adm.																		
Preparation & Editing of Text																		
Compiling Tables, Charts, & Analyses																		
Indexing																		
Text Processing																		
Graphics & Layout																		
Proofreading Text																		
Proofreading Index																		
	TOTAL																	
	TOTAL																	
Notes: Specify Publication by Footnote																		



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: Personnel Report
DATE: May 16, 1989

1. Ed Damman has been employed to fill the position of Microcomputer Support Analyst II at grade 27 step 1.
2. Anne Nolan has submitted her resignation as Software Analyst I effective June 7, 1989.

FAMILY CARE

In recognition of the emerging need of employees with regard to child care and the care of elderly dependents, the Company and the Union agree to phase in, over the life of the Memorandum Of Understanding, the following new programs:

Child Care

Effective January 1, 1990, for regular full-time and regular part-time employees, a national community-based Child Care Resource and Referral Service (CCRS) will be engaged by the Company to help employees locate, evaluate and manage quality child care for children under the age of 13. This service will be provided by a professional organization charged with the responsibility of locating existing services and, if necessary, canvassing for new providers of child-care service. Information concerning costs, hours of operation, location, transportation and curriculum will be provided to employees via a dial-up contact number.

The Company will pay the costs associated with establishing and operating the nationwide CCRS. The selection of the child-care provider and associated costs for the services of the provider will be the responsibility of the employee.

Elder Care

Effective January 1, 1991, for regular full-time and regular part-time employees, an Elder Care Resource and Referral Service (ECRS) will be engaged by the Company to help employees locate, evaluate and manage quality care for relatives sixty (60) years of age or older. This service, also to be provided nationwide through community-based professional organizations, will provide information on elder care facilities, housing, health, Medicare, and transportation services to employees via a dial-up contact number. In addition, the service organization will attempt to stimulate the development of new service providers as well as the expansion of existing facilities and will provide care-giver seminars and consumer information materials. The Company will assume the costs associated with establishing and operating the nationwide ECRS. The selection of the elder care service and associated costs for its use will be the responsibility of the employee.

* Dependent Care Reimbursement Accounts

Effective January 1, 1990, a Dependent Care Reimbursement Account (DCRA) feature will be adopted that will allow regular full-time and regular part-time employees to exempt up to \$5000 wages a year from federal income and social security taxes. The amount of the exemption varies depending on the employee's IRS filing status. However, for purposes of determining pension, savings plan, life insurance, or death benefits, an employee's wages shall be determined as if such amount had not been dedicated to the reimbursement account.

To qualify for an exemption under Internal Revenue Service regulations, an employee's decisions regarding contributions for care and the amount to be set aside in the account must be made prior to each plan year. Those decisions are irrevocable for the applicable year unless there is a change in the employee's family status. At the end of the plan year, unused amounts will be forfeited by the employee and will go into a separate fund, the corpus of which will be credited to all

(less 26,000.00)

SEE TAX CONSULTANT

program participants on a per capita basis provided the employee was a participant in the Plan during the year of the forfeiture.

This program will be established to set up employee accounts for the payment of qualified expenses incurred for dependent children under age thirteen (13) and may also be used for elder care so long as the employee provides more than 50 percent of the elder dependent's support and the elder dependent is incapable of self-care.

Qualified expenses are those set forth in the IRS Regulations but, in general are expenses used to provide care for the child or elder dependent and allows the employee or spouse of the employee to work. The care may take place inside or outside the employee's home, but elder care outside the home qualifies only if the elder dependent spends at least eight hours a day in the employee's home. Nursing home expenses are not eligible for reimbursement from the employee's account.

Under the Program, when an employee incurs a qualified expense, he/she may file a claim for reimbursement and will receive a check from the account for the amount of

the expense. Statements as to the status of individual accounts will be provided to each participating employee at least quarterly. The DCRA shall be operated and administered by the Company or its designated agent in a manner consistent with governing tax and other legal considerations.

AT&T Family Care Development Fund

The Company and the Unions agree that additional funding may be required for family care programs to address evolving needs. Accordingly, the Company agrees to make available, over the life of the Memorandum of Understanding, five million dollars to fund projects and initiatives that foster an increase in the number or expand the capabilities of qualified professional organizations to serve the child and elder care needs of Communications Workers of America (CWA) and International Brotherhood of Electrical Workers (IBEW) represented employees throughout AT&T. These funds will be used to encourage that increase, enhance the quality of supply and increase the number of community options.

A joint Company/Union Board composed of one (1) member from each union and two (2) from the Company, shall review proposals and direct funds to selected local community programs. Funds may be made available for such purposes as training of care providers, start-up loans for care centers, planning grants to community agencies and matching funds for federal or state grants to non-profit organizations that foster family care programs. (5 million FUNDED)

IMPROVED CARE OF NEWBORN CHILD LEAVE

Effective January 1, 1990, the Care Of Newborn Child Leave shall be modified to incorporate the following improvements:

The leave for care of a newborn or adopted child is without pay and shall, subject to applicable benefit committee approval, be for a period of up to one year. The employee shall be guaranteed reinstatement to the same or equivalent job at the end of the leave. An employee who wishes to change his/her return date may request the change and the company will endeavor to accommodate the request.

While on leave, benefit coverage for eligible employees shall, to the extent provided to active employees, be as follows:

Death Benefit - Company pays for the period of the leave (up to one year).

Basic Group Life Insurance - Company pays premium for the period of the leave (up to one year).

Medical Expense Plan/HMO - Company pays for the first six (6) months. Employee covers the balance.

Dental/DMO - Company pays for the first six (6) months. Employee covers the balance.

Supplementary Group Life Insurance and Dependent Group Life Insurance - Employee covers the premiums.

* Sickness Disability - Available after the leave if the employee is disabled at the end of the leave.

Family Care Leave

Effective January 1, 1990, the Company will introduce a Family Care Leave that shall be administered as follows:

The Family Care Leave is without pay and shall, subject to applicable benefit committee approval, be for a total period of up to twelve (12) months within a two-year period. The employee shall be guaranteed reinstatement at the end of each segment of the leave.

The purpose of the leave shall be to care for a seriously ill family member.

For purposes of this leave, "family member" shall mean:

Spouse

Biological or adopted unmarried child under nineteen (19) years of age [or age twenty-three (23) if a full-time student] or an unmarried child of any age who is incapable of self-support; or physically or mentally handicapped and fully dependent on the employee.

Biological or adoptive parent or parent-in-law; grandparent or grandparent-in-law.

The employee shall be required to present evidence of serious illness of a family member and the expected duration of the illness and the reason for the employee's involvement, to the satisfaction of the Company.

While on leave, benefit coverage for eligible employees shall, to the extent provided to active employees, be as follows:

Death Benefit - Company continues coverage for the period of the leave (up to one year).

Basic Group Life Insurance - Company pays the premium for the period of the leave (up to one year).

Medical Expense Plan/HMO - Company pays the premium for the first six (6) months. The employee covers the balance.

Dental/DMO - Company pays for the first six (6) months. The employee covers the balance.

Supplementary Group Life Insurance and Dependent Group Life Insurance - Employee covers the premiums.

Sickness Disability - Available after the leave if the employee is disabled at the end of the leave.

*Adoption Assistance

Effective January 1, 1990, regular full and part-time employees will be eligible for reimbursement up to a maximum of \$2,000 for expenses associated with the legal adoption of a minor child [under (18) years of age].

These expenses, which will be approved provided they are not otherwise covered under other AT&T benefit plans, and provided further that they are directly connected to the adoption process, include agency fees, court costs, and necessary medical and legal fees.

IOWA GENERAL ASSEMBLY

Application for Employment

Date _____

Agency _____

Positions for which you are applying: _____

Last Name First Name Middle Name or Initial

Number & Street City State Zip Code

() ()
Phone (Area Code) number - days Phone (Area Code) number - evenings

EMPLOYMENT EXPERIENCE

Begin with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, or other protected status.

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____
MO DAY YEAR

Address (Street/Box number) City State Zip TO: _____
MO DAY YEAR

Your Title Supervisor's Title Avg. No. of Hours per Week _____

DUTIES:

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____
MO DAY YEAR
Address (Street/Box number) City State Zip TO: _____
MO DAY YEAR
Your Title Supervisor's Title Avg. No. of Hours
per Week _____

DUTIES:

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____
MO DAY YEAR
Address (Street/Box number) City State Zip TO: _____
MO DAY YEAR
Your Title Supervisor's Title Avg. No. of Hours
per Week _____

DUTIES:

EDUCATION RECORD

Circle the Highest Grade Completed:
1 2 3 4 5 6 7 8 9 10 11 12

High School Graduate
or Equivalent (GED)? ___ Y ___ N

SCHOOLS ATTENDED BEYOND HIGH SCHOOL

Name & Location of School: _____ Dates Attended: _____
Mo/Yr - Mo/Yr

FIELD OF STUDY OR AREA OF CONCENTRATION: TYPE OF DEGREE RECEIVED:

MAJOR Area of Concentration

Name & Location of School: _____ Dates Attended: _____
Mo/Yr - Mo/Yr

FIELD OF STUDY OR AREA OF CONCENTRATION: TYPE OF DEGREE RECEIVED:

MAJOR Area of Concentration

Name & Location of School: _____ Dates Attended: _____
Mo/Yr - Mo/Yr

FIELD OF STUDY OR AREA OF CONCENTRATION: TYPE OF DEGREE RECEIVED:

MAJOR Area of Concentration

Do you require any workplace accommodations for the performance of the job for which you have applied?

If you are applying for office work, give data concerning your ability:

Typing Speed _____
Words/Minute

Can you transcribe from a dictating machine? Yes ___ No ___

App
db/jj/15

Code Supplement 1989

422.7 "NET INCOME" -- HOW COMPUTED.

The term "net income" means the adjusted gross income before the net operating loss deduction as properly computed for federal income tax purposes under the Internal Revenue Code, with the following adjustments:

12. If the adjusted gross income includes income or loss from a small business operated by the taxpayer, an additional deduction shall be allowed in computing the income or loss from the small business if the small business hired for employment in the state during its annual accounting period ending with or during the taxpayer's tax year any of the following:

a. A handicapped individual domiciled in this state at the time of the hiring who meets any of the following conditions:

(1) Has a physical or mental impairment which substantially limits one or more major life activities.

(2) Has a record of that impairment.

(3) Is regarded as having that impairment.

b. An individual domiciled in this state at the time of the hiring who meets any of the following conditions:

(1) Has been convicted of a felony in this or any other state or the District of Columbia.

(2) Is on parole pursuant to chapter 906.

(3) Is on probation pursuant to chapter 907, for an offense other than a simple misdemeanor.

(4) Is in a work release program pursuant to chapter 246, division IX.

c. An individual, whether or not domiciled in this state at the time of the hiring, who is on parole or probation and to whom the interstate probation and parole compact under section 907A.1 applies.

The amount of the additional deduction is equal to sixty-five percent of the wages paid to individuals, but shall not exceed twenty thousand dollars per individual, named in paragraphs "a", "b", and "c" who were hired for the first time by that business during the annual accounting period for work done in the state. This additional deduction is allowed for the wages paid to those individuals successfully completing a probationary period during the twelve months following the date of first employment by the business and shall be deducted at the close of the annual accounting period.

The additional deduction shall not be allowed for wages paid to an individual who was hired to replace an individual whose

employment was terminated within the twelve-month period preceding the date of first employment. However, if the individual being replaced left employment voluntarily without good cause attributable to the employer or if the individual was discharged for misconduct in connection with the individual's employment as determined by the division of job service of the department of employment services, the additional deduction shall be allowed.

A taxpayer who is a partner of a partnership or a shareholder of a subchapter S corporation, may deduct that portion of wages qualified under this subsection paid by the partnership or subchapter S corporation based on the taxpayer's pro rata share of the profits or losses from the partnership or subchapter S corporation.

For purposes of this subsection, "physical or mental impairment" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or any mental or psychological disorder, including mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

For purposes of this subsection, "small business" means small business as defined in section 220.1, subsection 28, except that it shall also include the operation of a farm.

Code Supplement 1989

422.35 NET INCOME OF CORPORATION --HOW COMPUTED.

The term "net income" means the taxable income before the net operating loss deduction, as properly computed for federal income tax purposes under the Internal Revenue Code, with the following adjustments:

6. If the taxpayer is a small business corporation, subtract an amount equal to sixty-five percent of the wages paid to individuals, but shall not exceed twenty thousand dollars per individual, named in paragraphs "a", "b", and "c" who were hired for the first time by the taxpayer during the tax year for work done in this state:

a. A handicapped individual domiciled in this state at the time of the hiring who meets any of the following conditions:

(1) Has a physical or mental impairment which substantially limits one or more major life activities.

(2) Has a record of that impairment.

(3) Is regarded as having that impairment.

b. An individual domiciled in this state at the time of the hiring who meets any of the following conditions:

(1) Has been convicted of a felony in this or any other state or the District of Columbia.

(2) Is on parole pursuant to chapter 906.

(3) Is on probation pursuant to chapter 907, for an offense other than a simple misdemeanor.

(4) Is in a work release program pursuant to chapter 246, division IX.

c. An individual, whether or not domiciled in this state at the time of the hiring, who is on parole or probation and to whom the interstate probation and parole compact under section 907A.1 applies.

This deduction is allowed for the wages paid to the individuals successfully completing a probationary period named in paragraphs "a", "b", and "c" during the twelve months following the date of first employment by the taxpayer and shall be deducted in the tax years when paid.

For purposes of this subsection, "physical or mental impairment" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or any mental or psychological disorder, including mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

For purposes of this subsection, "small business" means small business as defined in section 220.1, subsection 28, except that it shall also include the operation of a farm.

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
16 the compensation for the following agency directors
17 for the period commencing January 9, 1989 and ending
18 January 7, 1991, shall be within the following ranges:
19 Computer Support Bureau Director..... \$32,572 to \$56,628
20 Legislative Fiscal Bureau Director..... \$32,572 to \$56,628
21 Legislative Service Bureau Director..... \$32,572 to \$56,628
22 Citizens' Aide/Ombudsman..... \$32,572 to \$56,628
23 Within the indicated ranges, the exact compensation
24 shall be set or adjusted by the service committee of
25 the legislative council. The committee shall publish
26 the exact compensation assigned to each director in
27 the journals of both houses on the next legislative
28 day, or if such action is during the interim, on the
29 first day the house and senate convene."

30 BE IT FURTHER RESOLVED BY ~~THE LEGISLATIVE COUNCIL,~~

1 That the compensation of the central legislative staff
 2 employees of the Seventy-third General Assembly is
 3 set, effective from January 9, 1989, until January 7,
 4 1991, in accordance with the following salary
 5 schedule:

6 #8	#9	#10	#11	#12
7 \$9,880.00	\$10,379.20	\$10,920.00	\$11,460.80	\$12,043.20
8 4.75	4.99	5.25	5.51	5.79
9				
10 #13	#14	#15	#16	#17
11 \$12,646.40	\$13,312.00	\$13,977.60	\$14,664.00	\$15,371.20
12 6.08	6.40	6.72	7.05	7.39
13				
14 #18	#19	#20	#21	#22
15 \$16,120.00	\$16,868.80	\$17,721.60	\$18,532.80	\$19,448.00
16 7.75	8.11	8.52	8.91	9.35
17				
18 #23	#24	#25	#26	#27
19 \$20,384.00	\$21,320.00	\$22,360.00	\$23,441.60	\$24,564.80
20 9.80	10.25	10.75	11.27	11.81
21				
22 #28	#29	#30	#31	#32
23 \$25,750.40	\$26,998.40	\$28,267.20	\$29,660.80	\$31,033.60
24 12.38	12.98	13.59	14.26	14.92
25				
26 #33	#34	#35	#36	#37
27 \$32,572.80	\$34,112.00	\$35,734.40	\$37,460.80	\$39,270.40
28 15.66	16.40	17.18	18.01	18.88
29				
30 #38	#39	#40	#41	#42

1	\$41,163.20	\$43,139.20	\$45,219.20	\$47,382.40	\$49,649.60
2	19.79	20.74	21.74	22.78	23.87

3 In this schedule, each numbered block shall be the
4 yearly and hourly compensation for the pay grade of
5 the number heading the block. Within each grade there
6 shall be six steps numbered "1" through "6". In the
7 above schedule the steps for all grades are determined
8 in the following manner. Each numbered block is
9 counted as the "1" step for that grade. The next
10 higher block is counted as the "2" step; the next
11 higher block is the "3" step; the next higher block is
12 the "4" step; the next higher block is the "5" step;
13 and the next higher block is the "6" step.

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

20 All employees, other than those designated "part-
21 time" and those on leave without pay, shall be
22 compensated for 40 hours of work in a one-week pay
23 period. Except for the personnel designated to the
24 contrary in this resolution, employees who are
25 required to work in excess of 40 hours in a one-week
26 pay period shall either be compensated at a rate of
27 pay equal to one and one-half times the hourly pay
28 provided in this resolution or allowed compensatory
29 time off at a rate of one and one-half hours for each
30 hour of overtime.

1 ~~The following personnel shall not be paid an~~
2 ~~overtime premium:--all permanent, professional~~
3 ~~employees of the central legislative staff agencies as~~
4 ~~designated by each agency director. The following~~
5 personnel shall not be paid an overtime premium:

6 COMPUTER SUPPORT BUREAU

7 Director

8 Software Analyst

9 Mapper Coordinator

10 Microcomputer Support Analyst

11 Run Designer

12 LEGISLATIVE FISCAL BUREAU

13 Director

14 Deputy Director

15 All Principal Legislative Analysts

16 All Legislative Analysts

17 All Run Designers

18 CITIZENS' AIDE OMBUDSMAN

19 Citizens' Aide/Ombudsman

20 Deputy Citizens' Aide/Ombudsman

21 Legal Counsel

22 Assistant for Corrections

23 All Assistants

24 LEGISLATIVE SERVICE BUREAU

25 Director

26 Deputy Director

27 Iowa Code Editor

28 Administrative Code Editor

29 Legal Division Chief

30 Research Division Chief

1 All Legal Counsels

2 All Research Analysts

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

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

10 BE IT FURTHER RESOLVED, That in the event the
11 salary schedule for employees of the State of Iowa as
12 promulgated by the personnel commission pursuant to
13 section 19A.9, subsection 2, Code 1989, is revised
14 upward at any time during the Seventy-third General
15 Assembly, such revised schedule shall simultaneously
16 be adopted for the compensation of the central
17 legislative staff employees of the Seventy-third
18 General Assembly assigned a grade by this resolution.
19 The pay ranges of those positions specifically listed
20 in this resolution shall be automatically adjusted to
21 reflect any cost of living increases granted to those
22 employees not included in the collective bargaining
23 agreement made final under chapter 20 of the Code.

24 BE IT FURTHER RESOLVED, That the central
25 legislative staff employees of the Seventy-third
26 General Assembly be placed in the following pay
27 grades:

28	COMPUTER SUPPORT BUREAU	
29	<u>Position Classification</u>	<u>Pay Grade</u>
30	Software Analyst II	36

1	Mapper Coordinator II	35
2	Software Analyst I	34
3	Mapper Coordinator I	32
4	Run Designer III	30
5	<u>Microcomputer Support Analyst III</u>	<u>30</u>
6	Run Designer II	27
7	<u>Microcomputer Support Analyst II</u>	<u>27</u>
8	Computer Operator II	24
9	Run Designer I	24
10	<u>Microcomputer Support Analyst I</u>	<u>24</u>
11	<u>Executive Secretary</u>	<u>23</u>
12	Administrative Secretary	21
13	Computer Operator I	21
14	Computer Operator (Session Only)	21
15	LEGISLATIVE FISCAL BUREAU	
16	<u>Position Classification</u>	<u>Pay Grade</u>
17	Deputy Director	<u>38 39</u>
18	Principal Legislative Analyst	36
19	Senior Legislative Analyst	35
20	<u>Software Analyst I</u>	<u>34</u>
21	Legislative Analyst III	33
22	Legislative Analyst II	30
23	Run Designer III	30
24	Legislative Analyst I	27
25	Run Designer II	27
26	Confidential -Secretary	26
27	Run Designer I	24
28	Executive Secretary	23
29	Administrative Secretary	21
30	Page	Minimum Wage

LEGISLATIVE SERVICE BUREAU

1		
2	<u>Position Classification</u>	<u>Pay Grade</u>
3	Deputy Director	39
4	<u>Iowa Code Editor</u>	38
5	<u>Administrative Code Editor</u>	<u>38</u>
6	Legal Division Chief	37
7	Research Division Chief	36
8	Senior Legal Counsel	36
9	Senior Research Analyst	35
10	<u>Senior-PIØ-Direector</u>	<u>35</u>
11	Legal Counsel II	33
12	Research Analyst III	33
13	<u>PIØ-Direector-III</u>	<u>33</u>
14	<u>Senior Finance Officer</u>	<u>31</u>
15	Legal Counsel I	30
16	Research Analyst II	30
17	<u>PIØ-Direector-II</u>	<u>30</u>
18	Assistant Editor II	27
19	Research Analyst I	27
20	<u>PIØ-Direector-I Senior PIO Director</u>	<u>27</u>
21	<u>Senior Legislative Research Librarian</u>	<u>27</u>
22	<u>Finance Officer II</u>	<u>27</u>
23	Confidential Secretary	26
24	Senior Legislative Text Processor	26
25	<u>Finance-Officer</u>	25
26	<u>Finance Officer I</u>	<u>24</u>
27	Assistant Editor I	24
28	Public Information Director	24
29	<u>Legislative Research Librarian</u>	<u>24</u>
30	<u>Chief Indexer</u>	<u>24</u>

1	Executive Administrator	23
2	Executive Secretary	23
3	Legislative Text Processor III	23
4	<u>Assistant Librarian</u>	<u>22</u>
5	Indexer	22 <u>21</u>
6	Publications Coordinator	21
7	Administrative Secretary	21
8	<u>Assistant Finance Officer</u>	<u>21</u>
9	Administrative Assistant	20
10	Legislative Text Processor II	20
11	Assistant Indexer	18
12	Proofreader Coordinator	18
13	Public Information Officer	18
14	Senior Bill Clerk	18
15	Legislative Text Processor I	17
16	Proofreader-Indexer	17
17	Legislative Proofreader	16
18	Code Proofreader	15
19	Session Public Information Assistant	15
20	Capitol Tour Guide Coordinator	14
21	Bill Clerk	13
22	Capitol Tour Guide	12
23	Page	Minimum Wage
24	Legislative-Research-Librarian	*
25	Assistant-Librarian	*
26	*Pay-grade-to-be-determined	
27	CITIZENS' AIDE/OMBUDSMAN OFFICE	
28	<u>Position Classification</u>	<u>Pay Grade</u>
29	Deputy Citizens' Aide/Ombudsman	35
30	Assistant III	33

1	Legal Counsel	31
2	Assistant II	30
3	Assistant for Corrections	30
4	Assistant I	27
5	Executive Secretary	23
6	Administrative Secretary	21
7	Citizens' Aide/Ombudsman Secretary	19
8	Temporary Clerical	\$6.34/hr.

9 BE IT FURTHER RESOLVED, That there shall be four
10 classes of appointments as employees of the central
11 legislative staff agencies:

12 A "permanent full-time" or "permanent part-time"
13 employee is one who is employed year round and
14 eligible to receive state benefits.

15 An "exempt full-time" employee is one who is
16 employed for the period of the session with extensions
17 post-session and pre-session as scheduled. This class
18 is eligible to receive state benefits with the cost of
19 benefits to the state to be paid by the employee when
20 not on the payroll.

21 A "session-only" employee is one who is employed
22 for only a portion of the year, usually the
23 legislative session. This class is not eligible for
24 state benefits, except IPERS.

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

29 BE IT FURTHER RESOLVED, That the exact
30 classification for individuals in a job series created

1 by this resolution shall be set or changed by the
2 agency directors subject to the review of the
3 Legislative Council. The agency directors shall base
4 the classification upon all of the following factors:

5 1. The extent of formal education required of the
6 position; and

7 2. The extent of the responsibilities to be
8 assigned to the position; and

9 3. The amount of supervision placed over the
10 position; and

11 4. The number of persons the position is assigned
12 to supervise and skill and responsibilities of those
13 positions supervised.

14 The agency directors shall report the exact
15 classifications assigned to each individual to the
16 Service Committee of the Legislative Council.

17 Recommendations for a pay grade for a new position
18 shall be developed in accordance with the factor
19 scores in the comparable worth report. Every four
20 years the Senate Rules and Administration Committee,
21 the House Rules and Administration Committee, and the
22 Legislative Council shall review all positions in the
23 legislative branch to assure conformity to comparable
24 worth.

25 BE IT FURTHER RESOLVED, That employees of the
26 central legislative staff agencies of the General
27 Assembly may be eligible for either:

28 1. Increases in salary grade based on evaluation
29 of their job performance and recommendations of their
30 agency director, subject to approval of the Service

1 Committee; or

2 2. Increases within a pay grade at the discretion
3 of the agency director in accordance with the
4 following schedule:

5 a. Progression from step "1" to "2" -- six months
6 of actual employment.

7 b. Progression from step "2" to "3", and step "3"
8 to "4", and step "4" to "5", and step "5" to "6" --
9 twelve months of actual employment.

10 BE IT FURTHER RESOLVED, That the entrance salary
11 for central legislative staff employees of the General
12 Assembly shall be at step 1 in the grade of the
13 position held. Such employee may be hired above the
14 entrance step if possessing outstanding and unusual
15 experience for the position, provided that the
16 entrance is not beyond step 3. Such employee who is
17 hired above the entrance step shall be mobile above
18 that step in the same period of time as other
19 employees in that same step. An employee who is moved
20 to another position may be considered for partial or
21 full credit for their experience in the former
22 position in determining the step in the new grade.

23 The entry level for the position of Research
24 Analyst shall be Legislative Research Analyst I, or
25 Research Analyst I, unless extraordinary conditions
26 justify increasing that entry level; however, that
27 entry level may not be increased beyond Legislative
28 Research Analyst II or Research Analyst II. A
29 Research Analyst must have shown knowledge of
30 legislative rules and procedures as well as the Code

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

12 BE IT FURTHER RESOLVED, That a pay increase for
13 central legislative staff employees of one step within
14 the pay grade for the position may be made for
15 exceptionally meritorious service in addition to step
16 increases provided for in this resolution, upon
17 recommendation of the agency director and the approval
18 of the Service Committee of the Legislative Council.
19 Exceptionally meritorious service pay increases shall
20 be governed by all of the following:

21 1. The employee must have served in the position
22 for at least twelve months.

23 2. Written justification, setting forth in detail
24 the nature of the exceptionally meritorious service
25 rendered, must be submitted to the Service Committee
26 of the Legislative Council and approved in advance of
27 granting the pay increase.

28 3. No more than one exceptionally meritorious
29 service pay increase may be granted in any twelve-
30 month period.

1 4. Such meritorious service pay increase shall not
2 be granted beyond the six-step maximum for that
3 position.

4 BE IT FURTHER RESOLVED, That each agency director
5 shall receive applications for employment, arrange for
6 any necessary examinations and contacting of
7 references, and make hirings. The agency director
8 shall report the names of those hired for the filling
9 of any vacancies.

10 ~~The~~ On the legislative day following the adoption
11 of this resolution, the director of each central
12 legislative staff agency shall submit to the Service
13 Committee of the Legislative Council the list of
14 names, or amendments thereto, of employee
15 classifications and pay step for each employee. The
16 Service Committee shall ~~make-the-list-available-to-the~~
17 public publish the lists in the journals of both
18 houses.

19 BE IT FURTHER RESOLVED, That permanent central
20 legislative staff employees of the General Assembly
21 shall receive those vacation allowances, sick leave,
22 health and accident insurance, life insurance, and
23 disability income insurance as are provided for full-
24 time, permanent state employees. The computations
25 shall be maintained by each central legislative staff
26 agency and coordinated with the department of revenue
27 and finance.

28 BE IT FURTHER RESOLVED, That should any central
29 legislative staff employee have a grievance concerning
30 their compensation, hours of work, performance of

1 work, or other matter, the grievance shall be resolved
2 as provided by procedures determined by the
3 Legislative Council pursuant to section 2.42,
4 subsection 14 of the Code.

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As recommended by the Service Committee

PG LN	LSB 9999S	Explanation
1 1		
1 2		
1 3		
1 4	Chapter 1 - Definitions	Definitions.
1 5		
1 6		
1 7	A. Agency means <u>the Legislative Service Bureau, the</u>	
1 8	<u>Legislative Fiscal Bureau, the Computer Support Bureau, and</u>	
1 9	<u>the Office of Citizens' Aide/Ombudsman.</u> a-bureau-or-office	
1 10	operating under the Legislative Council.	
1 11		
1 12	B. Director means the head of an agency as designated by	
1 13	the Legislative Council.	
1 14		
1 15	C. Employee means an employee of an agency, including	
1 16	<u>supervisory, unless the context requires otherwise.</u>	
1 17		
1 18	ED. Supervisor means the agency director or the agency	
1 19	employee designated by the agency director to perform	
1 20	supervisory duties with regard to an agency employee or agency	
1 21	employees.	
1 22		
1 23		
1 24	Chapter 2 - Policy-Making and Oversight Authority	
1 25		
1 26	A. Legislative Council	Legislative Council authority.
1 27		
1 28	The Legislative Council is the policy-making and oversight	
1 29	authority for the central legislative staff agencies under	
1 30	Chapter 2 of the Code of Iowa. Such statutory power can be	
1 31	found in Section 2.42, subsections (1), (11), (12), (14), and	
1 32	(17). Sections 2.48, 2.58 and 2.100 establish the Legislative	
1 33	Fiscal Bureau, the Legislative Service Bureau and the Computer	
1 34	Support Bureau, respectively. Iowa Code, Chapter 601G,	
1 35	establishes the Office of the Citizens' Aide (commonly known	
2 1	as Citizens' Aide/Ombudsman). <u>Section 601G.3</u> makes the	
2 2	Citizens' Aide responsible to the Legislative Council.	
2 3		
2 4	B. Service Committee	
2 5		

2 6 The Service Committee of the Legislative Council determines
 2 7 policies and exercises oversight relating to the operations of
 2 8 the central legislative staff agencies, subject to the
 2 9 approval of the Legislative Council (Code Section 2.45).
 2 10 Executive branch policies referenced herein shall be accepted
 2 11 as of January July 1, 1989. Subsequent changes in executive
 2 12 branch policies are subject to review by the Service Committee
 2 13 prior to the policy's adoption. Any reference in these
 2 14 guidelines to a requirement of Service Committee approval also
 2 15 includes a requirement of Legislative Council approval. Such
 2 16 approval by the Council is customarily given by Council
 2 17 adoption of Service Committee recommendations contained in the
 2 18 reports of the Service Committee to the Council.

Service Committee authority. Executive branch policies referenced are accepted as of July 1, 1989. Subsequent changes are subject to Service Committee review prior to adoption. Requirements for Service Committee approval include Legislative Council approval.

2 19
 2 20 C. Guidelines Subject to Change
 2 21

2 22 These guidelines are subject to change at any time by the
 2 23 Legislative Council.

Guidelines are subject to change at any time by Legislative Council.

2 24
 2 25
 2 26 Chapter 3 – Position Classification System and Agency
 2 27 Organization

2 28
 2 29 A. Position Classification System
 2 30

2 31 1. Each director shall develop and file with the Service
 2 32 Committee a position classification system covering all
 2 33 authorized positions within the agency of the director. The
 2 34 position classification system shall contain guidelines for
 2 35 eligibility of an employee for promotion from one job title in
 3 1 a series to the next. The Legislative Service Bureau, as the
 3 2 staff agency to the Service Committee, shall keep these on
 3 3 file.

Position classification system to be developed for each agency. System shall contain guidelines for eligibility of an employee for promotion from one job title to the next.

3 4
 3 5 2. The position classification system shall include, but is
 3 6 not limited to, a job title, job description (including duties
 3 7 and qualifications), and salary grade level for each
 3 8 authorized position classification in an agency.

Position classification system shall include job title, job description, and grade level.

3 9

3 10 3. Job titles and job descriptions are at the discretion of
 3 11 each director. Grade levels are determined by the legislative
 3 12 branch comparable worth process. Changes in salary grade
 3 13 level due to changes in the duties or structuring of existing
 3 14 positions ~~are to be reviewed by the Comparable Worth Staff~~
 3 15 ~~Committee and~~ require prior approval by the Service Committee.
 3 16 ~~and Comparable Worth Staff Committee.~~ Salary Grade levels for
 3 17 new positions are set through the comparable worth process by
 3 18 ~~recommendations of the Comparable Worth Staff Committee to~~ by
 3 19 the Service Committee. ~~and Comparable Worth Staff Committee.~~
 3 20

Job titles and descriptions are at discretion of director. Grade levels determined by comp worth process. Language requiring review of changes in grade level by comparable worth staff committee is stricken, but those changes still require Service Committee approval.

3 21 4. The Comparable Worth Staff Report of August 1986 shall
 3 22 serve as the reference for the salary grade level of
 3 23 positions, except for positions whose salary grade level has
 3 24 been established or changed under the comparable worth process
 3 25 and approved by the Service Committee since the issuance of
 3 26 the report. Grade levels for positions that have been
 3 27 established or changed since the issuance of the report shall
 3 28 be developed in accordance with the factor scores in the
 3 29 comparable worth report.
 3 30

Comparable Worth Staff Report of August 1986 is the reference for the grade level of all positions except for the grade level of positions established or changed and approved by the Service Committee since the issuance of the report. Factor scores shall be used.

3 31 5. Each director shall provide copies of the position
 3 32 classification system for the agency to the agency's
 3 33 employees.
 3 34

Copies of position classification system of agency to be provided to agency's employees.

3 35 B. Agency Organization

4 1
 4 2 Each director shall develop and file with the Service
 4 3 Committee a statement of agency organization showing the
 4 4 interrelationship of authorized positions within the agency.
 4 5 The Legislative Service Bureau, as the staff agency to the
 4 6 Service Committee, shall keep these on file. The statement of
 4 7 agency organization may be in the form of an organization
 4 8 chart. Changes in the existing organizational structure of an
 4 9 agency require the prior approval of the Service Committee.

Statement of agency organization to be filed with the Service Committee. Changes in existing structure require prior approval of Service Committee.

4 10
 4 11
 4 12
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 4 14

4 15 A. Salary Matrix

4 16

4 17 All employees, except agency directors, shall be at a grade
 4 18 and step on the legislative branch salary matrix. However,
 4 19 ~~some employees are still maintained at an extended step due to~~
 4 20 ~~the implementation of comparable worth.~~ Grade levels for
 4 21 positions shall be as determined under chapter 3 of these
 4 22 guidelines.

4 23

Employees, except directors, shall be at a grade and
 step on the legislative branch salary matrix.

4 24 B. Cost-of-Living Increases

4 25

4 26 Employees shall receive the same cost-of-living increases as
 4 27 are granted to those employees in the executive branch who are
 4 28 not included in a collective bargaining agreement.

4 29

Provides for cost of living increases.

4 30 C. No Temporary Raises

4 31

4 32 Unless prior approval of the Legislative Council Service
 4 33 Committee is obtained, a director shall not grant raises for a
 4 34 temporary increase in duties ~~{Strong Consensus of Legislative~~
 4 35 ~~Council, No vote, August 14, 1984}.~~

5 1

No temporary raises for temporary increase in duties
 without prior approval of Service Committee.

5 2 D. Annual Merit Increases

5 3

5 4 1. Employees are eligible for annual one-step merit increases
 5 5 up to and including step six of a grade based upon
 5 6 satisfactory performance according to annual evaluations as
 5 7 provided in Chapter 8 9 of these guidelines. Such an annual
 5 8 increase may be delayed or denied by a director for
 5 9 performance shortcomings. An additional salary increase may
 5 10 be given to an employee by a director for exceptional job
 5 11 performance with the approval of the Service Committee. The
 5 12 additional salary increase for exceptional job performance
 5 13 shall not exceed one step, shall not be given more than once a
 5 14 year, and shall not result in an increase beyond step six in
 5 15 the employee's grade level. Written justification setting
 5 16 forth the nature of the exceptional job performance shall be
 5 17 maintained on file by the director.

5 18

Employees on step one are eligible, with the
 director's approval, for a one-step increase after
 the employee's first six months of employment and
 annual one-step merit increases thereafter. An
 additional increase, not to exceed one step per year,
 may be given for exceptional job performance with the
 approval of the Service Committee. Notification of
 successful completion of probationary period and
 merit increases shall be made by the director at the
 next following Service Committee meeting. Directors
 must submit annual personnel report to Service
 Committee.

5 19 ~~2. Each director shall comply with the following in regard to~~
 5 20 ~~merit increases.~~ Employees who are on the entry step one of a
 5 21 grade may receive a one-step merit step increase after the
 5 22 satisfactory completion of a six-month period ~~or the of~~
 5 23 ~~probationary period~~ of employment. Any merit step increase
 5 24 ~~after completion of probationary employment step one two~~ may
 5 25 be granted to an employee only after completion of at least
 5 26 one full year on a step unless the employee is recommended for
 5 27 a step increase for exceptional job performance.

5 28
 5 29 3. Each director shall file an annual report with the Service
 5 30 Committee listing all employees under their supervision with
 5 31 their current grade and step and the effective date of a merit
 5 32 increase for which they are eligible. ~~The report shall note~~
 5 33 ~~merit increases granted for successful completion of~~
 5 34 ~~probationary employment.~~ Notification of the successful
 5 35 completion of probationary employment and merit increases
 6 1 granted and increases for exceptional job performance shall be
 6 2 made by the director at the next following Service Committee
 6 3 meeting. The effective date for a merit increase is normally
 6 4 the employee's anniversary date ~~of~~ at the end of an employee's
 6 5 probationary period, but a director may specify one or more
 6 6 standard eligibility dates for merit increases other than the
 6 7 anniversary date. Granting of merit increases may be delayed
 6 8 or denied for performance shortcomings. ~~The informational~~
 6 9 ~~listing annual report~~ filed with the Service Committee under
 6 10 this provision indicates eligibility for a merit increase but
 6 11 does not necessarily indicate the granting of that a merit
 6 12 increase will be granted.

6 13

6 14 E. Merit Increases for Part-Time and Temporary Employees

6 15

6 16 1. Permanent part-time employees are eligible for merit
 6 17 increases as if they were permanent full-time employees.

6 18

6 19 2. Temporary full-time employees who work intermittently
 6 20 shall have their eligibility for probationary and annual merit
 6 21 increases determined by their cumulative length of service.

6 22

6 23 3. Temporary part-time employees are eligible for merit
 6 24 increases as if they were temporary full-time employees.

6 25

Merit increases for part-time and temporary employees based upon cumulative length of service.

6 26 F. Overtime and Compensatory Time

6 27

6 28 1. At the discretion of the director, support positions are
 6 29 to be designated as eligible for full compensation for
 6 30 overtime. Positions Those positions eligible for full
 6 31 compensation for overtime accrued shall be compensated with
 6 32 either overtime pay or compensatory time at a one and one-half
 6 33 hour rate for each hour of overtime accrued as determined by
 6 34 the director for each particular class of support positions.

6 35 Employees in support positions shall be notified whether

7 1 compensation for their positions is overtime pay or

7 2 compensatory time. Legislative librarians are compensated

7 3 with overtime pay pursuant to the requirements of federal law.

7 4 The annual personnel report filed with the Service Committee

7 5 shall specify the specific support positions designated as

7 6 eligible for full compensation for overtime accrued. The

7 7 ~~report shall also specify the annual period for which~~

7 8 ~~employees will accrue compensatory time.~~

7 9

7 10 2. Those professional positions eligible for only partial

7 11 compensation for overtime accrued shall be compensated with

7 12 compensatory time on an hour-for-hour basis, computed each pay

7 13 period, which compensatory time shall be used within a one

7 14 year period. Compensatory time is accrued only after the

7 15 accumulation of forty hours of overtime and is limited to a

7 16 maximum accrual of one hundred twenty hours.

7 17

7 18 3. The annual personnel report shall specify the annual

7 19 period for which employees accrue compensatory time

7 20 and shall state the compensatory time

7 21 earned by each employee.

7 22 Chapter 5 - Compensation - Benefits

7 23

7 24 A. Benefits in General

7 25

7 26 Employees in the central legislative staff agencies are

7 27 eligible for employee benefits under the same terms and

7 28 conditions as provided by law for employees in the executive

7 29 legislative branch. This includes, but is not limited to,

7 30 health, dental, life, and long-term disability insurance

7 31 programs for permanent employees. ~~Permanent and temporary~~

Support positions compensated with one and one-half overtime pay or compensatory time as determined by director. The annual personnel report shall list the support positions included. Professional positions accrue hour-for-hour after an initial accumulation of forty hours and are limited to a maximum accrual of 120 hours. This time must be used within a specified annual period.

Central legislative staff employees are eligible for employee benefits as provided by law for other legislative branch employees.

~~7 32 employees are eligible for IPERS benefits as provided by law.~~

7 33

7 34 B. Workers' Compensation

7 35

~~8 1 Any employee injured while on the job should immediately
8 2 notify the employee's supervisor. The employee should then
8 3 contact First Aid at 281-5266 for instructions. The state
8 4 doctor or nurse may refer the employee to the proper care.
8 5 Medical bills for unauthorized care may not be paid by the
8 6 State unless the nature or location of the occurrence
8 7 prevented the employee from securing authorization. The first
8 8 report of a work-related injury must be completed and filed
8 9 with the employee's agency within 16 working hours after
8 10 injury occurs. Employees who become injured or ill may seek
8 11 assistance from the capitol complex nurse or the state doctor
8 12 located in the basement of the capitol building. An
8 13 employee's supervisor shall be immediately notified if an
8 14 employee is injured while on the job. The employee shall seek
8 15 appropriate medical care.~~

8 16

8 17 C. Interviewing and Moving Expenses

8 18

~~8 19 The director shall be authorized to pay for interviewing
8 20 expenses. At the director's discretion, expenses may be paid
8 21 for interviewing prospective employees. Payment shall be made
8 22 at the same rate a state employee would be reimbursed in
8 23 performance of state duties. Also, at the director's
8 24 discretion, newly hired employees may be
8 25 reimbursed for moving expenses in accordance with
8 26 executive branch standards. Reimbursement for moving expenses
8 27 shall not be made until a new employee is on the state
8 28 payroll. The payment of such expenses shall be reported to
8 29 the Service Committee.~~

8 30

8 31 D. Educational Benefits

8 32

8 33 Permanent employees are eligible for educational leave and
8 34 education educational assistance as provided in Section 79.25
8 35 of the Code of Iowa and chapter 6 of these guidelines. Such
9 1 benefits are to be granted on a case-by-case basis for each

Worker's compensation requires an employee's supervisor to be immediately notified if employee is injured on the job. Employee is to seek appropriate medical care.

Expenses for interviewing prospective employees and moving expenses of newly hired employees may be paid at the state rate at the discretion of the director. The payment of these expenses shall be reported to the Service Committee.

Permanent employees are eligible for education leave and assistance on a case-by-case basis for a semester-long course based upon relevance to job. Granting leave or assistance shall be reported to the

9 2 ~~semester-long course, workshop, or seminar~~ based on its
 9 3 relevance to the employee's job duties and the agency's needs.
 9 4 ~~A particular course, workshop, or seminar~~ may or may not be
 9 5 part of a program leading to a degree or a certificate. The
 9 6 granting of such leave and assistance shall be reported to the
 9 7 Service Committee, including the specification of any college
 9 8 courses taken.

Service Committee.

9 9
 9 10
 9 11 Chapter 6 - Compensation - Leave

9 12
 9 13 A. Attendance
 9 14

9 15 The director shall establish a written work attendance policy
 9 16 which shall be provided to all employees and which shall be
 9 17 filed with the Legislative Council. The director or the
 9 18 supervisor shall establish the work schedule, work stations,
 9 19 and required hours of work for employees under the director's
 9 20 or supervisor's supervision. All regulations and schedules
 9 21 shall be made known to the affected employees. Such
 9 22 regulations and schedules may include flextime arrangements
 9 23 at the discretion of the director. All absences of employees,
 9 24 whether permanent, temporary, or probationary, from the
 9 25 established work schedule shall be charged to one of the
 9 26 leave, or leave without pay categories.

Written work attendance policy to be established by
 each director and filed with the Legislative Council.
 Flextime is allowed. Absences must be charged to
 leave.

9 27
 9 28 B. Scheduling of Leave
 9 29

9 30 All leave, such as vacation time, compensatory time, sick
 9 31 leave or any other form of leave, including leave without pay,
 9 32 must be requested and granted under procedures established by
 9 33 each director and filed with the Legislative Council.
 9 34 Application should be made to the director or the director's
 9 35 designee. Sick leave is the only form of leave that is
 10 1 allowed to be unscheduled and shall be subject to written
 10 2 reporting requirements as established by each director and
 10 3 filed with the Legislative Council. Leave granted by a
 10 4 director in excess of thirty consecutive calendar days shall
 10 5 be reported to the Service Committee.

All leave must be requested and granted under
 procedures established by each director and filed
 with the Service Committee. Leave granted in excess
 of 30 consecutive calendar days must be reported to
 the Service Committee. Language is stricken
 discussing unusual work environment of LSB, LFB,
 and CSB.

10 6
 10 7 ~~For the Legislative Service Bureau, Legislative Fiscal Bureau,~~

10 8 ~~and Computer Support Bureau, the legislative work environment~~
 10 9 ~~is an unusual one in regard to varying workload demands during~~
 10 10 ~~the year. The extreme work demands of a legislative session~~
 10 11 ~~require that leave be granted on a very restrictive basis and~~
 10 12 ~~only for extraordinary or health reasons during this time.~~
 10 13 ~~Aside from certain periods of the legislative interim which~~
 10 14 ~~may have extraordinary work demands, the legislative interim~~
 10 15 ~~is a time when great flexibility can be used in granting and~~
 10 16 ~~scheduling leave time. During the interim, employee~~
 10 17 ~~discretion in the use of vacation and compensatory leave~~
 10 18 ~~should be allowed to the extent reasonably possible in light~~
 10 19 ~~of agency workload demands.~~

10 20

10 21 C. Leave Types

10 22

10 23 1. Leaves With Pay

10 24

10 25 a. Vacation Leave

10 26

10 27 (1) All permanent ~~or and~~ probationary employees shall earn
 10 28 accrue vacation leave according to the ~~guidelines of the~~
 10 29 executive branch rules adopted by the Department of Personnel.
 10 30

Permanent and probationary employees accrue vacation time according to Dept. of Personnel rules.

10 31 (2) Vacation leave does not accrue during leave without pay,
 10 32 nor can vacation leave be granted in excess of the amount
 10 33 accumulated.

Vacation leave does not accrue during leave without pay and vacation time cannot be granted in excess of amount accumulated.

10 34

10 35 b. Sick leave

11 1

11 2 (1) Employees shall accrue sick leave according to the
 11 3 ~~guidelines of the executive branch~~ rules adopted by the
 11 4 Department of Personnel. Sick leave will not be granted in
 11 5 excess of the amount used accrued nor will it accrue during
 11 6 any absence without pay.

Sick leave accrues according to Dept. of Personnel rules.

11 7

11 8 (2) Accrued sick leave may be used during a period in which
 11 9 an employee is unable to perform their the employee's duties
 11 10 because of medical disabilities, physical or mental illness,
 11 11 doctor, dentist, or optical examination or treatment, family

Accrued sick leave may be used during time employee unable to perform duties because of medical disability or treatment, family leave, or when performance of duties would jeopardize employee's

11 12 leave, or when the performance of assigned duties would
 11 13 jeopardize the employee's health or recovery. Pregnancy
 11 14 disability or recovery from pregnancy are covered by sick
 11 15 leave. Absences ~~greater than three days~~ for sick leave may
 11 16 require verification by an authorized practitioner.
 11 17

health or recovery. Sick leave covers pregnancy.
 Absences for sick leave may require verification by
 authorized practitioner.

11 18 (3) Enforced Accrued sick leave, not exceeding forty hours
 11 19 per year, may also be used for leaves for temporary care of
 11 20 immediate family members, for child care, or for bereavement
 11 21 leave.
 11 22

Sick leave, not to exceed 40, hours may be granted
 for temporary care of immediate family members, child
 care, or bereavement leave.

11 23 (4) Sick leave may be converted to vacation time according to
 11 24 the ~~guidelines of the executive branch~~ rules of the Department
 11 25 of Personnel.
 11 26

Sick leave may be converted to vacation time
 according to Dept. of Personnel rules. Sick and
 vacation leave accumulate on compensatory time.

11 27 c. Compensatory Leave

11 28
 11 29 Compensatory leave is accumulated as provided in Chapter 4 of
 11 30 these guidelines. Sick and vacation leave ~~still~~ shall
 11 31 accumulate on compensatory time.
 11 32

11 33 d. Holiday Leave

11 34

11 35 Holiday leave is granted to all permanent employees. Holidays
 12 1 are observed as specified by statute. A holiday shall not
 12 2 exceed eight hours for full-time employees. ~~For the~~
 12 3 ~~Legislative Service Bureau, Legislative Fiscal Bureau, and~~
 12 4 ~~Computer Support Bureau, holiday leave will be granted during~~
 12 5 ~~the legislative session only if the General Assembly has~~
 12 6 ~~decided not to convene during the holiday. Otherwise it is~~
 12 7 ~~deferred until after session.~~ If an employee is required to
 12 8 work on a holiday, the employee may take holiday holiday leave
 12 9 for the hours worked, not exceeding eight, at a future date.
 12 10 Hours worked on a holiday in excess of eight hours shall
 12 11 accrue as overtime hours in the manner overtime hours accrue
 12 12 for that employee.
 12 13

Holidays are observed as specified by statute. If an
 employee is required to work on a holiday, holiday
 leave for that holiday may be taken at a future date.
 Overtime hours worked on a holiday accrue as overtime
 hours accrue for that employee.

12 14 e. Military Leave

12 15

PG LN	LSB 9999S	Explanation
12 16 12 17 12 18 12 19 12 20 12 21 12 22 12 23 12 24	All permanent or probationary employees who are members of the national guard, organized reserve, or any component of the military of the state of Iowa, when ordered by the proper authority to active military service, may serve for 30 days without loss of pay. Leave for inducted employees will be granted up to five years. f. Court/Jury Leave	Military leave. The provisions match those of the executive branch.
12 25 12 26 12 27 12 28 12 29 12 30 12 31 12 32 12 33 12 34 12 35 13 1 13 2 13 3 13 4 13 5 13 6	When, in obedience to a subpoena, summons, or direction by proper authority, an employee appears as a witness or jury member in public or private litigation, in which the employee is not a party to the proceedings, the employee is entitled to leave from regularly scheduled duty with regular compensation. However, all payments or reimbursements shall be turned over to the director except the amount necessary for travel or personal expense. Hours spent in court outside of scheduled work hours are not subject to this rule. If two or more hours remain in a work day when released for the day, the employee shall return to work. Employees shall notify the director immediately upon receiving a subpoena, summons, or direction. Court/Jury leave does not apply to those involved in expert testimony outside of their capacity as a state employee. g. Voting Leave	Court/jury leave. The provisions match those of the executive branch.
13 7 13 8 13 9 13 10 13 11 13 12 13 13 13 14 13 15 13 16 13 17 13 18 13 19 13 20 13 21	<u>An employee, who is eligible to vote in a public election in the state of Iowa, may request time off from work with regular pay for a period not to exceed two three hours for the purpose of voting. Leave shall be granted only if the employee's work hours do not allow a three-hour period of three consecutive hours outside the employee's scheduled work hours during which the voting polls are open.</u> <u>A request for voting leave must be made to the director on or before the employee's last scheduled workday prior to election day. The time during the day to be taken off shall be designated by the director.</u> h. Olympic Leave	Voting leave provisions match those of the executive branch.

13 22 Employees may request leave for participation in Olympic
 13 23 competition. The maximum leave granted for participation in
 13 24 Olympic competition sanctioned by the U.S. Olympic Committee,
 13 25 including travel and pretraining time, shall not exceed 90
 13 26 working days. All vacation and sick leave still accrue during
 13 27 this time. Eligibility for pay raises and insurance
 13 28 eligibility remain in force. Olympic leave will not be
 13 29 granted during a legislative session.

Olympic leave provisions match those of the executive branch.

13 30
 13 31 i. Business Leave
 13 32

13 33 Absence from the usual workplace in the capitol complex for
 13 34 work-related reasons is to be construed as business leave.
 13 35 Business leave includes absence from the capitol complex to
 14 1 attend public hearings, committee meetings, seminars,
 14 2 workshops, and conferences outside the capitol complex as
 14 3 assigned or approved by the director. Business leave includes
 14 4 reasonable travel time to and from such events. All
 14 5 reasonable effort is to be made to travel at the lowest cost
 14 6 relevant to the circumstances. Reimbursement will be provided
 14 7 for reasonable expenses involved in travel, lodging, meals,
 14 8 and related expenses as approved by the director.

Business leave, is absence from the regular workstation for work-related reasons. IN-STATE MEETING: If hours, including reasonable travel time, exceed eight, employee accrues work hours equal to worktime plus travel time. OUT-OF-STATE MEETING: Accrual of work hours shall not exceed eight hours per day.

14 9
 14 10 ~~OPTION-A: If the hours during a day of a an in-state meeting,~~
 14 11 ~~seminar, workshop, or conference during a day, including~~
 14 12 ~~reasonable travel time to and from the event, exceed eight,~~
 14 13 ~~the employee accrues work hours equal to the worktime plus~~
 14 14 ~~travel time. in the manner overtime hours accrue for that~~
 14 15 ~~employee.~~

14 16
 14 17 ~~OPTION-B: Accrual of overtime hours during attendance at~~
 14 18 ~~meetings, seminars, workshops, and conferences, shall be based~~
 14 19 ~~upon the actual hours of the event and reasonable travel~~
 14 20 ~~time.~~

14 21
 14 22 ~~OPTION-C: Accrual of work hours during attendance at out-of-~~
 14 23 ~~state seminars, workshops, and conferences shall not exceed~~
 14 24 ~~eight hours per day.~~

14 25
 14 26 j. Transfer Rights
 14 27

14 28 When a central legislative staff agency employee is
 14 29 transferred within state government, including the executive
 14 30 and judicial branches, or promoted or demoted, all accumulated
 14 31 leave times, other than compensatory leave for transfers to
 14 32 another branch of government, shall carry over with the
 14 33 employee. If the employee is terminated or resigns, only
 14 34 accumulated vacation leave will be paid at its respective
 14 35 hourly rate.

Accumulated leave time other than compensatory time shall transfer with the employee. Upon termination or resignation, only accumulated vacation leave will be paid at respective hourly rate.

15 1
 15 2 2. Leaves Without Pay
 15 3
 15 4 ba. Leave Without Pay
 15 5

15 6 (1) A director, upon written request, may grant any amount of
 15 7 leave without pay in a single period of leave or multiple
 15 8 periods of leave for any reason deemed satisfactory, provided
 15 9 the leave in the aggregate is no greater than six months in
 15 10 any one year. Leave without pay in excess of six months in
 15 11 any one calendar year requires the approval of the Service
 15 12 Committee. For the Legislative Service Bureau, Legislative
 15 13 Fiscal Bureau, and Computer Support Bureau, the leave shall
 15 14 not be granted during a legislative session except under dire
 15 15 circumstances.

Leave without pay may be granted by director provided leave in aggregate is not greater than six months in any one calendar year. Leave in excess of the six months period requires approval of Service Committee. State's share of insurance benefits shall continue during leave without pay of 30 days or less. Vacation and sick leave shall not accrue. With approval of director employee need not have exhausted sick leave with pay and accrued vacation to receive leave without pay.

15 16
 15 17 (2) For the first thirty days of a leave without pay of
 15 18 thirty days or less, the state's share of insurance benefits
 15 19 employee shall continue to receive all benefits and the
 15 20 employee shall accrue seniority as if the employee had not
 15 21 taken the leave. The employee shall not accrue vacation or
 15 22 sick leave.

15 23
 15 24 (3) With the approval of the director, the employee need not
 15 25 have exhausted sick leave with pay and accrued vacation in
 15 26 order to be granted leave without pay.

15 27
 15 28 ab. Sick leave Without Pay
 15 29

15 30 After all sick leave with pay has been exhausted, the director
 15 31 may, upon written request, grant sick leave without pay to an
 15 32 employee for a length of time the director determines is

Sick leave without pay may be granted after exhaustion of all sick leave with pay. If in excess of 30 days, director shall consult with employee's

15 33 appropriate. ~~At any time~~ If an employee requests to use sick
 15 34 leave without pay in excess of thirty days, the director may
 15 35 ~~ask for written verification of the need for the sick leave~~
 16 1 from shall consult the employee's attending physician or other
 16 2 licensed practitioner. The employee may be terminated or must
 16 3 return to work immediately if the director determines that any
 16 4 of the following are true:

16 5
 16 6 (1) The employee fails or refuses to supply the requested
 16 7 verification information about the illness within a stated
 16 8 time.

16 9
 16 10 (2) The employee does not show sufficient continued reason to
 16 11 prevent the performance of duties.

16 12
 16 13 (3) The employee is performing work or activity incompatible
 16 14 with the purpose for which sick leave was granted.

16 15
 16 16 3. Leaves which may be With Pay or Without Pay

16 17
 16 18 a. Educational Leave

16 19
 16 20 (1) Educational leave may be granted at the discretion of the
 16 21 director for the purpose of assisting employees to develop
 16 22 skills that will improve their ability to perform their
 16 23 present job responsibilities or to provide training and
 16 24 development opportunities for employees that will enable the
 16 25 agency to better meet staffing needs. Educational leave with
 16 26 pay requires the approval of the Service Committee. Education
 16 27 financial assistance shall be as provided for executive branch
 16 28 employees.

16 29
 16 30 (2) Length of leave. Educational leave shall be requested
 16 31 for a period not to exceed twelve consecutive months. Accrued
 16 32 vacation or compensatory leave need not be exhausted before
 16 33 educational leave is granted. The determination to require
 16 34 the exhaustion of any or all accrued leave rests with the
 16 35 director. The director may grant an extension of the original
 17 1 leave for an additional twelve months.

17 2
 17 3 (3) Selection of applicants. While the selection of
 17 4 applicants is at the discretion of the director, all qualified

attending physician. Termination of employee may occur if employee fails or refuses to supply requested information.

Educational leave may be with or without pay, but with pay requires Legislative Council approval. Granted at discretion of director for a period not to exceed twelve months. At the discretion of the director, accrued vacation or sick leave need not be exhausted before educational leave is granted. Director may grant extension for additional twelve months. Educational leave may be taken at any accredited institution within the state, unless geographical or educational considerations make attendance at institutions within the state impractical. The director shall notify the Legislative Council. The direct and indirect costs to the agency of educational leave shall be reported annually to the Legislative Council. Persons returning within the specified time will be returned to the vacant position in the classification held prior to the leave or to the class in the same pay grade for which the employee qualifies. Return after military leave is provided.

18 11 ~~plus all hours actually worked.~~

18 12

18 13 ~~OPTION-B:~~ The provisions relating to severe weather leave

18 14 contained in the rules of the Department of Personnel apply.

18 15

18 16 c. Rights of Return

18 17

18 18 All persons on any form of leave without pay, provided that

18 19 they return within the specified period of time, will be

18 20 returned to the vacant position in the classification held

18 21 prior to the leave or to the class in the same pay grade for

18 22 which the employee qualifies. However, for military leave

18 23 without pay, the right of return applies for five years and 90

18 24 days after honorable discharge. Failure to return within the

18 25 specified period of time shall result in demotion or

18 26 termination.

18 27

18 28 4. Maternity Leave (DRAFT LANGUAGE FOR DISCUSSION)

18 29

18 30 a. All permanent, fulltime female employees are eligible for

18 31 maternity leave benefits regardless of their length of service

18 32 at the Legislature.

18 33

18 34 b. Any request for leave shall be in writing by the employee

18 35 reasonably in advance of the leave, unless a planned leave is

19 1 precluded by an unforeseen circumstance. The request for

19 2 leave shall state the purpose of the leave, the expected

19 3 duration of absence, and the intention of the employee to

19 4 return to work following completion of the leave.

19 5 Arrangements for reduced working hours in lieu of leave shall

19 6 be agreed to by the employee and the employee's supervisor.

19 7

19 8 c. Maternity leave is the period of time that a pregnant

19 9 employee is absent from work due to physical disability

19 10 related to pregnancy and childbirth. This period of physical

19 11 disability is presumed to include eight weeks. A physician's

19 12 statement is required to extend the length of absence due to

19 13 disability beyond this period. An employee may choose to take

19 14 a shorter maternity leave than the eight weeks provided here

19 15 or reduced working hours, by mutual agreement with supervisor.

19 16

19 17 d. Pregnant women shall use sick leave to cover the period of

All permanent, full-time female employees eligible for maternity leave regardless of length of service. Requests in writing reasonably in advance, unless precluded by unforeseen circumstances. Arrangements for reduced working hours in lieu of leave agreed to by employee and immediate supervisor. Maternity leave is presumed to include eight weeks. Physician's statement required to extend. Shorter period may be chosen. Sick leave used to cover maternity disability. If sick leave is insufficient to cover the period, employee may use other leave time accrued, unpaid leave, or may agree to a reduced time working schedule, when sick leave is reduced to forty hours or less. Benefits and seniority continue during maternity leave as though leave was not taken.

19 18 maternity disability. If the employee has accrued
 19 19 insufficient sick leave to cover the period of maternity
 19 20 disability, she is entitled to use any of the following
 19 21 options:
 19 22
 19 23 (1) use vacation time or compensatory time when accrued
 19 24 sick leave is reduced to forty hour or less.
 19 25 (2) use an unpaid leave of absence when sick leave is
 19 26 reduced to forty hours or less.
 19 27 (3) reduced time working schedule, by mutual agreement
 19 28 with supervisor, when sick leave is reduced to
 19 29 forty hours or less.

19 30
 19 31 e. The employee's benefits and seniority, while on maternity
 19 32 leave, continue as though the employee had not taken leave.
 19 33 Upon return from maternity leave, the employee is guaranteed
 19 34 the same position and rate of pay, if possible. Otherwise a
 19 35 similar position at the same rate of pay is guaranteed; the
 20 1 employee retains the right to return to his or her former
 20 2 position if it subsequently becomes available.

20 3
 20 4 ~~4.5. Maternity Family Leave (DRAFT LANGUAGE FOR DISCUSSION)~~

20 5
 20 6 ~~TO-BE-DRAFTED~~
 20 7

20 8 a. All permanent, fulltime employees are eligible for family
 20 9 leave benefits regardless of their length of service at the
 20 10 Legislature. Family leave may be used for care of immediate
 20 11 family members, including adoptive children, in circumstances
 20 12 where care needed is in excess of five working days.
 20 13
 20 14 b. Following is a description of family leave benefits
 20 15 available to permanent full-time legislative employees under
 20 16 this policy. Any request for leave shall be in writing by the
 20 17 employee reasonably in advance of the leave, unless a planned
 20 18 leave is precluded by an unforeseen circumstance. The request
 20 19 for leave shall state the purpose of the leave, the expected
 20 20 duration of absence, and the intention of the employee to
 20 21 return to work following completion of the leave.
 20 22 Arrangements for reduced working hours in lieu of leave shall
 20 23 be agreed to by the employee and the employee's supervisor.
 20 24

All permanent, full-time employees may use family leave of up to eight weeks regardless of length of service. Family leave may be used for care of immediate family members where care is needed in excess of five working days. Requests in writing reasonably in advance, unless precluded by unforeseen circumstances. Arrangements for reduced working hours in lieu of leave agreed to by employee and immediate supervisor. Employee may use accrued sick leave and if insufficient may use vacation time or compensatory time, unpaid leave, or may agree to a reduced time working schedule, when sick leave is reduced to forty hours or less. Benefits and seniority continue during the family leave as though leave was not taken.

20 25 c. Family leave shall not exceed eight weeks in duration.
 20 26 Employees using family leave may use accrued sick leave. If
 20 27 the employee has accrued insufficient sick leave to cover the
 20 28 period of family leave the employee is entitled to use any of
 20 29 the following options:
 20 30
 20 31 (1) use vacation time or compensatory time when accrued
 20 32 leave is reduced to forty hours or less.
 20 33 (2) use an unpaid leave of absence when accrued sick leave
 20 34 is reduced to forty hours or less.
 20 35 (3) reduced time working schedule, by mutual agreement with
 21 1 supervisor, when accrued sick leave is reduced to forty
 21 2 hours or less.

21 3
 21 4 d. The employee's benefits and seniority, while on family
 21 5 leave, continue as though the employee had not taken leave.
 21 6 Upon return from family leave, the employee is guaranteed the
 21 7 same position and rate of pay, if possible. Otherwise a
 21 8 similar position at the same rate of pay is guaranteed; the
 21 9 employee retains the right to return to his or her former
 21 10 position if it subsequently becomes available.

21 13 Chapter 7 - Hiring

21 15 A. General Authority

21 17 Each director has discretionary hiring authority for all
 21 18 authorized and funded vacant positions within the agency of
 21 19 ~~the director~~, provided such hiring is at the entry level
 21 20 salary. Such hirings shall be reported at the time of hiring
 21 21 to the Service Committee and the Legislative Council.
 21 22 Placement of a new employee at higher than entry level salary
 21 23 requires the prior approval of the Service Committee. Entry
 21 24 level salary is step one of the specified grade level of the
 21 25 position for original appointment or, for reappointment of
 21 26 former employees to the same position, the step determined by
 21 27 cumulative prior experience.

Director may hire all authorized and funded vacant
 positions within the agency at the entry level salary
 and report them to the Service Committee and the
 Legislative Council at the time of hiring. Approval
 of the Service Committee required for hiring at
 higher than entry level.

21 29 ~~B. Vacancy Notices~~

21 30 -

~~21 31 In the event of a vacancy, the director shall post the vacancy
21 32 according to the following guidelines set forth by the
21 33 legislative Council on September 19, 1985:—~~

Strikes language concerning vacancy notices because language requiring use of affirmative action added.

~~21 34 —
21 35 ———All job openings shall be posted within the office in—
22 1 which a vacancy occurs advising current employees of a
22 2 vacancy. The posted notice shall advise the employees—
22 3 that applications for the position must be filed in—
22 4 writing with the administrative head of the agency.—
22 5 The notice to all employees shall contain a description—
22 6 of the job and duties and responsibilities. Current—
22 7 employees shall be required to follow the same proce
22 8 dure specified for any other applicant for the position.—~~

~~22 9 —
22 10 This provision establishes the minimum notice requirement. At
22 11 the option of the director, more extensive notice may be
22 12 provided.~~

22 14 B. Affirmative Action - Equal Employment Opportunity

~~22 15 —
22 16 It is the policy of the Legislative Council that equal
22 17 employment opportunities be provided to all qualified
22 18 employees and applicants for employment regardless of race,
22 19 religion, color, sex, national origin, age, ~~for physical or~~
22 20 mental disability. Each agency shall adopt a program of
22 21 affirmative action designed to provide employment
22 22 opportunities on the basis of individual capabilities,
22 23 motivation and merit, and also designed to encourage women and
22 24 minorities to seek employment and promotion on these bases.
22 25 The director of each agency is responsible for that agency's
22 26 efforts to provide equal employment opportunity. Each agency
22 27 shall comply with the Iowa Civil Rights Act contained in
22 28 Chapter 601A of the Code.~~

Sexual
orientation

Each agency is to adopt a program of affirmative action. Announcements of positions are to be posted within the office area of the agency and other appropriate areas of the capitol complex, and may be advertised in an appropriate newspaper. Agencies are to seek applications from women and minorities. The announcement shall advise that applications for a position shall be writing and it shall contain a description of the job and its duties and responsibilities. Questionnaire may be used to determine diversity of applicants. Grievance may be filed with the Legislative Council.

~~22 29 —
22 30 Each agency shall seek qualified applicants and assist
22 31 underqualified persons to become qualified within the job
22 32 classifications of the agency. An agency shall seek
22 33 applications from qualified women and minorities when
22 34 vacancies or new positions are filled.~~

~~22 35 —
23 1 An agency shall adopt procedures to encourage the recruitment,
23 2 hiring and promotion of women and minorities. Position~~

24 10 shall be ineligible for promotion or demotion. After the
 24 11 probationary period is over, either the director or the
 24 12 employee's supervisor will recommend to continue or terminate
 24 13 the employee. During the probationary period, employees may
 24 14 be terminated at will and the grievance procedure is not
 24 15 applicable to them.

24 16

24 17

24 18 Chapter 8 - Layoff and Recall

24 19

24 20

24 21 A. Layoffs and Order of Layoffs

24 22

24 23 ~~1.)~~ A With the approval of the Service Committee, a director
 24 24 may, due to budgetary requirements or workload demands, lay
 24 25 off an employee. Layoff shall be by job classification in
 24 26 reverse order of seniority.

With the approval of the Service Committee, a director may lay off an employee by job classification in reverse order of seniority. Recall list established by job classification in order of seniority must be maintained. Employees removed from list for noncompliance with specified requirements.

24 27

24 28 B. Recall List

24 29

24 30 ~~1.2.)~~ Each director shall establish and maintain a recall list
 24 31 used for filling vacant positions. Recall lists will be
 24 32 established by job classification. These lists shall consist
 24 33 of the names of permanent employees who were separated by
 24 34 layoffs. Employees shall be placed on the list in order of
 24 35 seniority (years-months-days of continuous service prior to
 25 1 layoff).

and seniority

25 2

25 3 2. Employees shall be removed from the list for any of the
 25 4 following reasons.

25 5

25 6 a.) Failure by applicant to maintain a current address as
 25 7 evidenced by the return of a properly addressed letter.

25 8

25 9 b.) Failure by applicant to respond to a written inquiry
 25 10 concerning availability for employment within five working
 25 11 days following the inquiry.

25 12

25 13 c.) Receipt of a written request that the employee no longer
 25 14 wants to be on a particular list.

25 15

25 16 d.) Declination to accept a position for which the employee

PG LN	LSB 9999S	Explanation
25 17	<u>is eligible.</u>	
25 18		
25 19	3.3) <u>If no recall list exists for a given job class, the</u>	
25 20	<u>director shall follow the procedure for filling vacancies.</u>	
25 21		
25 22		
25 23	Chapter 9 - Performance Evaluations	
25 24		
25 25	<u>Each agency shall adopt a performance evaluation form or forms</u>	Each agency shall adopt performance evaluation forms and send copies to the Service Committee and to each employee of the agency. Review shall be made on at least an annual basis. The employee and the supervisor or director sign the completed evaluation form and a copy placed in the employee's file. The employee may make a written response to the evaluation for placement in the employee's file.
25 26	<u>to be used for its employees. Copies of the form shall be</u>	
25 27	<u>provided to the Service Committee and to each employee of the</u>	
25 28	<u>agency.</u>	
25 29		
25 30	<u>A review on at least an annual basis, using the evaluation</u>	
25 31	<u>form, shall be made of each employee's performance by the</u>	
25 32	<u>director or a supervisor designated by the director.</u>	
25 33	Attention should be directed to areas of strength and	
25 34	weakness, areas of past improvement or needed future	
25 35	improvement, and suggestions or requirements for further	
26 1	training or development. This report shall be kept in the	
26 2	employee's file. Exit performance evaluations shall be	
26 3	conducted before the last day of employment covering the	
26 4	period between the last evaluation and the last date of	
26 5	employment. <u>A copy of a completed employee's performance</u>	
26 6	<u>evaluation form, and other documentation, if any, shall be</u>	
26 7	<u>given to the employee at the time of the employee's</u>	
26 8	<u>evaluation. The form shall be signed and dated by both the</u>	
26 9	<u>employee and the supervisor or director. A copy of the signed</u>	
26 10	<u>evaluation form shall be placed in the employee's file. The</u>	
26 11	<u>employee may make a written response relating to the</u>	
26 12	<u>performance evaluation and the response will be placed in the</u>	
26 13	<u>employee's file.</u>	
26 14		
26 15		
26 16	Chapter 10 - Promotions	
26 17		
26 18		
26 19	A. Applicability	
26 20		
26 21	This chapter is not applicable to cost-of-living adjustments	Merit increases and cost-of-living adjustments are separate from promotions.
26 22	and annual merit increases, which are governed by Chapter 4 of	

26 23 the guidelines.

26 24

26 25 B. Probationary Employees

26 26

26 27 Probationary employees shall be ineligible for a promotion

26 28 during their probationary period.

26 29

26 30 C. Authority and Requirements for a Promotion

26 31

26 32 Each director shall have the discretion to promote an employee

26 33 to either a vacant position or a new position when an employee

26 34 meets the requirements of that position, with the prior

26 35 approval of the Service Committee. A director may promote an

27 1 employee to a higher classification and grade level within a

27 2 job series of position classifications with the prior approval

27 3 of the Service Committee for such reclassification. To be

27 4 eligible for a promotion, the employee must at least receive

27 5 satisfactory ratings on their current job assignment, and the

27 6 employee must meet the minimum qualifications for the new

27 7 position. A salary increase due to a promotion is in addition

27 8 to any salary increase that an employee may receive under

27 9 Chapter 4 of these guidelines. A promotion is a change in

27 10 positions by an employee to a position that has been assigned

27 11 a higher pay grade level.

27 12

27 13 D. Post Promotion

27 14

27 15 For current employees, a new probationary period ~~shall not~~ may

27 16 be required. For pay purposes, when an employee is promoted,

27 17 the employee's salary shall be adjusted to step one of the

27 18 grade level of the new position. If that does not result in

27 19 at least a one-step increase, then the employee's salary shall

27 20 be adjusted to the pay step at the new grade level that

27 21 results in a one-step increase. However, for promotions

27 22 between classes with a three or more pay grade difference, the

27 23 employee shall be given a two-step increase in pay or the

27 24 employee's salary shall be adjusted to step one of the grade

27 25 level of the new position, whichever is greater.

27 26

27 27

27 28 Chapter 11 - Demotions and Termination

Director has discretion to promote an employee to vacant or new position when an employee meets the requirements of that position. Probationary employees are not eligible for promotion during probation period. Promotion is defined. For current employees, a new probationary period may be required.

Promotions may provide a new probationary period. Promotions mean one= step increase except 3 or more pay grade difference means two=step increase.

27 29		
27 30	A. Informal Review of Performance Shortcomings	
27 31		
27 32	The employee's director or immediate supervisor may at any	Informal review. Director or immediate supervisor
27 33	time, in an informal manner, discuss concerns regarding any	may at any time, in an informal manner, discuss
27 34	existing performance problem <u>problems</u> . The director or	concerns regarding existing performance problems.
27 35	supervisor may note shall not place information about that	This meeting may be noted in the employee's file.
28 1	informal meeting in the employee's file the date and reasons	
28 2	for the meeting. The employee will be <u>is</u> expected to address	
28 3	the specified concerns.	
28 4		
28 5	B. Formal Review of Performance Shortcomings	
28 6		
28 7	The employee's director or immediate supervisor may make a	After a formal review, a listing of the employee's
28 8	formal review of performance shortcomings by memorandum,	shortcomings and any written material relating to the
28 9	letter of reprimand, annual performance evaluation, or	formal review shall be placed in the employee's file.
28 10	documented discussion. <u>A listing of the employee's</u>	The employee may provide a written response for the
28 11	<u>shortcomings and any written material relating to the formal</u>	employee's file.
28 12	<u>review shall be placed in the employee's file. The employee</u>	
28 13	<u>shall be provided time to prepare a written response and the</u>	
28 14	<u>response shall be placed in the employee's file. Failure by</u>	
28 15	<u>the employee to show sufficient progress in addressing the</u>	
28 16	<u>performance shortcoming may result in demotion or termination.</u>	
28 17		
28 18	<u>C. Suspension</u>	
28 19		
28 20	<u>A director has discretionary authority to suspend an employee</u>	Director may suspend employee with or without pay.
28 21	<u>with or without pay.</u>	
28 22		
28 23	C. <u>D. Demotion</u>	
28 24		
28 25	A director <u>may has discretionary authority to demote an</u>	Director may demote an employee and report the
28 26	<u>employee for failure to meet performance standards.</u> Demotion	demotion to the Service Committee.
28 27	may be in step or in grade. Demotion in step shall be a one-	
28 28	step reduction within the employee's current grade. Demotion	
28 29	in grade shall be to step 6 in the grade of the next lower	
28 30	classification in the employee's job series or career ladder.	
28 31	If that does not result in at least a one-step decrease in	
28 32	salary, then the employee's salary shall be adjusted to the	

28 33 pay step at the new grade level that results in a one-step
28 34 decrease in salary. Demotions shall be reported to the
28 35 Service Committee.

29 1
29 2 ~~D.~~ E. Termination
29 3

29 4 The director may has discretionary authority to terminate an
29 5 employee, if the employee has failed to meet the standards of
29 6 performance required for the employee's position. Failure to
29 7 advise the director of any absence of three or more days is
29 8 deemed a resignation by the employee. Written notice must be
29 9 served 24 hours prior to termination, except in extraordinary
29 10 situations. All documentation regarding the termination shall
29 11 be kept for at least two calendar years. Termination
29 12 procedures initiated against an employee will be noted in the
29 13 employee's file.

Director may terminate an employee. Documentation regarding termination shall be kept at least two years. Language regarding written notice and basis for termination are stricken.

29 14
29 15
29 16 Chapter 12 - Grievance Procedures

29 17
29 18 ~~Grievance Procedures for Employees of the Legislative Service~~
29 19 ~~— Bureau, Legislative Fiscal Bureau, Computer Support~~
29 20 ~~— Bureau, and Office of the Citizens' Aide~~

29 21
29 22 ~~Adopted by Legislative Council, December, 1978~~
29 23 ~~(Made applicable to the Computer Support Bureau on~~
29 24 ~~_____.)~~

29 25
29 26
29 27 A. Grievance Procedures -- Authority.
29 28

29 29 Pursuant to ~~sections 2 and 7 of House File 449, 1977 Iowa~~
29 30 ~~Acts, chapter 38, section 2.42, subsection 14, and section~~
29 31 ~~601G.3, Code 1989, the following rules for hearing and acting~~
29 32 ~~upon appeals of aggrieved employees of the Legislative Service~~
29 33 ~~Bureau, Legislative Fiscal Bureau, Computer Support Bureau,~~
29 34 ~~and the Office of Citizens' Aide are established by the Legis-~~
29 35 ~~lative Council.~~

Authority for Legislative Council grievance procedures.

30 1
30 2 B. Definitions. Unless otherwise provided:

Definitions.

30 3
 30 4 1. Director means the director of the Legislative Service
 30 5 Bureau, Legislative Fiscal Bureau, Computer Support Bureau, or
 30 6 the Office of Citizens' Aide.
 30 7
 30 8 2. Employee means a person employed by the Legislative
 30 9 Service Bureau, Legislative Fiscal Bureau, Computer Support
 30 10 Bureau, or the Office of Citizens' Aide. Employee does not
 30 11 include the director of the Legislative Service Bureau, the
 30 12 director of the Legislative Fiscal Bureau, the director of the
 30 13 Computer Support Bureau, or the Citizens' Aide.
 30 14
 30 15 3. Committee means the Service Committee of the Legislative
 30 16 Council.
 30 17
 30 18 4. Council means the Legislative Council.
 30 19
 30 20 C. Grievance Procedures -- Rules.
 30 21

30 22 These rules shall constitute the procedures for resolving
 30 23 grievances or complaints of employees. ~~Following their estab-~~
 30 24 ~~ishment by the Legislative Council the directors of the~~
 30 25 ~~affected agencies shall circulate copies of the rules to all~~
 30 26 ~~employees. The Legislative Council may amend these rules from~~
 30 27 ~~time to time as the need arises.~~ Time limits specified within
 30 28 these rules begin the working day following the day an action
 30 29 takes place or is required.
 30 30
 30 31 D. Filing of Grievance or Complaint -- Right of Employee.
 30 32

30 33 An employee may file or submit a grievance or complaint with a
 30 34 director, the Committee, or the Council as provided in these
 30 35 rules without fear of jeopardizing the employee's position or
 31 1 opportunities for advancement or salary increase. The
 31 2 employee involved in the proceeding shall cooperate with the
 31 3 employing authority so that there will be a minimum of
 31 4 interference with normal operation of the agency's work. Time
 31 5 limits provided in these rules may be altered by mutual agree-
 31 6 ment.
 31 7
 31 8 E. Initiation of Complaint or Grievance.

Time limits for grievances begin the day following the action.

Employee may file grievance or complaint without fear of jeopardizing the employee's position.

31 9

31 10 An employee shall file a grievance or complaint in writing
31 11 with the director within five working days of the incident of
31 12 the alleged grievance or complaint. The director shall
31 13 transmit a written decision to the employee within five
31 14 working days of receipt of the grievance or complaint.

Complaint filed with director and director transmits a decision.

31 15

31 16 F. Appeal to Committee -- Submission in Writing.

31 17

31 18 If the employee is not satisfied with the decision of the
31 19 director, the employee may within five working days of receipt
31 20 of the decision of the director file a grievance or complaint
31 21 in writing with the chairperson of the Committee. A copy of
31 22 the written grievance or complaint shall be filed with the
31 23 director at the same time as the filing with the chairperson
31 24 of the Committee. The director shall file a copy of the di-
31 25 rector's decision upon notification of the filing of the
31 26 grievance or complaint with the Committee.

Employee may appeal director's decision to Service Committee and must also notify director who sends Service Committee his decision.

31 27

31 28 G. Consideration of the Written Grievance or Complaint by the
31 29 Committee.

31 30

31 31 The Committee shall consider the written complaint or grie-
31 32 vance either within thirty days of its receipt, at its next
31 33 regularly scheduled meeting, at a meeting especially called
31 34 for such purpose, or at a subsequent meeting as determined by
31 35 the Committee. The Committee shall make a written decision in
32 1 regard to the grievance or complaint on the day the complaint
32 2 or grievance is considered. However, if the Committee desires
32 3 additional information from any person it may continue the
32 4 hearing and notify the employee and the director of its
32 5 decision to continue the hearing. The Committee may then
32 6 request the additional information from the director or the
32 7 employee affected. A copy of the written decision shall be
32 8 filed with the director and complainant employee.

Service Committee considers grievance or complaint. Copy of written decision filed with director and employee.

32 9

32 10 H. Appeal to Council.

32 11

32 12 If the employee is not satisfied with the decision of the

Employee may appeal to Legislative Council and its

32 13 Committee, the employee may appeal the Committee's decision to
 32 14 the Council by filing a written appeal with the chairperson
 32 15 and vice chairperson of the Council. A copy of the appeal
 32 16 shall be filed with the director at the same time. The
 32 17 chairperson shall set a time for hearing the written appeal of
 32 18 the grievance or complaint. The hearing may be part of a
 32 19 regular meeting of the Council or may be held during a special
 32 20 meeting called for such purpose. The appeal to the Council
 32 21 must be filed within five working days of the decision of the
 32 22 Committee. The decision of the Council in regard to the
 32 23 grievance or complaint is final. A copy of the written
 32 24 decision shall be filed with the director and complainant
 32 25 employee.

decision is final. A copy of the written decision
 must be filed with the director and employee.

32 26
 32 27
 32 28 I. Effect of Failure to Proceed.
 32 29

32 30 If the employee fails to proceed with the grievance or
 32 31 complaint within the time limits set forth in these rules or
 32 32 special time limits agreed upon, it shall be assumed the
 32 33 grievance or complaint has been settled on the basis of the
 32 34 last decision reached or that the employee does not desire to
 32 35 pursue the matter further. If a director fails to comply with
 33 1 the time limitations, the employee may proceed immediately to
 33 2 the next step as if a decision has been reached with which
 33 3 employee was not satisfied.

If employee fails to proceed according to specified
 timeframe, it is assumed grievance has been settled.

33 4
 33 5 J. Form and Content of Written Appeals.
 33 6

33 7 The written appeal shall contain such specific information as
 33 8 will adequately inform a director, the Committee, or the
 33 9 Council of the incident from which the appeal arose. A
 33 10 director, the Committee, or the Council may request additional
 33 11 information and may request the information be presented in a
 33 12 specific form or letter and provided to all parties involved.
 33 13 An employee may request that a third person be present to give
 33 14 evidence or represent the employee, however the third person
 33 15 may decline to present evidence or represent the employee.
 33 16 All germane information presented at any hearing may be added
 33 17 to and shall become a part of an appeal.
 33 18

Form and content of written appeal is described.
 Hearings to be informal. Witnesses may be called and
 documents considered. Not limited by legal rules of
 evidence.

33 19 All hearings shall be held in an informal manner. Any party,
 33 20 a director, the Committee, or the Council may call witnesses
 33 21 and consider documents and written statements which shall not
 33 22 be limited by legal rules of evidence. Witnesses may decline
 33 23 to participate in the hearing.

33 24
 33 25 K. Notification of Hearing.
 33 26

33 27 An aggrieved employee or any person affected shall be given
 33 28 reasonable notice of any hearing so that proper arrangements
 33 29 to attend the hearing can be made. An aggrieved employee
 33 30 shall be allowed time off with pay to attend the hearing.

33 31
 33 32 L. Coercion of Employees.
 33 33

33 34 A director or another supervisor shall not coerce an employee
 33 35 into not proceeding with a grievance or a complaint or
 34 1 appearing as a witness at a hearing. An act of coercion shall
 34 2 be considered as a reason for a grievance or complaint which
 34 3 may be combined with the original grievance or complaint.

34 4
 34 5 M. Amendments.
 34 6

34 7 A complaint or a grievance may be amended at any time prior to
 34 8 a decision. The amendment must relate directly to the
 34 9 original complaint or grievance and allowance of such
 34 10 amendments shall be within the discretion of the chairperson
 34 11 of the Committee or Council. The Committee or the Council may
 34 12 impose terms or grant a continuance with or without terms as a
 34 13 condition of such allowance. A request for an amendment shall
 34 14 be submitted in writing either to the chairperson of the
 34 15 Committee or the Council, as the case may be, and a copy shall
 34 16 be filed with the affected director.

34 17
 34 18
 34 19 ~~T-O-B-E-R-E-V-I-S-E-D~~
 34 20

34 21 Chapter 13 - Nonpartisan Political Participation Guidelines
 34 22

Reasonable notice of hearing shall be given. Time
 off with pay given for employee to attend hearing.

Coercion of employee into not proceeding with
 complaint or grievance not allowed. Employee may
 file grievance if coerced.

Complaint or grievance may be amended at discretion
 of chairperson of Committee or Council.

Nonparticipation in partisan politics required.

~~34 23 Policy Established by the Legislative Council Relating~~
~~34 24 to the Participation in Partisan Politics by Employees~~
~~34 25 of the Legislative Service Bureau, Legislative Fiscal~~
~~34 26 Bureau, Computer Support Bureau, and Office of the~~
~~34 27 Citizens' Aide~~
~~34 28~~
~~34 29~~
~~34 30 Adopted by the Legislative Council~~
~~34 31 July 15, 1982~~
~~34 32 (Made applicable to Computer Support Bureau on _____)~~
~~34 33~~

34 34 In order to maintain fair and effective functioning of the
34 35 Legislative Service Bureau, the Legislative Fiscal Bureau, the
35 1 Computer Support Bureau, and the Office of Citizens' Aide, it
35 2 is necessary that their employees not participate in partisan
35 3 politics. ~~It is not only necessary that their employees~~
35 4 ~~actually avoid participation in partisan politics, but it is~~
35 5 ~~also necessary that such employees appear independent of~~
35 6 ~~partisan political involvement to members of the General~~
35 7 ~~Assembly, if confidence in the functioning of the agencies is~~
35 8 ~~to be maintained.~~
35 9

35 10 A. Participation in Partisan Politics Defined. Participation
35 11 in partisan politics means and includes the following:
35 12
35 13 1. Organizing a political party or club.
35 14 2. Actively participating in or attending fund
35 15 raising activities for a partisan candidate
35 16 or partisan political party.
35 17 3. Becoming a partisan candidate for or campaigning
35 18 for an elective public office.
35 19 4. Actively working in or managing the campaign
35 20 of a partisan candidate for public office.
35 21 5. Initiating or circulating a partisan nominating
35 22 petition or soliciting votes for a partisan
35 23 candidate for public office.
35 24 6. Serving as a delegate, alternate, or proxy to
35 25 a political party caucus or convention.
35 26 7. Speaking at political party meetings in support
35 27 of a partisan candidate for public office or
35 28 party office.
35 29 8. Giving or receiving money for partisan political

Participation in partisan politics defined specifically.

35 30 purposes unless giving the money for political
 35 31 purposes will remain confidential such as is
 35 32 provided in the state income tax law.
 35 33 9. Endorsing a partisan candidate for public office
 35 34 or political party office in a political advertise-
 35 35 ment, broadcast, or campaign.
 36 1 10. Speaking to a political convention, caucus rally,
 36 2 or similar gathering of a political party except
 36 3 when providing information on an objective and
 36 4 nonpartisan basis.
 36 5
 36 6 B. Identification as an Advocate. In addition employees must
 36 7 take care that the employee is not identified as an advocate
 36 8 or an opponent of an issue which is subject to legislative
 36 9 debate except as otherwise provided by law.
 36 10
 36 11 C. Allowable Political Functions. There are some political
 36 12 functions which can be exercised by legislative staff which
 36 13 will not inhibit the exercise of a person's election franchise
 36 14 or free speech and will not diminish the fair and effective
 36 15 functioning of the agencies. While the following is not
 36 16 intended to be a complete list, it can be used as a guideline
 36 17 regarding allowable political activities. An employee may do
 36 18 the following:
 36 19
 36 20 1. Vote at all elections and register as a member of a
 36 21 political party.
 36 22 2. Discuss publicly legislative issues and matters
 36 23 of public interest so long as discussions are not
 36 24 directed toward party success or failure and so long
 36 25 as the discussion does not promote or downgrade a party
 36 26 or member of a party and lead other persons to
 36 27 believe that the employee favors one party or
 36 28 another.
 36 29 3. Participate in nonpartisan elections or be politically
 36 30 active in issues which are not specifically identified
 36 31 with any national or political party.
 36 32 4. Participate in public affairs if the participation
 36 33 does not materially imply that the employee favors one

Employee must not be identified as advocate or
 opponent of issue subject to legislative debate
 unless otherwise provided by law. (CA/O office is
 required to make recommendations resulting from
 complaints.)

Allowable political functions specifically listed.
 Participation in presidential precinct caucuses and
 political party registration allowed. Behavior at
 precinct caucuses is governed by the guidelines.

36 34 political party or another.
 36 35 5. Attend political conventions or functions to which
 37 1 the public at large is invited if the employee does
 37 2 not take part in the convention or in the deliberations
 37 3 and refrains from a public display of partisanship.
 37 4 6. Attend any political meeting such as where political
 37 5 candidates or political figures are attending if the
 37 6 public at large is invited and if the attendance will
 37 7 not result in the appearance to persons that the
 37 8 employee is engaging in a political activity with the
 37 9 result that confidence in that employee could be eroded.
 37 10 7a. Participation in the precinct party caucuses for presidential
 37 11 candidate selection is permitted since it is the equivalent
 37 12 of voting in a primary election. Participation at a higher
 37 13 level, such as being a delegate to a county party convention,
 37 14 is not permitted.
 37 15 7b. Behavior while participating in the precinct caucuses
 37 16 is governed by the guidelines, including the specific
 37 17 guidance given in regard to what are allowable activities
 37 18 and what are prohibited activities.
 37 19
 37 20

37 21 D. Application of Policies to Immediate Family. The policies
 37 22 established shall not apply to the spouse or children of an
 37 23 employee.
 37 24

Participation policies do not apply to family of employee.

37 25 E. Consultation with Department Head in Case of Questions.
 37 26 An employee should exercise judgment in participating in any
 37 27 activities that might be construed by others as partisan in
 37 28 nature and which might compromise the belief that the employee
 37 29 will work on a nonpartisan relationship. If an employee is in
 37 30 doubt about attendance at a particular function or a possible
 37 31 political practice, that employee should consult with the
 37 32 agency director prior to attending the function in order that
 37 33 the employee's right of free speech and association will be
 37 34 maintained and the efficiency and fairness of the offices will
 37 35 not be compromised as a result of a lack of confidence by the
 38 1 persons for whom the employee must work.
 38 2

Employee should exercise judgment in participating in any activities and consult with director if in doubt about particular political function or political practice.

38 3 F. Penalties. Penalty for violation of any provisions may

Penalties for violation of rules regarding

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38 4 38 5 38 6 38 7 38 8 38 9 38 10 38 11 38 12 38 13 38 14	include a warning, reprimand, demotion, suspension, loss of reclassification, loss of salary increase, or termination of employment. The director shall determine the penalty to be imposed, however, no penalty, except a warning or reprimand, shall be imposed, until the violation and penalty are reviewed by the Service Committee. The Service Committee may change or modify the penalty through the grievance procedures. If a director violates these provisions, the Service Committee shall review the violation and impose the penalty, if any.	participation in political functions are listed Penalties except for warning and reprimand reviewed by Service Committee.
38 15	Chapter 14 - <u>Gift Reporting Policy</u>	Gift reporting policy applicable to employees of LSB,
38 16 38 17		LFB, CSB, and CA/O.
38 18	GIFT-REPORTING-POLICY	
38 19	Adopted by Legislative Council June 11, 1980	
38 20 38 21 38 22		
38 23	<u>The following rules shall apply to employees the members of</u>	
38 24	<u>the legislative agencies of Citizens' Aide, Code-Editor,</u>	
38 25	<u>Legislative Fiscal Bureau, Computer Support Bureau, and</u>	
38 26	<u>Legislative Service Bureau:</u>	Definitions.
38 27		
38 28	<u>1. As used in these rules the words gift, immediate</u>	
38 29	<u>family member and public disclosure shall have the meanings</u>	
38 30	<u>provided in Acts of the Sixty-eighth General Assembly, 1980</u>	
38 31	<u>Session, House File 687, section 6: chapter 68B of the Iowa</u>	
38 32	<u>Code and person has the meaning provided in section 4.1 of</u>	
38 33	<u>the Iowa Code.</u>	
38 34		
38 35	<u>2. Any person who makes a gift in any one occurrence</u>	Person making gift to employee or immediate family
39 1	<u>calendar day which has a cumulative value in excess of fifteen</u>	member in excess of fifteen dollars files report of
39 2	<u>dollars to an employee or an immediate family member of an</u>	gift with legislative agency. If more than one
39 3	<u>employee shall file a report of the gift with that legislative</u>	person gives gift, each person shall report gift to
39 4	<u>agency. If more than one person shares in the expense of</u>	agency as provided in section 68B.11.
39 5	<u>providing a gift or series of gifts which exceeds fifteen</u>	
39 6	<u>dollars in cumulative value in any one calendar day and which</u>	
39 7	<u>is required to be reported, each of the persons sharing in the</u>	
39 8	<u>expense shall report the gift to the agency as provided in</u>	

PG LN	LSB 9999S	Explanation
39 9 39 10 39 11	<u>section 68B.11 of the Iowa Code regardless of the amount of the person's share of the expenses.</u>	
39 12 39 13 39 14 39 15 39 16 39 17	A person who provides a gift or series of gifts to an employee or immediate family member shall report to the employee the value of each gift which is required to be reported by the employee by the fifteenth day of the month following the month in which the gift is provided.	Stricken because gift giver reports to agency.
39 18 39 19 39 20 39 21 39 22 39 23	<u>3. An employee A member of a legislative agency who receives or whose immediate family member receives a gift in any one occurrence calendar day which has a cumulative value in excess of fifteen dollars shall file a report of the gift with that legislative agency.</u>	Employee reporting of gift receipt.
39 24 39 25 39 26 39 27 39 28 39 29	<u>4. A report required to be filed by these rules shall be filed by the twentieth fifteenth day of the month following the month in which the gift was made or received. The report shall show the donor, donee, nature, amount and date of the gift.</u>	Reports to be filed by fifteenth day of month following month in which gift is provided.
39 30 39 31 39 32 39 33 39 34 39 35 40 1 40 2 40 3 40 4 40 5	5. If a gift is made to a member of a legislative agency or an immediate family member and others which cannot be precisely attributed to each recipient the report shall average the cost of the gift upon all of the recipients if the average exceeds fifteen dollars per recipient. The fact that averaging was used shall be disclosed. An employee is prohibited from receiving a gift or series of gifts in any one calendar day which has a value of thirty-five dollars or more. The determination of the value of a gift is governed by Chapter 68B of the Iowa Code.	Employee prohibited from receiving gift or series of gifts in any one calendar day with value of \$35 or more.
40 6 40 7 40 8 40 9 40 10 40 11	<u>6. Each director The head of each legislative agency shall designate a custodian of the reports filed with that agency. The Legislative Council may request compilations on or copies of those reports filed with a legislative agency. The compilations on reports are public records. The reports are available for public inspection as provided in Chapter 22</u>	Director to appoint custodian of gift reports. Reports are available for public inspection. Legislative Council may request copies or compilations.

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Explanation

40 12 of the Iowa Code.

40 13

40 14

40 15 Chapter 15 - Employee Conduct

40 16

40 17 Each director shall have the authority to define policies and
40 18 procedures for the operations of their agencies within the
40 19 context of these guidelines and each agency's operating
40 20 requirements. The director shall compile these policies and
40 21 procedures into an employee handbook that is provided to all
40 22 employees of the agency.

Employee Conduct. Director shall compile policies and procedures of agency into employee handbook provided to all employees and reviewed by the Service Committee.

40 23

40 24 Such policies and procedures may include, but are not limited
40 25 to, those relating to dress code, smoking in the workplace,
40 26 outside employment, and various operating procedures.

40 27

40 28 Such policies and procedures shall be filed with the Service
40 29 Committee for its ~~review and approval~~ approval
40 30 review and approval

40 31

40 32 Chapter 16 - Personnel Records

40 33

40 34 The director or the director's designee shall maintain and be
40 35 custodians of all personnel files on each employee of that
41 1 agency. These files shall also include but not be limited to
41 2 performance evaluation records and any disciplinary
41 3 proceedings against the employee. An employee who is no
41 4 longer employed by the agency, whether by resignation or
41 5 termination, shall have the employee's file ~~sent~~ and kept in
41 6 the agency for a period not to exceed two years, then
41 7 transmitted to the General Services Records Center.

Personnel records maintained by director or director's designee. After leaving agency, an employee's record remains in the agency for two years and transmitted to General Services Records Center. Employees may inspect copies.

41 8 ~~Employees, subject to the proper authority to be absent from~~
41 9 ~~duty,~~ shall have the right to inspect and have copies made, ~~at~~
41 10 ~~their expense and not to exceed cost,~~ of their personnel files
41 11 during regular business hours. All records shall be held as
41 12 confidential in accordance with Iowa Code section 19A.15.

41 13

41 14

41 15 Chapter 17 - Unauthorized Computer Access (Hacking)

41 16

41 17

41 18 Unauthorized computer access is the attempt, successful or
 41 19 unsuccessful, to access the Legislative computer system
 41 20 without proper authorization from the Legislative Computer
 41 21 Support Bureau. Unauthorized computer access includes but is
 41 22 not limited to: Attempting or using a sign-on belonging to
 41 23 another individual, attempting to access modes and data
 41 24 without proper authorization, or attempting to disrupt the
 41 25 computer system by intentionally causing the computer system
 41 26 to abort or terminate.
 41 27
 41 28 Unauthorized computer access is also any attempt to compromise
 41 29 data stored on a microcomputer (pc) within the capitol complex
 41 30 or belonging to the Legislature or any attempt to alter the
 41 31 hardware or software without authorization of the Computer
 41 32 Support Bureau.
 41 33
 41 34 Unauthorized access attempts will be monitored by the
 41 35 Legislative Computer Support Bureau and immediate notification
 42 1 will be made to the Secretary of the Senate, Chief Clerk of
 42 2 the House, and the directors of the central staff agencies.
 42 3
 42 4 The Legislative Computer Support Bureau will attempt to
 42 5 provide details to help determine where the unauthorized
 42 6 access was made and if possible the actual person or persons
 42 7 attempting the unauthorized access.
 42 8
 42 9 The Legislative Computer Support Bureau may disable the user-
 42 10 id of any employee found attempting unauthorized access and
 42 11 will restore the user privilege only at the direction of the
 42 12 Service Committee. The Legislative Computer Support Bureau
 42 13 shall notify the employee and the employee's director when a
 42 14 user-id has been disabled.
 42 15
 42 16 Penalties for unauthorized access or the attempt of
 42 17 unauthorized access of the Legislative computer system or
 42 18 microcomputers may include a warning, reprimand, demotion,
 42 19 suspension, loss of reclassification, loss of salary increase,
 42 20 or termination of employment, as determined by the employee's
 42 21 director. ~~the penalty to be imposed.~~ The Service Committee
 42 22 may change or modify the penalty through the grievance
 42 23 procedures prescribed in chapter 12 of these guidelines.

Unauthorized computer access is defined and the steps
 which the Computer Support Bureau is to take upon
 discovering unauthorized access are prescribed.

Explanation

LSB 9999S

page,summary guide DB/jj/15

PG LN

42 24

42 25 guidelines,combined

42 26 dg/20

DEPUTY IOWA CODE EDITOR. Salary rate: Grade 33

1. Qualifications, Skills, and Ability: Same as for Legal Counsel II, except that skills, abilities, and legal experience must be relevant to legislative bill drafting, Code editing and indexing, or statute publication. No partisan political activity.

2. Duties: Assist the Iowa Code Editor in all aspects of the Iowa Code Editor's statutory duties, including submission of Code Editor recommendations to the general assembly, editing and compilation of the Iowa Acts, and editing and compilation of the Iowa Code and its supplements and special editions. The Deputy Iowa Code Editor is expected to be knowledgeable in regard to legislative process, rules, policies, publication procedures, and legislative traditions, and to be able to communicate that knowledge to governmental agencies and the public. The Deputy Iowa Code Editor is expected to be knowledgeable of the structure of Iowa state and local government, to communicate with officials in various levels of government, and to advise such officials of legislative and publication procedures. The Deputy Iowa Code Editor should be familiar with judicial holdings affecting major legislative issues in Iowa and have knowledge of issues considered by recent sessions of the General Assembly. The Deputy Iowa Code Editor should be able to assume certain administrative duties and delegate work to persons with less experience as well as train persons in certain related skills. The Deputy Iowa Code Editor should have developed knowledge of the state and federal constitutions, specifically those provisions relating to the enactment of legislation, and relevant court cases, and should have developed expertise in the area of statutory construction.

ASSISTANT INDEXER. Salary rate: Grade 18

1. Qualifications, Skills, and Ability: Graduate of a college or university with a bachelor's degree or equivalent experience. Knowledge of Iowa statutes, administrative rules, and the legislative process. Ability to comprehend and summarize technical material and research a project to its completion. No partisan political activity.

2. Duties: Read technical administrative rules and statutes for subject content. Analysis of content is primary. Write a directive index in a brief, clear style based on priority, classification and subject. Include cross-references to related material. Shepherd manuscript and galleys of type through evolving stages of print readiness. Assist with proofreading and recording of the material. Update catalog entries reflecting each index entry or change.

indexerasst
rj/dg/20

INDEXER. Salary rate: Grade 21

1. Qualifications, Skills, and Ability: Same as Assistant Indexer, except that two years experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to train others in indexing procedures.

2. Duties: In addition to the duties of an Assistant Indexer, the Indexer must assume certain administrative duties, delegate work to persons with less experience, and train persons in certain related skills.

indexer
rj/dg/20

CHIEF INDEXER. Salary rate: Grade 24

1. Qualifications, Skills, and Ability: Same as Indexer, except that three years experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to perform and oversee all aspects of indexing under the direction of the Iowa Code Editor or Administrative Code Editor.

Duties: In addition to the duties of an Indexer, the Chief Indexer must assume the responsibility for the completion of all indexing procedures under the direction of only the Iowa Code Editor or Administrative Code Editor.

Chindexer
rj/dg/20

ASSISTANT FINANCE OFFICER. Salary rate: Grade 21

1. Qualifications, Skills, and Ability: A knowledge of accounting principles, ability to classify accounting transactions, prepare reports and statements, acquire knowledge of changes or specialized procedures of state accounting, instruct and advise employees in the operation of the state accounting system, and, to instruct and advise employees of the Bureau regarding benefits for staff. Necessary to establish and maintain effective working relationships with employees of the Bureau and other state agencies. Experience with electric typewriter, computer terminals, adding machines, calculators, knowledge of data processing applications, and skills on other office machines required. Ability to quickly gain knowledge of state government personnel policies, rules, and procedures, state budget and purchasing procedures, financial forms and procedures, state merit system procedures, forms, and policies, employees' benefit programs, and affirmative action programs. Good English and mathematical skills required. Good oral and written communication ability required. No partisan political activity.

2. Duties: Assists the Finance Officer in typing, filing, and maintaining all records relating to Bureau personnel and finances. Attends meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, vacation and sick leave of Bureau staff, federal funds, individuals' accounts, inventory, and processes all forms connected with them and similar items. Assists the Finance Officer in the preparation of the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Finance Officer of ongoing status of certain budget items. Informs other employees of new or revised policies and procedures relating to employee benefits.

AFinance
rj/dg/20

FINANCE OFFICER I. Salary rate: Grade 24

1. Qualifications, Skills, and Ability: Same as for Assistant Finance Officer except that two years experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to train and supervise other finance officers.

2. Duties: Maintains all records relating to Bureau personnel and finances. Attends meetings conducted by state agencies which relate to personnel programs and records, as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, vacation and sick leave of Bureau staff, federal funds, individuals' accounts, inventory, and processes all forms connected with them and similar items. In cooperation with the Director prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Informs other employees of new or revised policies and procedures relating to employee benefits.

FINANCE OFFICER II. Salary rate: Grade 27

1. Qualifications, Skills, and Ability: Same as for Finance Officer I except that four years experience is required and a higher degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under the direction of the Director.

2. Duties: Maintains all records relating to Bureau personnel and finances with guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, vacation and sick leave of Bureau staff, federal funds, individuals' accounts, inventory, and processes all forms connected with them and similar items. In cooperation with the Director prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of budget during quarterly periods or more frequently. Informs employees of new or revised policies and procedures relating to employee benefits.

SENIOR FINANCE OFFICER. Salary rate: Grade 31

1. Qualifications, Skills, and Ability: Same as for Finance Officer II except that six years experience is required and the highest degree of competency, knowledge, and skill is expected. Some experience elsewhere may be substituted. Ability to assume the responsibility for completion of all finance work under and with minimal direction from the Director.

2. Duties: Maintains all records relating to Bureau personnel and finances with minimal guidance from the Director. Monitors meetings conducted by state agencies which relate to personnel programs and records as well as meetings relating to preparation of and execution of the Bureau budget. Maintains records on purchases, payrolls, expense claims, budgets, vacation and sick leave of Bureau staff, federal funds, individuals' accounts, inventory, and processes all forms connected with them and similar items. In cooperation with the Director prepares the Bureau's budget, analyzes expenditures and allocations from budget and generally informs Director of status of budget during quarterly periods or more frequently. Signs recurring or standard forms and correspondence as delegated. Is responsible for informing employees of new or revised policies and procedures relating to employee benefits.

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ASSISTANT LIBRARIAN. Salary rate: Grade 22

1. Qualifications, Skills, and Ability: Graduate of college or university with bachelor's degree or equivalent experience. Ability to classify, file library materials consisting of local, state, and interstate reports and research documents. Ability to keep legislative books and records of past legislative sessions. Ability to quickly gain knowledge of present Bureau library and knowledge of past and present legislative studies. Knowledge of library reference and research methods and materials, and other sources of information and ability to establish index systems. No partisan political activity.

2. Duties: Maintain present Bureau library, preindex all incoming documents, update library materials and indexes, post bill books, file past bill drafts, order, index, and distribute research documents of current interest to staff and General Assembly, maintain a newspaper clipping service, and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history.

LEGISLATIVE RESEARCH LIBRARIAN. Salary rate: Grade 24

1. Qualifications, Skills, and Ability: Same as for Assistant Librarian except that two years experience in the Bureau is required and a higher degree of competency, knowledge, and skill is expected. A masters' degree in library science or library experience elsewhere may be substituted.

2. Duties: Professionally organize the Bureau library, preindex all incoming documents, update library materials and indexes, post bill books, file past bill drafts, type amendments, type research reports, order, index, and distribute research documents of current interest to staff and General Assembly, maintain a newspaper clipping service, and maintain records relating to legislative studies in Iowa and other states. Compile bibliographies of Iowa interim study reports and other documents to submit to the libraries of the National Conference of State Legislatures, the Council of State Governments, and the legislative libraries of the 50 states and the territories. Assist legislative staff, the courts, attorneys, and other interested persons in their search for legislative history.

AREAS OF PERSONNEL GUIDELINES IN WHICH THERE WAS NOT TOTAL CONSENSUS
BY STAFF COMMITTEE

1. Page 6, line 28. Accrual of overtime pay or compensatory time at the discretion of the director
2. Page 11, line 33. Calculation of hours worked when an employee works on a holiday.
3. Page 13, line 33. Calculation of hours worked when an employee is on business leave.
4. Page 15, line 17. Continuation of employee benefits during leave without pay of 30 days or less.
5. Page 18, line 28. Maternity leave separate from family leave.
6. Page 20, line 4. Designation of family leave.
7. Page 23, line 35. Probationary period may extend beyond six months until adjournment of a legislative session.
8. Page 41, line 14. New language added relating to computer hacking.

GENERAL ASSEMBLY OF IOWA



**CENTRAL LEGISLATIVE
STAFF AGENCIES
Application for Employment**

Date _____

Agency _____

Position(s) for which you are applying: _____

Last Name First Name Middle Name or Initial

Number & Street City State Zip

() _____ () _____
Phone (Area Code) number - day Phone (Area Code) number - evening

Please attach a letter of application and resume to this application if not previously submitted.

EMPLOYMENT EXPERIENCE

Begin with your present employer. Include all employers. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, or other protected status.

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____

Address (Street/Box number) City State Zip TO: _____

Your Title Supervisor's Title Average Number Hours Per Week _____

DUTIES: _____

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____
 _____ TO: _____
 Address (Street/Box number) City State Zip

 Your Title Supervisor's Title Average Number Hours Per Week _____

DUTIES: _____

EMPLOYER: _____ KIND OF WORK: _____ FROM: _____
 _____ TO: _____
 Address (Street/Box number) City State Zip

 Your Title Supervisor's Title Average Number Hours Per Week _____

DUTIES: _____

EDUCATION RECORD

List the highest degree attained _____

High School Graduate or Equivalent (GED)? _____ Y _____ N

SCHOOLS ATTENDED BEYOND HIGH SCHOOL:

Name & Location of School: _____ Dates Attended: _____
 Mo/Yr - Mo/Yr

Field of Study or Area of Concentration: _____ MAJOR _____ Area of Concentration _____ Type of Degree Received _____

Name & Location of School: _____ Dates Attended: _____
 Mo/Yr - Mo/Yr

Field of Study or Area of Concentration: _____ MAJOR _____ Area of Concentration _____ Type of Degree Received _____

Name & Location of School: _____ Dates Attended: _____
Mo/Yr - Mo/Yr

Field of Study or Area of Concentration: _____
MAJOR Area of Concentration Type of Degree Received

Do you require any workplace accommodations for the performance of the job for which you have applied? Yes _____ No _____ Explain: _____

If you are applying for office work, give data concerning your ability:

Typing Speed _____ Can you transcribe from a dictating machine? Yes _____ No _____

Please list the names of three references and their addresses.

CHART OF STATE PROVISIONS

State	Stat./Reg.	Length of Leave	Return to Work Guarantee	Type of Leave
1. California	* Statute: Gov. * sec. 12945 * * *	* disability-not to * exceed 6 wks.; * maternity- not to * exceed 4 mos. * *	* yes * * * *	* Disability/maternity and * can use vacation * * *
2. Connecticut	* Statute: * 46a-60(a)(7) * *	* reasonable period * of time * *	* yes * * *	* Disability leave and are * entitled to accrued benefits * *
3. Kentucky	* Statute: * 337.015 * *	* up to 6 wks * *	* yes * * *	* Adoptive leave * *
4. Louisiana	* Statute: chap. * 23 sec. 1008 * * *	* disability-up to 6 * wks.; maternity- * reasonable period of * time, not to exceed * 4 mos. * *	* yes * * * *	* Disability/maternity and * can use vacation * * *
5. Massachusetts	* Statute: * 105D * *	* up to 8 wks * *	* yes * * *	* Maternity leave with or w/o * pay and entitled to accrued * benefits * *
6. Minnesota	* Statute: * 181.941 * *	* up to 6 wks unless * agreement for more * *	* yes * * *	* Parental leave of birth or * adoption * *
7. Montana	* Statute: * 49-2-310 * *	* reasonable period; * can't force unrsnble * leave amount * *	* yes * * *	* Pregnancy * *
8. Oregon	* Statute: * 659.360 * *	* up to 12 wks * *	* yes * * *	* Parental (birth or adoption * of child under six) may use * sick or comp. time during leave * *
9. Rhode Island	* Statute: * 28-48-1 thru * 28-48-9 * *	* up to 13 wks in any * 2 yr. period * *	* yes * * *	* Parental (birth or adoption * of child of sixteen or under * or serious illness of child) * and entitled to benefits * *
10. Tennessee	* Statute: * 4-21-408 * *	* up to 4 mos. * *	* yes * * *	* Maternity leave for pregnancy, * childbirth, nursing and entitled * to benefits * *
11. Wisconsin	* Statute: * 103.10 * * * *	* 8 wks for birth or * adoption; 2 wks for * illness * * * *	* yes * * * *	* Family leave * * * *

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 O F T H E L E G I S L A T I V E C O U N C I L

T u e s d a y , M a y 1 6 , 1 9 8 9

2:00 p.m. Call to Order

 Roll Call

 Review of Minutes of Meeting of February 15, 1989
 (Previously Distributed)

 Computer Support Bureau

 - Personnel Report

 Legislative Fiscal Bureau

 - Data Processing Enhancement

 Legislative Service Bureau

 - Personnel Report

 Office of Citizens' Aide/Ombudsman

 - Personnel Report

 - Administrative Report

 Review of Pay Resolution for Central Staff Agencies

 Continued Review of Personnel Guidelines for
 Central Staff Agencies

 Additional Business, if any

 Adjournment

agenda,service517
dp/dg/20