

LEGISLATIVE FISCAL BUREAU

**ANNUAL PERSONNEL REPORT
JUNE 1994**

**Dennis C. Prouty
Director**

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT JUNE 1994

Reporting Requirement

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- * No changes have been made during FY 1994. Copies of the current schedules are available upon request.

Iowa Legislative Fiscal Bureau
(515) 281-5279

Dennis Prouty (1-3509)
Director

Revenue Estimating

Tim Faller (1-4615)
Deputy Director

Policy

Dwayne Ferguson (1-6561)
Division Administrator
Justice System Sub.

Leah Churchman (1-7846)
Trans. & Safety Sub.

Tami Fujinaka (1-4613)
Administration Sub.

Jon Neiderbach (1-6301)
Human Services Sub.

Dave Reynolds (1-6934)
Trans. & Safety Sub.

Larry Sigel (1-6764)
Human Services Sub.

Fiscal

Holly Lyons (1-7845)
Division Administrator
Appropriations Committee

Darlene Kruse (1-4612)
Ag. & Natural Resources Sub.

Leroy McGarity (1-7942)
Justice System Sub.

Jeff Robinson (1-6767)
Ag. & Natural Resources Sub.

Mary Shipman (1-4617)
Regulation Sub.

Bob Snyder (1-4614)
Health & H.R. Sub.

Valerie Thacker (1-5270)
Health & H.R. Sub.

Data Base

Glen Dickinson (1-4616)
Division Administrator

David Hinman (1-6765)
Computer Development

Brad Hudson (1-7799)
Education Standing

Ray Knapp (1-5335)
Computer Development

Sue Lerdal (1-7794)
Education Sub.

Jon Muller (1-4611)
Ways & Means

Jon Studer (1-6256)
Education Sub.

Administration

Doug Wulf (1-3250)
Division Administrator
Economic Development Sub.

Sandy Laust (1-4594)

Charlotte Mosher (1-5279)

Nicole Navara (1-6766)

**LEGISLATIVE FISCAL BUREAU
Position Classification System**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Legislative Analyst	27
Legislative Analyst 1	29
Legislative Analyst 2	32
Legislative Analyst 3	35
Senior Legislative Analyst	38
Division Administrator 1	38
Division Administrator 2	41
Deputy Director	41
Computer System Analyst 1	27
Computer System Analyst 2	29
Computer System Analyst 3	32
Sr Computer System Analyst	35
Administrative Secretary	21
Executive Secretary	24
Page	minimum wage

Source: Pay resolution adopted by Legislative Council

Job descriptions for these classifications are contained in Chapter 1 of the Legislative Fiscal Bureau Policies and Procedures Manual.

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1995

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>DEPUTY DIRECTOR</u>			
Faller	41 - 6	7/1/74	5/20/95
<u>DIVISION ADMINISTRATOR II</u>			
Dickinson	41 - 4	7/8/88	3/11/95
Lyons	41 - 4	1/3/84	5/20/95
<u>DIVISION ADMINISTRATOR I</u>			
Wulf	38 - 6	2/11/83	5/20/95
Ferguson	38 - 5	11/27/87	5/20/95
<u>SENIOR LEGISLATIVE ANALYST</u>			
Lerdal	38 - 1	2/17/89	5/20/95
Neiderbach	38 - 3	12/21/81	4/22/95
Snyder	38 - 1	11/19/84	5/20/95
Robinson	38 - (-1)	11/17/87	5/6/95
<u>LEGISLATIVE ANALYST III</u>			
Hudson	35 - 2	9/11/92	4/2/95
<u>LEGISLATIVE ANALYST II</u>			
Reynolds	32 - 2	9/18/89	5/20/95
Shipman	32 - 2	12/22/89	5/20/95
Studer	32 - 2	9/5/89	5/20/95
<u>LEGISLATIVE ANALYST I</u>			
McGarity	29 - 3	8/1/90	3/11/95
Sigel	29 - 3	8/20/90	3/11/95
Fujinaka	29 - 1	10/5/92	11/18/94
<u>LEGISLATIVE ANALYST</u>			
Muller -	27 - 3	10/5/92	3/25/95
Churchman	27 - 2	9/20/93	3/11/95
Thacker	27 - 2	10/4/93	3/25/95
Kruse	27 - 2	9/20/93	3/11/95
<u>SR. COMPUTER SYS. ANALYST</u>			
Knapp	35 - 5	1/2/76	6/4/95

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1995

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>COMPUTER SYSTEMS ANALYST</u>			
Hinman	27 - 3	11/16/92	5/20/95
<u>EXECUTIVE SECRETARY</u>			
Mosher	24 - 3	7/3/90	12/31/93
Navara	24 - 2	11/13/90	10/9/94
<u>ADMINISTRATIVE SECRETARY</u>			
Laust	21 - 2	7/8/93	1/7/95

LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
 Fiscal Year 1994

ELIGIBLE FOR PARTIAL COMPENSATION

Professional Staff:

<u>Name</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	575.00	40.00	535.00	120.00
Employee 2	526.00	40.00	486.00	120.00
Employee 3	425.50	40.00	385.50	120.00
Employee 4	296.75	40.00	256.75	120.00
Employee 5	281.75	40.00	241.75	120.00
Employee 6	231.00	40.00	191.00	120.00
Employee 7	210.80	40.00	170.80	120.00
Employee 8	202.25	40.00	162.25	120.00
Employee 9	201.50	40.00	161.50	120.00
Employee 10	192.25	40.00	152.25	120.00
Employee 11	185.25	40.00	145.25	120.00
Employee 12	182.50	40.00	142.50	120.00
Employee 13	167.00	40.00	127.00	120.00
Employee 14	161.00	40.00	121.00	120.00
Employee 15	160.00	40.00	120.00	120.00
Employee 16	157.50	40.00	117.50	117.50
Employee 17	146.50	40.00	106.50	106.50
Employee 18	142.00	40.00	102.00	102.00
Employee 19	141.50	40.00	101.50	101.50
Employee 20	140.00	40.00	100.00	100.00
Employee 21	129.00	40.00	89.00	89.00
Employee 22	105.00	40.00	65.00	65.00
Employee 23	78.75	40.00	38.75	38.75
Total Hours	5,038.80	920.00	4,118.80	2,520.25
Average	219.08		179.08	109.58

ELIGIBLE FOR FULL COMPENSATION

Administrative Support Staff:

	<u>Overtime Hours</u>	<u>Balance Apr-94</u>
Employee 1	85.50	128.25
Employee 2	20.25	13.63
Employee 3	14.00	21.00
Total Hours	119.75	162.88
Average	39.92	54.29

LEGISLATIVE SERVICE BUREAU

**Annual Personnel Report
June 1994**

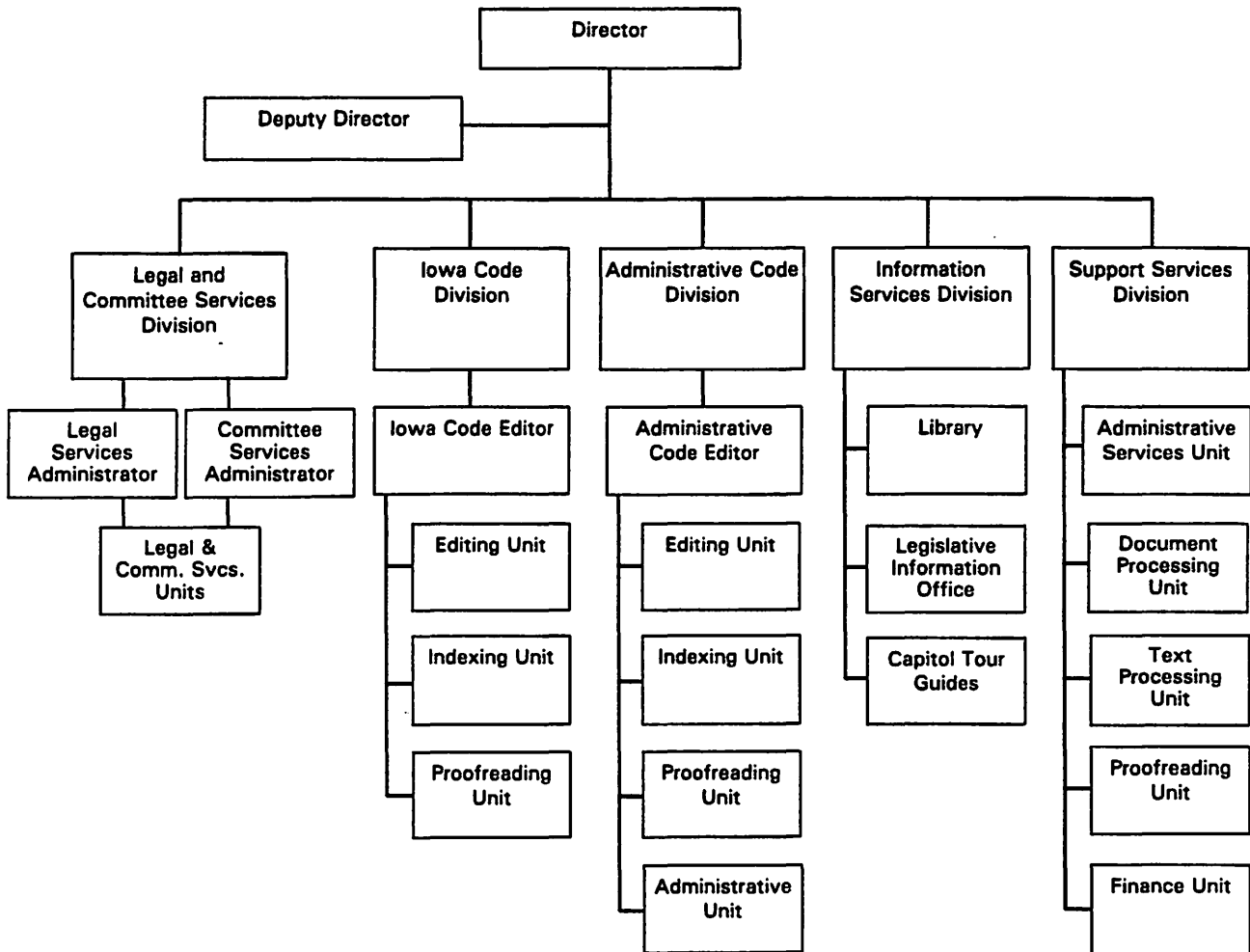
**Diane Bolender
Director**

Chapter 2. ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE SERVICE BUREAU

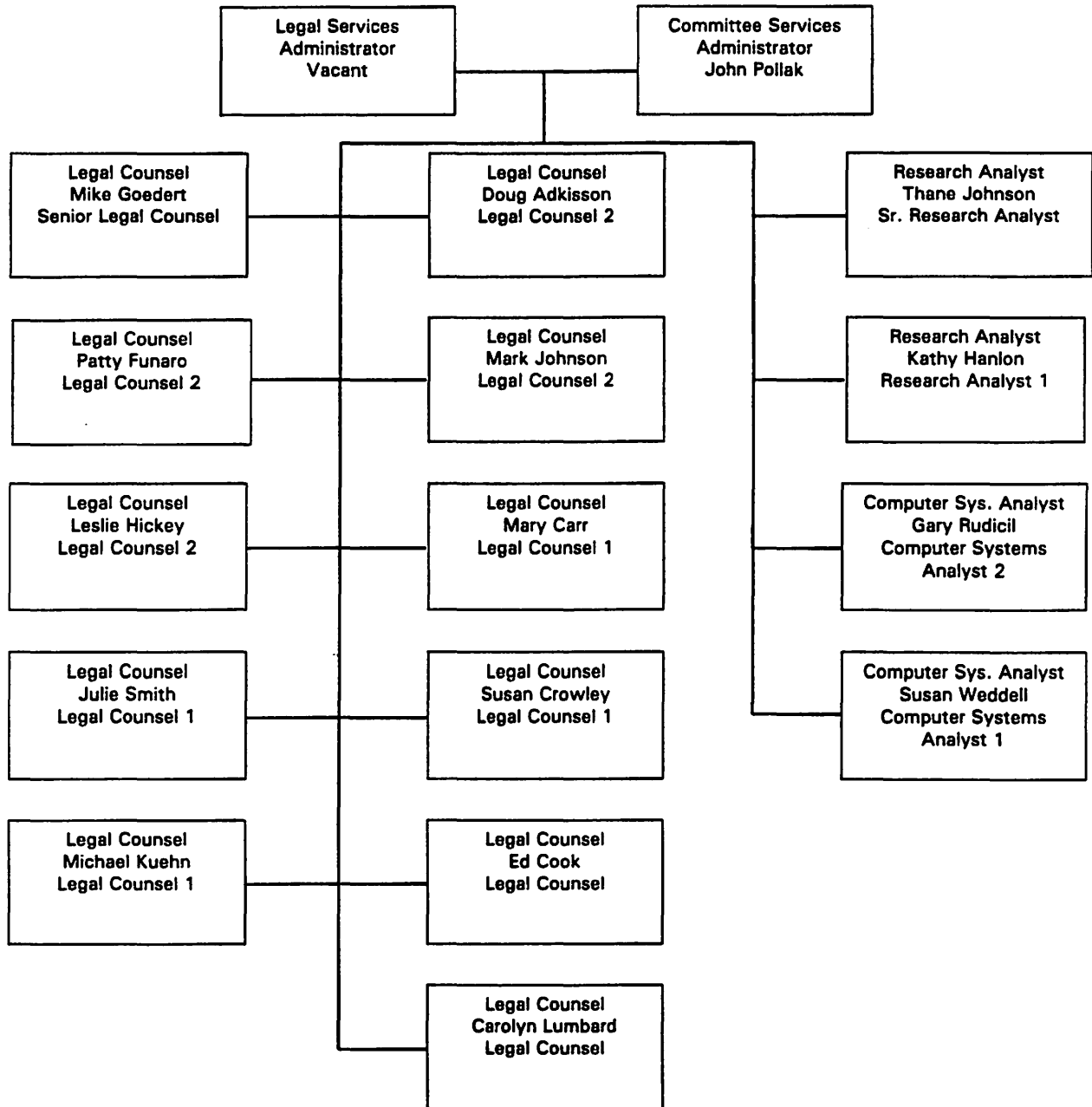
I. IOWA LEGISLATIVE SERVICE BUREAU ORGANIZATIONAL CHARTS

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

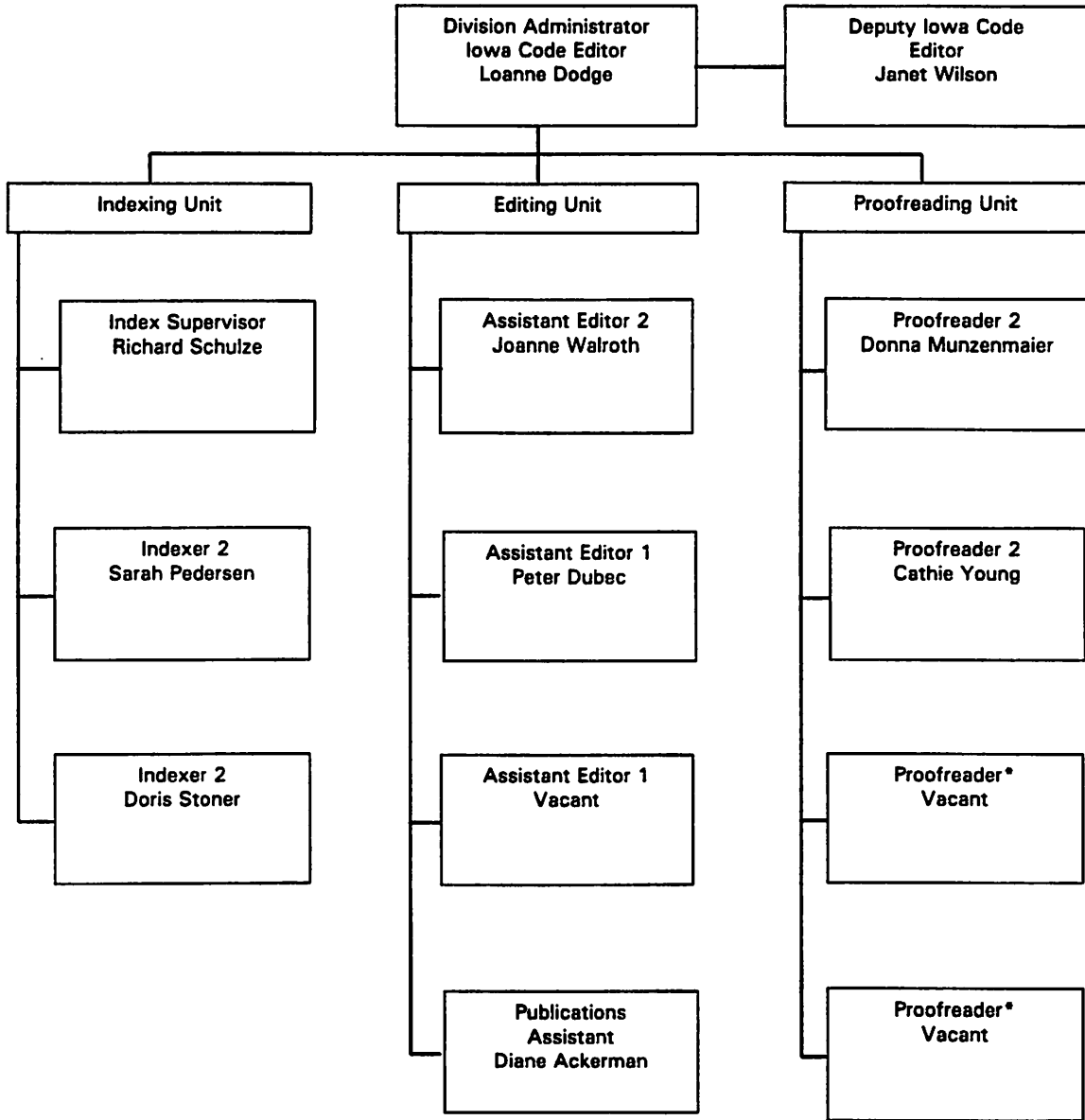
A. Organizational Chart



B. Legal and Committee Services Division

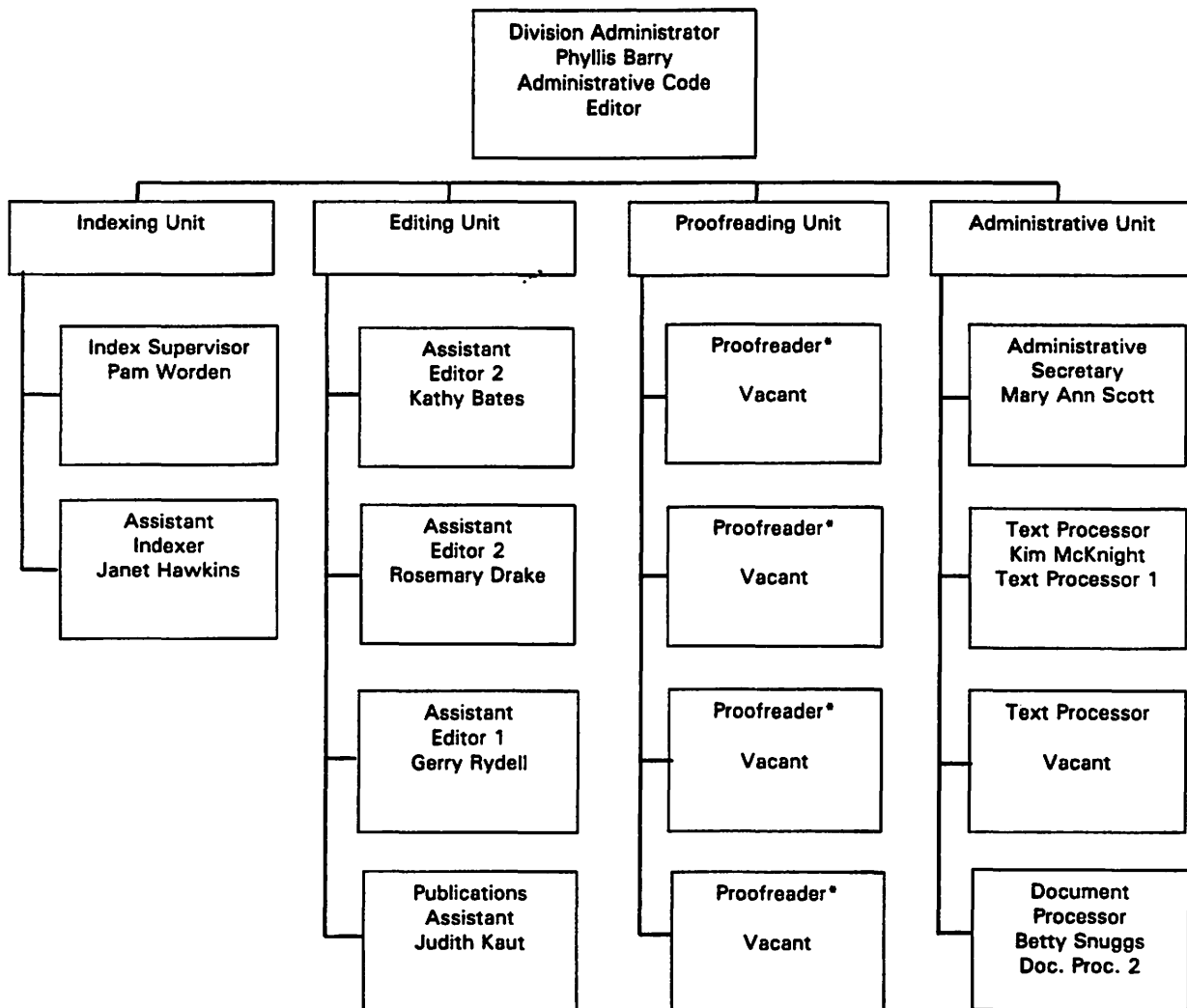


C. Iowa Code Division



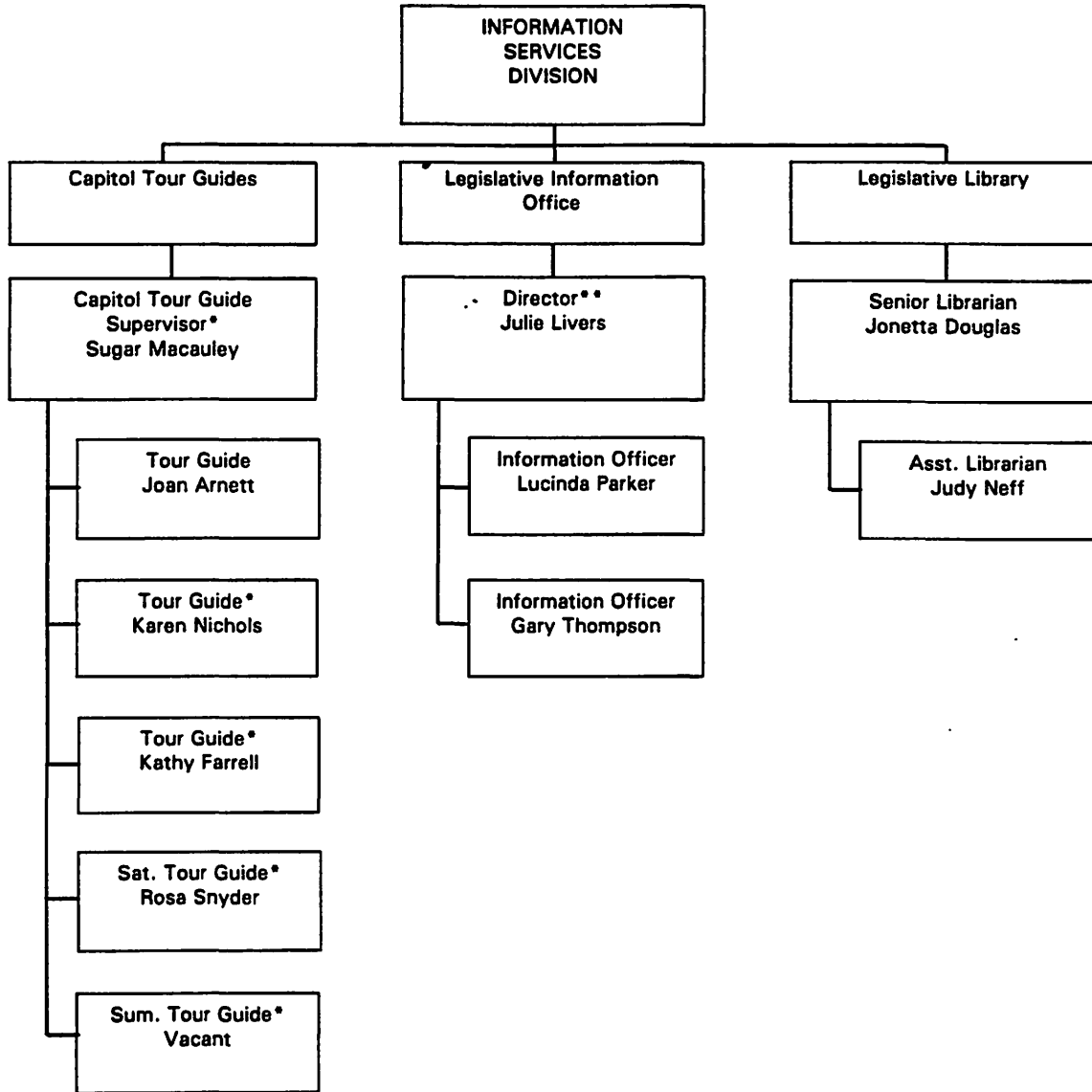
* These positions are not permanent full-time positions.

D. Administrative Code Division



*These positions are not permanent full-time positions.

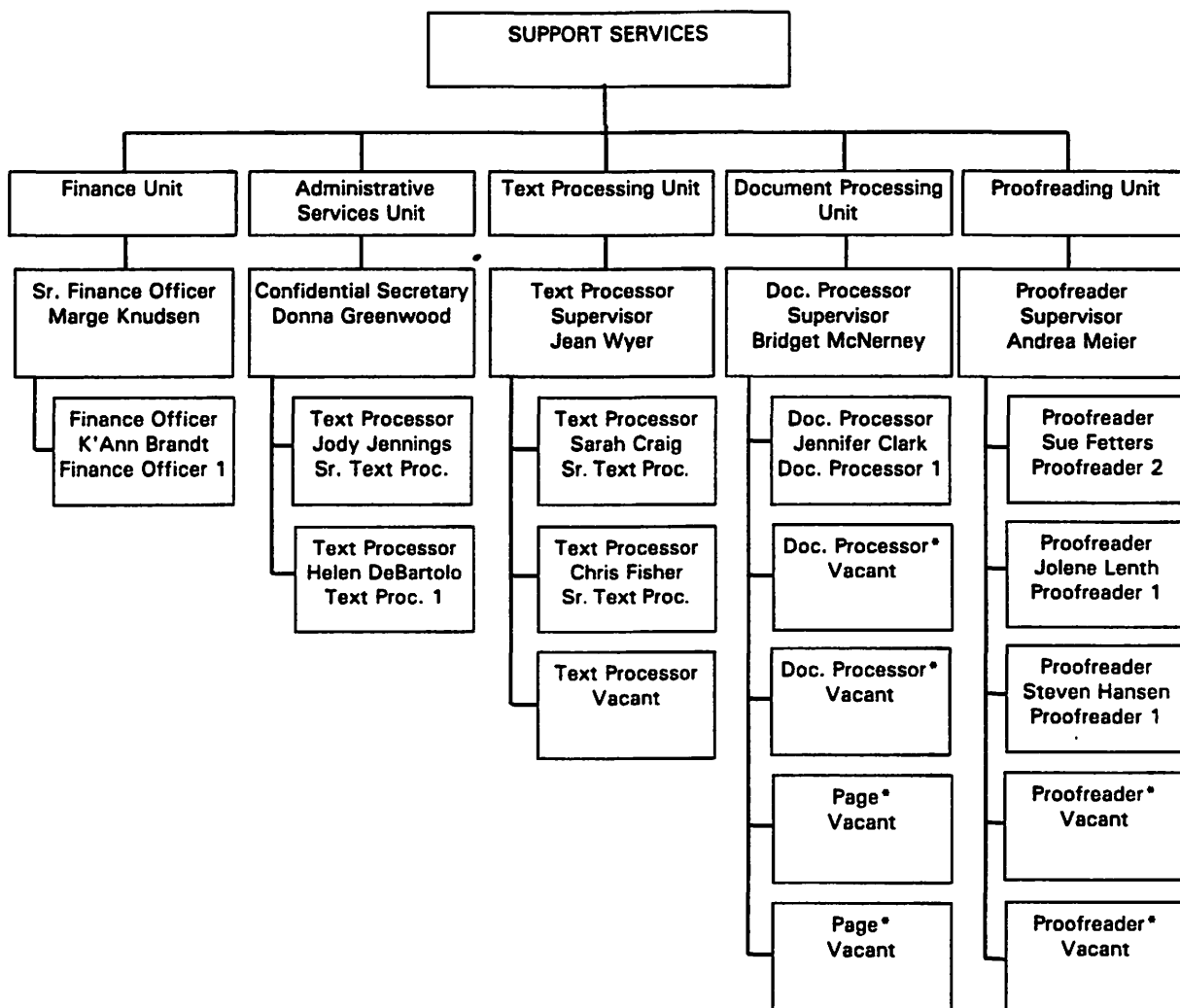
E. Information Services Division



*These positions are not permanent full-time positions.

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

F. Support Services Division



* These positions are not permanent full-time positions.

NOTE: The specific positions may be transferred among the five work units and other divisions as needed.

LEGISLATIVE SERVICE BUREAU
Position Classification System

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy Director	41
Legal Services Administrator	38
Committee Services Administrator	38
Iowa Code Editor	38
Administrative Code Editor	38
Senior Legal Counsel	38
Senior Research Analyst	38
Legal Counsel 2	35
Research Analyst 3	35
Senior Computer Systems Analyst	35
Deputy Iowa Code Editor	35
Deputy Administrative Code Editor	35
Legal Counsel 1	32
Research Analyst 2	32
Computer Systems Analyst 3	32
Senior Finance Officer	31
Legal Counsel	30
LIO Director	30
Assistant Editor 3	30
Research Analyst 1	29
Computer Systems Analyst 2	29
Index Supervisor	28
Text Processor Supervisor	28
Research Analyst	27
Computer Systems Analyst 1	27
Senior Librarian	27
Assistant Editor 2	27
Confidential Secretary	27
Finance Officer 2	27
Indexer 2	25
Senior Text Processor	25
Document Processor Supervisor	25
Computer Systems Analyst Trainee	24
LIO Officer	24
Assistant Editor 1	24
Librarian	24

LEGISLATIVE SERVICE BUREAU
Position Classification System

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Executive Secretary	24
Finance Officer 1	24
Assistant Librarian	22
Indexer 1	22
Text Processor 2	22
Senior Document Processor	22
Proofreader Supervisor	22
Publications Assistant	21
Administrative Secretary	21
Assistant Finance Officer	21
LIO Assistant	19
Assistant Indexer	19
Text Processor 1	19
Document Processor 2	19
Proofreader 2	19
Document Processor 1	16
Proofreader 1	16
Capitol Tour Guide Supervisor	14
Assistant Document Processor	13
Capitol Tour Guide	12
LSB Page	minimum wage

Source: Pay resolution adopted by Legislative Council

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

LEGISLATIVE SERVICE BUREAU
Eligibility Report for Merit Increases
FY 1995

	Present Grade & Step	Employment Date	Review Date
Director			
<u>Bolender</u>	00-0	9/11/67	00/00/00
Deputy Director			
<u>Johnson, R.</u>	41-4	7/10/78	6/17/94
LEGAL AND COMMITTEE SERVICES DIVISION			
Legal Services Admin.			
<u>Vacant</u>	38		
Committee Services Admin.			
<u>Pollak</u>	38-2	11/16/87	5/5/95
Senior Legal Counsel			
<u>Goedert</u>	38-5	7/14/76	6/17/94
Legal Counsel 2			
<u>Johnson, M.</u>	35-5	1/24/87	12/16/94
<u>Adkisson</u>	35-6	12/22/86	00/00/00
<u>Hickey</u>	35-6	2/1/88	00/00/00
<u>Funaro</u>	35-4	12/17/86	12/16/94
Legal Counsel 1			
<u>Carr</u>	32-4	10/9/89	6/17/94
<u>Smith</u>	32-4	12/7/89	6/17/94
<u>Crowley</u>	32-2	10/8/90	6/17/94
<u>Kuehn</u>	32-2	10/22/90	6/17/94
Legal Counsel			
<u>Cook</u>	30-3	11/9/92	5/19/95
<u>Lumbard</u>	30-3	11/23/92	6/2/95
Senior Research Analyst			
<u>Johnson, T.</u>	38-4	8/1/69	6/17/94
Research Analyst 1			
<u>Hanlon</u>	29-2	1/21/91	6/17/94

Computer Systems				
Analyst 2				
<u>Rudicil</u>	29-4	7/5/89	6/17/94	
Computer Systems				
Analyst 1				
<u>Weddell</u>	27-1	11/6/87	6/17/94	
IOWA CODE DIVISION				
Code Editor				
<u>Dodge</u>	38-2	1/14/80	6/17/94	
Deputy IA Code Editor				
<u>Wilson</u>	35-5	12/1/83	6/17/94	
Assistant Editor 2				
<u>Walroth</u>	27-1	8/24/92	2/24/95	
Assistant Editor 1				
<u>Dubec</u>	24-6	10/9/87	00/00/00	
<u>Vacant</u>	24			
Iowa Code Index				
Supervisor				
<u>Schulze</u>	28-3	6/27/86	6/17/94	
Indexer 2				
<u>Pedersen</u>	25-2	6/20/86	6/17/94	
<u>Stoner</u>	25-3	11/29/85	5/19/95	
Publications Assistant				
<u>Ackerman</u>	21-2	11/19/93	5/19/95	
Proofreader 2				
<u>Young, C.</u>	19-5	1/3/89	12/16/94	
<u>Munzenmaier</u>	19-4	8/4/89	12/16/94	
ADMINISTRATIVE				
CODE DIVISION				
Admin. Code Editor				
<u>Barry</u>	38-5	10/1/64	6/17/94	
Assistant Editor 2				
<u>Bates</u>	27-5	6/13/86	6/17/94	
<u>Drake</u>	27-2	10/14/88	12/30/94	

<u>Assistant Editor 1</u>			
Rydell	24-3	12/20/91	4/7/95
<u>Publications Assistant</u>			
Kaut	21-1	5/31/94	12/2/94
<u>Admin. Code Index Supervisor</u>			
Worden	28-3	4/27/72	6/17/94
<u>Assistant Indexer</u>			
Hawkins	19-3	7/31/92	1/27/95
<u>Admin. Secretary</u>			
Scott	21-3	11/23/90	12/16/94
<u>Legis. Text Processor 1</u>			
McKnight	19-2	2/15/93	8/26/94
Vacant	19		
<u>Docum. Proc. 2</u>			
Snuggs	19-4	3/25/85	5/19/95
INFORMATION SERVICES DIVISION			
<u>Legislative Information Director</u>			
Livers	30-4	4/9/90	10/7/94
<u>Legislative Info. Officer</u>			
Parker	24-3	9/5/89	3/10/95
Thompson	24-2	1/8/90	7/15/94
<u>Senior Librarian</u>			
Douglas	27-3	10/23/89	12/30/94
<u>Assistant Librarian</u>			
Neff	22-3	12/1/92	6/2/95
<u>Capitol Tour Guide Super.</u>			
Macaulay	14-6	5/9/69	00/00/00
<u>Capitol Tour Guide</u>			
Arnett	12-6	10/15/76	00/00/00
Nichols	12-6	10/15/76	00/00/00
Farrell	12-6	1/31/86	00/00/00

**SUPPORT SERVICES
DIVISION**

<u>Confidential Secretary</u> Greenwood	27-6	12/16/72	00/00/00
<u>Senior Finance Officer</u> Knudsen	31-6	11/29/66	00/00/00
<u>Document Proc. Super.</u> McNerney	25-2	12/8/89	12/16/94
<u>Finance Officer 1</u> Brandt	24-2	6/1/90	12/2/94
<u>Document Proc. 1</u> Clark	16-3	11/9/92	5/19/95
<u>Legislative Text Processor Super.</u> Wyer	28-6	1/1/67	00/00/00
<u>Sr. Legis. Text Processor.</u> Craig	25-6	11/6/78	00/00/00
Fisher	25-6	11/16/74	00/00/00
Jennings	25-2	11/11/88	6/17/94
<u>Legis. Text Processor 1</u> DeBartolo	19-3	10/19/92	4/21/95
Vacant	19		
<u>Legis. Proofreader Super.</u> Meier	22-2	12/30/87	6/17/94
<u>Legis. Proofreader 2</u> Fetters	19-2	9/27/91	12/30/94
<u>Legis. Proofreader 1</u> Lenth	16-3	7/20/92	1/27/95
Hansen	16-2	6/28/93	9/9/94

**LEGISLATIVE SERVICE BUREAU
MANAGERS & DRAFTERS OVERTIME
01/01/84 - 06/02/94**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	404.00	40.00	364.00	120.00
2	378.20	40.00	338.20	120.00
3	308.50	40.00	268.50	120.00
4	294.50	40.00	254.50	120.00
5	269.75	40.00	229.75	120.00
6	248.25	40.00	208.25	120.00
7	237.75	40.00	197.75	120.00
8	222.00	40.00	182.00	120.00
9	221.50	40.00	181.50	120.00
10	204.25	40.00	164.25	120.00
11	190.25	40.00	150.25	120.00
12	189.25	40.00	149.25	120.00
13	182.00	40.00	142.00	120.00
14	178.75	40.00	138.75	120.00
15	171.50	40.00	131.50	120.00
16	160.00	40.00	120.00	120.00
Total Hours	3,861.45	640.00	3,221.45	1,920.00
Average	241.34	40.00	201.34	120.00

LEGISLATIVE INFORMATION OFFICE

1	338.50	40.00	298.50	120.00
2	104.25	40.00	64.25	64.25
3	66.50	40.00	26.50	26.50
Total Hours	509.25	120.00	389.25	210.75
Average	169.75	40.00	129.75	70.25

OTHERS

1	89.00	40.00	49.00	49.00
2	63.75	40.00	23.75	23.75
3	26.25	0.00	0.00	0.00
Total Hours	179.00	80.00	72.75	72.75
Average	59.67	26.67	24.25	24.25

**LEGISLATIVE SERVICE BUREAU
PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
01/01/94 - 06/02/94**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	194.50	291.75
2	149.50	224.25
3	144.00	216.00
4	139.75	209.63
5	134.25	201.38
6	128.75	193.13
7	125.00	187.50
8	116.50	174.75
9	105.00	157.50
10	100.00	150.00
11	93.50	140.25
12	91.50	137.25
13	53.00	79.50
Total Hours	1,575.25	2,362.89
Average	121.17	181.76
14	157.50 *	176.25

*40 hr. adjustment

**LEGISLATIVE SERVICE BUREAU
ADMINISTRATIVE CODE & IOWA CODE DIVISIONS
PROFESSIONAL STAFF OVERTIME
07/01/93 - 06/02/94**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	199.25	40.00	159.25	120.00
2	81.75	40.00	41.75	41.75
3	45.25	40.00	5.25	5.25
Total Hours	326.25	120.00	206.25	167.00
Average	108.75	40.00	68.75	55.67

**PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
07/01/93 - 06/02/94**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	75.75	113.63
2	52.00	78.00
3	41.00	61.50
4	29.00	43.50
5	12.00	18.00
6	5.50	8.25
7	5.00	7.50
8	2.00	3.00
9	1.00	1.50
10	1.00	1.50
11	1.00	1.50
Total Hours	225.25	337.88
Average	20.48	30.72

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/94 - 06/02/94**

<u>Employee</u>	<u>Total Overtime Worked</u>
1	47.75
2	41.25
3	82.00
4	81.75
5	4.25
6	4.50
Total Hours	261.50

Chapter 5. EMPLOYEE BENEFITS

I. INSURANCE

A. Health Insurance

Employees of the Legislative Service Bureau may select from several types of health insurance coverage including two Blue Cross/Blue Shield programs and several health maintenance organizations. Detailed information concerning the various available coverages, including the cost of each coverage to the employee, is available from the Bureau's Finance Officer.

A permanent employee who works 20 hours or more per week is eligible for health insurance coverage. New employees of the Bureau must complete an enrollment form within 30 days of employment. An enrollment form will be provided to the employee by the Finance Officer. The health insurance coverage selected is effective the first day of the month following 30 days of continuous employment.

An employee who chooses to decline health insurance coverage must sign the appropriate section of the application indicating such choice and return the application to the Finance Officer.

B. Dental Insurance

The state's dental insurance administrator is Delta Dental, a subsidiary of Blue Cross/Blue Shield of Iowa. A permanent employee of the Service Bureau who works 20 hours or more per week is eligible for dental insurance. New employees of the Bureau must complete an enrollment form within 30 days of employment. An enrollment form will be provided to the employee by the Finance Officer. Dental insurance coverage is effective the first day of the month following 30 days of continuous employment.

An employee who chooses to decline dental insurance coverage must sign the appropriate section of the application indicating such choice and return the application to the Finance Officer.

C. Disability Insurance

Permanent employees of the Service Bureau are covered by a long-term disability insurance program. This program will provide a monthly income benefit to employees unable to work due to prolonged sickness or accident. There is a waiting period equal to the greater of 90 working days of continuous sickness/accident disability, or the expiration of accrued sick leave time. Benefits are payable until age 65 and are computed by multiplying the employee's monthly earnings by 20 percent if employed less than one year, 40 percent if employed between one and two years, and 60

percent if employed two years or more. The minimum monthly benefit is \$50 and the maximum monthly benefit \$2,000. Benefits are reduced by the amount of social security or workers' compensation benefits paid to the employee.

D. Life Insurance

Permanent, full-time (30 hours or more per week) employees of the Service Bureau are provided life insurance coverage. Basic coverage of \$10,000 is provided to each employee at no cost and with no underwriting. Additional coverage, up to \$40,000, may be purchased in units of \$5,000 at a nominal cost through payroll deduction. An employee may apply at any time for optional life insurance by completing a statement of health. Additional information may be obtained from the Bureau's Finance Officer.

E. Workers' Compensation

An employee of the Service Bureau shall immediately notify the employee's supervisor of any work-related injuries requiring medical treatment. The employee must complete the report of injury form within 24 hours of the occurrence and file the form with the Bureau's Finance Officer. The doctor or nurse on duty may provide the necessary care, refer the employee to the employee's physician, or direct the employee to a local hospital for appropriate care. Medical bills for unauthorized care will not be paid by the state unless the nature of the injury, or the location where the injury occurred, prevented the employee from securing authorization.

If an employee is injured at work during other than normal working hours, the employee should immediately attempt to notify the employee's supervisor, and should then go to the nearest facility providing appropriate medical services.

II. IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (IPERS)

A full-time employee is required to be a member of IPERS. The employee deduction for IPERS is 3.7 percent of covered wages. The state contributes an additional 5.75 percent of the employee's covered wages. This deduction applies to the first \$35,000 of the employee's wages for calendar year 1993 and may increase for subsequent calendar years as provided in section 97B.41. A statement of wages paid and contribution amounts is provided to each employee annually. Additional information concerning IPERS can be obtained from the Finance Officer. (Also see chapter 97B.)

III. DEFERRED COMPENSATION

A permanent Service Bureau employee who works 20 or more hours per week is eligible to participate in the deferred compensation program. This program permits the employee to defer the receipt of a designated portion of the employee's wages until the employee retires. Amounts deferred pursuant to this program are not subject to state or federal income taxes until the deferred amount is actually received.

An employee who elects to participate in this program designates the amount to be deducted from the employee's wages. That amount is then invested in an annuity program or a life insurance policy with a state-licensed financial institution of the employee's choice. The State of Iowa is the owner of the contract or policy and enters into an agreement with the employee as to the disposition of the proceeds. Rigid restrictions have been established concerning withdrawal prior to retirement. Funds may only be withdrawn prior to retirement in the event of the death of the employee, termination of employment, or financial hardship.

~~An employee has the opportunity to enroll in the deferred compensation program at any time. A 30-day waiting period is required after enrollment in the program prior to the deferral of any amounts. The employee may change the deferral amount no more than two times in any calendar year and may transfer funds once each calendar year from one company to another, as long as the new company is included on the current marketing list. Additionally, the deferral of any amount upon enrollment or upon a change of the deferral amount by the employee shall only be effective with the first pay day of a month during two open enrollment periods each year. These periods are from August 1 to August 31 and February 1 to February 28 of each year. The policy becomes effective on the first day of the third month following open enrollment and the premiums shall be deducted from the wages received beginning with the second month following the open enrollment period. Once an employee has authorized a deduction, that amount cannot be changed until a subsequent open enrollment period, except that the deduction can be discontinued upon 30 days' written notice. Once an employee discontinues the deduction, the employee cannot start the deduction again until a subsequent enrollment period. An employee who has been on leave without pay, including military leave, is considered to have discontinued participation in the program.~~

~~The minimum amount which can be deducted is \$25 monthly, and the maximum deduction is an amount not to exceed 25 percent of the employee's wages not to exceed \$7,500. A participating employee may elect to "catch up" during the employee's last three tax years before reaching normal retirement age. The "catch up" can amount up to the lesser of \$7,500 or 75 percent of the employee's previous year's base salary less the amount actually deferred during that employee's previous taxable year. During this "catch up" period, the employee must have participated for 12 months during the employee's previous tax year.~~

Additional information concerning the deferred compensation program can be obtained from the Finance Officer.

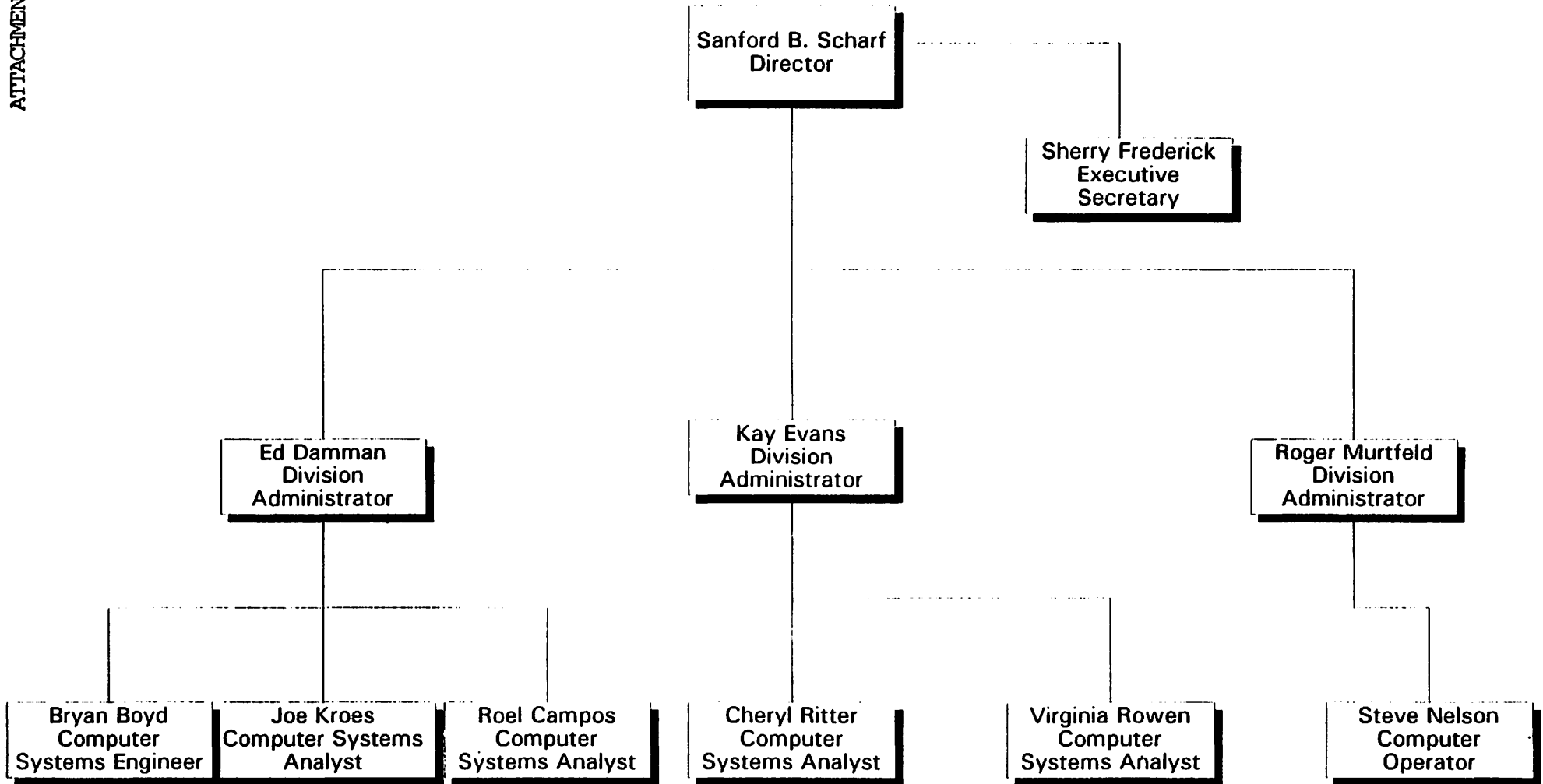
**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
JUNE 1994**

Reporting Requirement:

- | | |
|--|--------------|
| 1. Organizational Chart | Attachment 1 |
| 2. Position Classification System | Attachment 2 |
| 3. Annual Personnel Report to include: | Attachment 3 |
| a. Employee names, grades/steps | |
| b. Compensatory time earned | |
| 4. Work Attendance Policy & Leave Procedures | Attachment 4 |
| 5. Educational Leave - Costs | Attachment 5 |
| 6. Personal Financial Disclosure Form | Attachment 6 |

LEGISLATIVE COMPUTER SUPPORT BUREAU as of July 1, 1994

ATTACHMENT 1



LEGISLATIVE COMPUTER SUPPORT BUREAU

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Computer Systems Analyst	24
Computer Systems Analyst I	27
Computer Systems Analyst II	29
Computer Systems Analyst III	32
Senior Computer Systems Analyst	35
Computer Operator-Session Only	21
Computer Operator I	21
Computer Operator II	24
Computer Systems Engineer I	29
Computer Systems Engineer II	32
Senior Computer Systems Engineer	35
Administrative Secretary	21
Executive Secretary	24
Division Administrator I	35
Division Administrator II	38

Source: Pay resolution adopted by Legislative Council

Job Descriptions are attached

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
FY 1994**

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT GD/STEP</u>	<u>MERIT INCREASE ELIGIBILITY DATE</u>	<u>COMPTIME/OR OVERTIME</u>	<u>OVERTIME HOURS 1994</u>
Scharf, Sanford	Director	00/00		CT	N/A
Boyd, Bryan	Computer Systems Engineer I	29/2	12/16/94	CT	N/A
Campos, Roel	Computer Systems Analyst II	29/2	12/16/94	CT	N/A
Damman, Ed	Division Administrator I	35/2	05/21/95	CT	N/A
Evans, Kay	Division Administrator I	35/5	11/18/94	CT	N/A
Fraderick, Sherry	Executive Secretary	24/5	12/16/94	CT	N/A
Kroes, Joe	Computer Systems Analyst I	27/2	01/13/95	CT	N/A
Murtfeld, Roger	Division Administrator I	35/3	01/13/95	CT	N/A
Nelson, Steve	Computer Operator I	21/4	07/29/94	OT	80.5
Ritter, Cheryl	Computer Systems Analyst I	27/5	11/18/94	CT	N/A
Rowen, Virginia	Computer Systems Analyst I	27/5	12/30/94	CT	N/A

Total comptime hours from January 1, 1994 thru June 15, 1994:

	<u>Comp Worked</u>	<u>Adjust 1st 40 Hours</u>	<u>Comp/Less Adjust.</u>	<u>Comp. Allowed</u>	<u>Comp. Available</u>
Employee 1	156.50	-40.00	116.00	116.00	26.50
Employee 2	145.50	-40.00	105.50	105.50	1.50
Employee 3	128.25	-40.00	88.25	88.25	76.50
Employee 4	117.50	-40.00	77.50	77.50	77.50
Employee 5	108.75	-40.00	68.75	68.75	30.25
Employee 6	98.50	-40.00	98.50	58.50	44.75
Employee 7	92.00	-40.00	52.00	52.00	48.00
Employee 8	75.25	-40.00	35.25	35.25	35.75
Employee 9	62.25	-40.00	22.25	22.25	3.50

**LEGISLATIVE COMPUTER SUPPORT BUREAU
WORK ATTENDANCE POLICY**

June 5, 1990

1. The regular office hours for employees of the Legislative Computer Support Bureau are from 8:00 a.m. to 4:30 p.m. Flextime arrangements are acceptable provided that arrangements are in writing and agreed to by the Director.
2. All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station, the employee is expected to notify the Bureau Secretary and use the IO run on the computer system.
3. One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:00 a.m. and 1:30 p.m. unless prior approval from the Director has been obtained.
4. One-half hour is allowed within the eight total paid work hours for both fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to pay overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall be added to any overtime total.
5. In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and breaks.
6. Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Timesheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.
7. In order to meet the workload demands of the Computer Support Bureau, it may be necessary to require overtime hours of employees on short notice.

**LEGISLATIVE COMPUTER SUPPORT BUREAU
PROCEDURES FOR USE OF LEAVE TIME**

June 5, 1990

1. Employees shall file the standard "Request for Leave" form with the Bureau Secretary at least 24 hours in advance of the starting time of a leave of any type. All leaves must be approved by the Director.
2. A request for use of leave of 8 hours or less need not be submitted in advance.
3. Use of leave time during a legislative session is subject to the prior approval of the Director. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not conflict with the other employees.
4. An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the Bureau Secretary and file the appropriate leave form upon arrival.
5. An employee who is sick or injured and cannot report for work must call the Bureau Secretary by 8:30 a.m. and file the appropriate leave form upon returning to work.
6. An absence from work does not comply with the leave policy may, at the discretion of the Director, be considered an unauthorized absence and payment of salary may be withheld for that period.

EDUCATIONAL LEAVE

Educational Leave - Direct & Indirect Costs

Educational funding was granted for Bryan Boyd to take the necessary classes to attain a Novell CNE (Certified Network Engineer) in the amount of \$4,400.00.



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

COPY

June 8, 1994

Speaker Harold Van Maanen
Chair, Service Committee
Legislative Council
Capitol Building
LOCAL

Dear Speaker Van Maanen:

Enclosed please find the following reports for the Service Committee meeting on June 15, 1994:

Personnel Report

Promotion Request

<u>Employee Name</u> <u>Position</u> <u>Hire Date</u>	<u>Previous Grade</u> <u>and Step</u> <u>Date Attained</u>	<u>Current Grade</u> <u>and Step</u> <u>Date Attained</u>	<u>Recommended Position</u> <u>Grade and Step</u> <u>Effective Date</u>
Steven L. Exley Assistant 09/16/91	27/3 03/12/93	27/4 03/11/94	Assistant I 29/4 06/17/94


Rationale: Mr. Exley has served over two and one-half years as Assistant and exceeds the minimum requirements of Assistant I. He has handled the largest volume of agency contacts for the past two years, performs the responsibilities as in-house computer advisor and liaison to the Computer Support Bureau, and as in-house editor on critical, special and annual reports.

Annual Agency Report including:

1. organizational chart showing the interrelationships of the authorized positions;
2. position classification system containing job titles, job descriptions, and grade levels for all authorized position classifications;
3. annual personnel report including:
 - a. employees' names, grades and steps, and merit increase eligibility dates,
 - b. annual accrual period for compensatory time and compensatory time earned,
 - c. support staff positions designated as eligible for full compensation for overtime accrued and whether the compensation is overtime pay or compensatory time;
 - d. direct and indirect costs of educational leave during the preceding fiscal year;
4. employee handbook of policies and procedures.

Please let me know if you or any member of the Service Committee have questions or require additional information.

Sincerely,

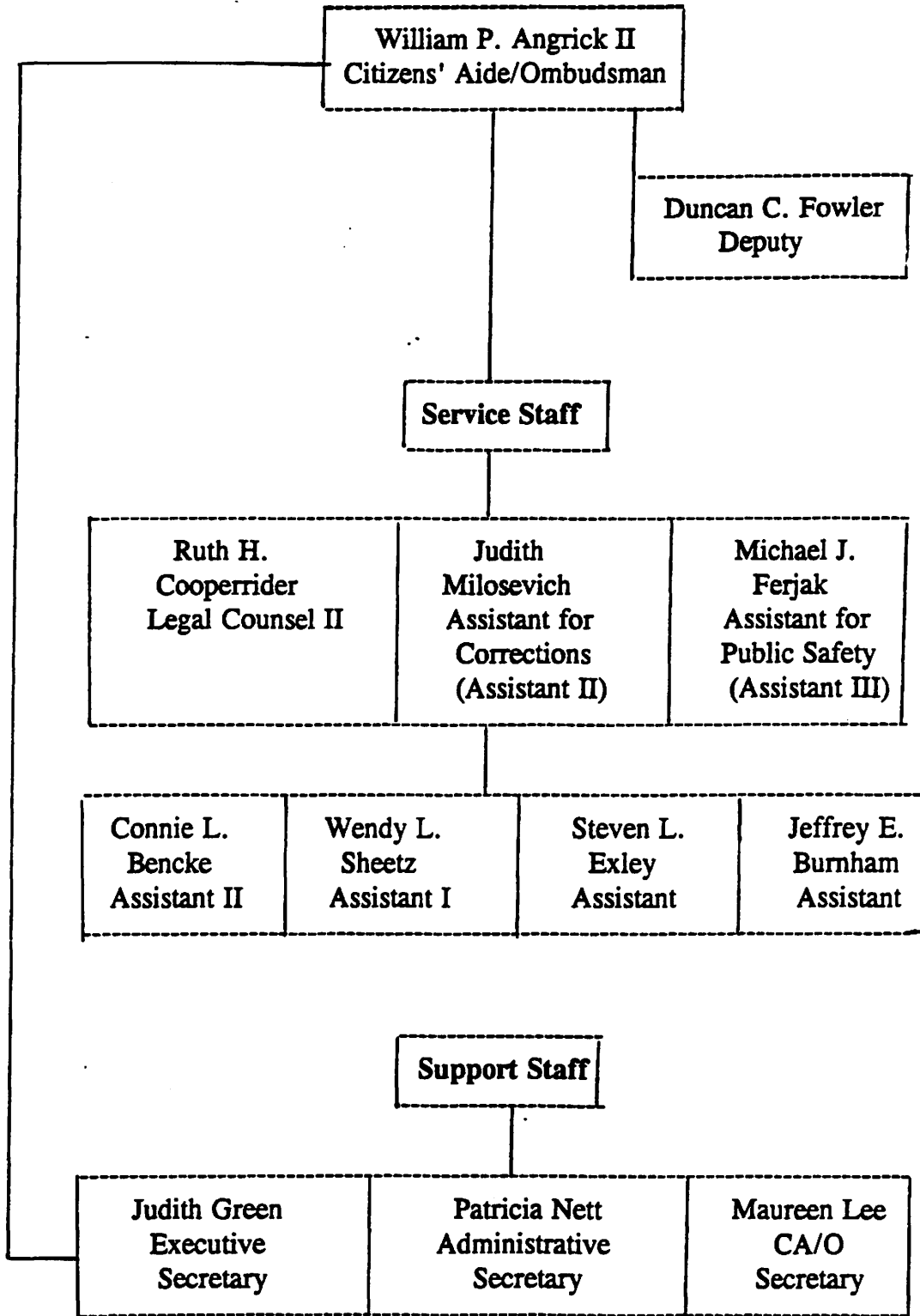


William P. Angrick II

WPA:jg

Enclosures
sc94ltr

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



SPECIAL ASSIGNMENTS

Judith Milosevich*

Iowa State Penitentiary (ISP) - Ft. Madison
John Bennett Correctional Center (JBCC) & Farms - Ft. Madison
Iowa Correctional Institution for Women (ICIW) - Mitchellville
Mt. Pleasant Correctional Facility (MPCF) - Mt. Pleasant
County and Municipal Jails - Southern District
Eight Judicial Districts, Department of Correctional Services
(Probation and Parole Services, Residential Correctional Services, OWI
Facilities and Work Release Facilities)

Michael J. Ferjak

Local Marshals and Police
Local Fire Protection and Emergency Response Units
County Sheriffs
County and Municipal Jails - Northern District
Department of Public Safety (DPS)
(State Patrol, Capitol Police, Division of Criminal Investigation, and State
Fire Marshal)
Department of Natural Resources Conservation Officers
Department of Transportation Enforcement Officers
State Fair Security Police
Regents Institutions Campus Security Police
Law Enforcement Academy
Regional Police Academies

Connie L. Bencke

Mental Health Institute (MHI) - Cherokee
Mental Health Institute (MHI) - Clarinda
Mental Health Institute (MHI) - Independence
Mental Health Institute (MHI) - Mt. Pleasant
Iowa Veterans' Home (IVH) - Marshalltown
Correctional Treatment Unit (CTU) - Clarinda

Wendy L. Sheetz

Glenwood State Hospital/School (GSHS) - Glenwood
Woodward State Hospital/School (WSHS) - Woodward
Iowa Juvenile Home (IJH) - Toledo
State Training School (STS) - Eldora

Steven L. Exley

Iowa Men's Reformatory (IMR) - Anamosa
Luster Heights (LH) - Harpers Ferry
Iowa Medical and Classification Center (IMCC) - Oakdale
North Central Correctional Facility (NCCF) - Rockwell City

Jeff Burnham

Correctional Release Center (CRC) - Newton

*As the Assistant for Corrections, is not routinely responsible for a non-institutional caseload.

June, 1994

**CITIZENS' AIDE / OMBUDSMAN
POSITION CLASSIFICATIONS AND PAY GRADES**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>	
Deputy	38	filled (1.0 FTE)
Legal Counsel II	35	filled (1.0 FTE)
Assistant III	35	filled (1.0 FTE)
Assistant II	32	filled (2.0 FTE)
Assistant I	29	filled (1.0 FTE)
Assistant	27	filled (2.0 FTE)
Executive Secretary	24	filled (1.0 FTE)
Administrative Secretary	21	filled (1.0 FTE)
Citizens' Aide/Ombudsman Secretary	19	filled (1.0 FTE)

The agency has 12.0 FTE's authorized (including the Citizens' Aide) and currently employs 12.0 FTE's (including the Citizens' Aide).

June 1994

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

<u>NAME</u>	<u>POSITION</u>	<u>EMP. DATE</u>	<u>CURRENT GRADE/ STEP</u>	<u>REVIEW DATE</u>
Fowler, D	Deputy	06/10/94	38/1	12/02/94
Cooperrider, R	Legal Counsel II	07/09/90	35/1	12/30/94
Ferjak, M	Assistant III (Assistant for Public Safety)	12/11/87	35/1	12/30/94
Milosevich, J	Assistant II (Assistant for Corrections)	01/16/91	32/3	12/02/94
Bencke, C	Assistant II	08/22/90	32/2	07/01/94
Sheetz, W	Assistant I	09/14/90	29/3	12/16/94
Exley, S	Assistant	09/16/91	27/4	03/10/95
Burnham, J	Assistant	06/05/92	27/3	12/02/94
Green, J	Executive Secretary	07/01/74	24/6*	11/04/94
Nett, P	Administrative Secretary	01/17/72	21/6*	06/16/95
Lee, M	CA/O Secretary	06/22/89	19/5	12/16/94

*These individuals are at the top of the Grade/Step and are not eligible for merit increases in their present positions.

June 1994

**CITIZENS' AIDE/OMBUDSMAN
ANNUAL COMPENSATORY TIME REPORT**

Employees of the office of Citizens' Aide/Ombudsman accrue compensatory time on a calendar year basis (January 1 to December 31).

CALENDAR YEAR 1993

Compensatory time accrued after the accumulation of forty hours of overtime.

<u>EMPLOYEE</u>	<u>COMPENSATORY TIME EARNED</u>
1	4.00 hours

SUPPORT STAFF ANNUAL OVERTIME REPORT

Support staff of the office of Citizens' Aide/Ombudsman are eligible for overtime pay on a calendar year basis (January 1 to December 31).

CALENDAR YEAR 1993

<u>EMPLOYEE</u>	<u>OVERTIME PAID</u>
1	6.00 hours
2	9.00 hours

EDUCATIONAL LEAVE REPORT

FISCAL YEAR 1993

No educational leave was taken by Citizens' Aide/Ombudsman staff during Fiscal Year 1993.

EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES

FISCAL YEAR 1993

There have been no updates to the Citizens' Aide/Ombudsman employee handbook of policies and procedures during the last fiscal year.

June 1994

LFB PERSONNEL REPORT
June 15, 1994

PERSONNEL ACTION SINCE LAST REPORT: 5/11/94

SERVICE COMMITTEE REVIEW

MERIT INCREASES:

		<u>Previous Grade/Step</u>	<u>Date Attained</u>	<u>Current Grade/Step</u>	<u>Date Attained</u>
Susan L. Lerdal	Senior Legislative Analyst	38/-1	5/93	38/1	5/20/94
M. Dwayne Ferguson	Div. Administrator I	38/4	5/93	38/5	5/20/94
Robert R. Snyder	Senior Legislative Analyst	38/-1	5/93	38/1	5/20/94
Jon A. Studer	Legislative Analyst II	32/1	5/93	32/2	5/20/94
David L. Reynolds	Legislative Analyst II	32/1	5/93	32/2	5/20/94
Mary A. Shipman	Legislative Analyst II	32/1	5/93	32/2	5/20/94
David L. Hinman	Comp. Sys. Analyst I	27/2	5/93	27/3	5/20/94
Douglas P. Wulf	Div. Administrator I	38/5	5/93	38/6	5/20/94
Timothy C. Faller	Deputy Director	41/5	5/93	41/6	5/20/94
Holly M. Lyons	Div. Administrator II	41/3	5/93	41/4	5/20/94
Raymond L Knapp	Sen. Comp. Sys. Analyst	35/4	6/92	35/5	6/4/94

VACANT POSITIONS:

None

VACANT POSITIONS FILLED:

None

SICK/PARENTAL LEAVE:

Jon A. Studer May 31 - Aug 29, 1994

SERVICE COMMITTEE APPROVAL

PROMOTIONS:

	<u>FROM</u>		<u>TO</u>	
	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE & STEP/ DATE ATTAINED</u>	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE & STEP/ DATE ATTAINED</u>
Bradley D. Hudson 9/92	Legislative Analyst III 9/92	35/2 3/94	Senior Analyst	38/1 9/94
Larry C. Sigel * 8/90	Legislative Analyst I 2/93	29/3 3/94	Leg. Analyst II	32/1 7/94

Recommendation per the guidelines established in the Legislative Position Classification Report adopted in July 1992, substituting an advanced degree for one year of experience.

**SERVICE COMMITTEE
OF THE LEGISLATIVE COUNCIL**

MEMBERS

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

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

TENTATIVE AGENDA

Wednesday, June 15, 1994
Committee Room 22

10:00 a.m.

Call to Order

Roll Call

Approval of Minutes of May 11 Meeting
(Previously Distributed)

Annual Personnel Reports

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

June Personnel Reports

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

Personnel Guidelines Changes

Additional Business?

Adjournment

LFB PERSONNEL REPORT

June 15, 1994

PERSONNEL ACTION SINCE LAST REPORT: 5/11/94

SERVICE COMMITTEE REVIEW**MERIT INCREASES:**

		<u>Previous Grade/Step</u>	<u>Date Attained</u>	<u>Current Grade/Step</u>	<u>Date Attained</u>
Susan L. Lerdal	Senior Legislative Analyst	38/-1	5/93	38/1	5/20/94
M. Dwayne Ferguson	Div. Administrator I	38/4	5/93	38/5	5/20/94
Robert R. Snyder	Senior Legislative Analyst	38/-1	5/93	38/1	5/20/94
Jon A. Studer	Legislative Analyst II	32/1	5/93	32/2	5/20/94
David L. Reynolds	Legislative Analyst II	32/1	5/93	32/2	5/20/94
Mary A. Shipman	Legislative Analyst II	32/1	5/93	32/2	5/20/94
David L. Hinman	Comp. Sys. Analyst I	27/2	5/93	27/3	5/20/94
Douglas P. Wulf	Div. Administrator I	38/5	5/93	38/6	5/20/94
Timothy C. Faller	Deputy Director	41/5	5/93	41/6	5/20/94
Holly M. Lyons	Div. Administrator II	41/3	5/93	41/4	5/20/94
Raymond L Knapp	Sen. Comp. Sys. Analyst	35/4	6/92	35/5	6/4/94

VACANT POSITIONS:

None

VACANT POSITIONS FILLED:

None

SICK/PARENTAL LEAVE:

Jon A. Studer May 31 - Aug 29, 1994

SERVICE COMMITTEE APPROVAL**PROMOTIONS:**

	<u>FROM</u>		<u>TO</u>	
	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE & STEP/ DATE ATTAINED</u>	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE & STEP/ DATE ATTAINED</u>
Bradley D. Hudson 9/92	Legislative Analyst III 9/92	35/2 3/94	Senior Analyst	38/1 9/94
Larry C. Sigel * 8/90	Legislative Analyst I 2/93	29/3 3/94	Leg. Analyst II	32/1 7/94

* Recommendation per the guidelines established in the Legislative Position Classification Report adopted in July 1992, substituting an advanced degree for one year of experience.



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

Subject: June Personnel Report

Date: June 15, 1994

Attached is the June personnel report containing the proposed promotions for the bureau and the merit steps granted since the May service committee meeting.

LEGISLATIVE COMPUTER SUPPORT BUREAU

PERSONNEL REPORT

MERIT STEP INCREASE

<u>Name</u>	<u>Grade/Step</u>	<u>Date of Last Merit Step</u>	<u>Effective Date</u>
Ed Damman	35/1 to 35/2	5/93	5/94

PROPOSED PROMOTIONS

<u>Name</u> <u>Date of Hire</u>	<u>Current Title</u> <u>Date Attained</u>	<u>Current Grade</u> <u>and Step</u> <u>Date Attained</u>	<u>Proposed Title</u> <u>Grade & Step</u>	<u>Effective</u> <u>Date</u>
Cheryl Ritter 10/85	Computer Systems Analyst 1 11/91	27/5 11/93	Computer Systems Analyst II 29/4	6/17/94

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

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

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

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

DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR

LOANNE DODGE
IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 8, 1994

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER, DIRECTOR *DB*

RE: JUNE PERSONNEL REPORT

Notification is made of the following personnel actions:

1. A listing of the employees receiving merit step increases since the May Personnel Report is attached to this report.
2. Diane Ackerman,, Publications Assistant, has completed her probationary employment and is classified as a permanent employee.

Approval is requested for position reclassifications listed in the attached document.

NOTIFICATION OF MERIT STEP INCREASES

Name	Position	Previous Grade and Step Effective Date	Current Grade and Step Effective Date
Edwin Cook	Legal Counsel	30-2 05/21/83	30-3 05/20/94
Jennifer Clark	Document Processor 1	16-2 05/21/83	16-3 05/20/94
Doris Stoner	Indexer 2	25-2 05/21/83	25-3 05/20/94
Betty Snuggs	Document Processor 2	19-3 05/21/83	19-4 05/20/94
Diane Ackerman	Publications Assistant	21-1 11/19/93	21-2 05/20/94
Carolyn Lumbard	Legal Counsel	30-2 06/04/93	30-3 06/03/94
Judy Neff	Assistant Librarian	22-2 06/04/93	22-3 06/03/94

NOTIFICATION OF VACANT POSITIONS FILLED

Name	Position	Date of Hire	Grade & Step
Judith Kaut	Publications Assistant	05/31/94	21-1

PROPOSED PROMOTIONS

Name Date of Hire	Previous Position	Current Position		Recommended Position
	Title Date Attained Final Grade & Step	Title Date Attained Previous Grade & Step	Title Date Attained Current Grade & Step	Title Effective Date Grade & Step
Kathleen Bates 06/13/86	Assistant Editor 1 04/01/88 24-5	Assistant Editor 2 06/19/92 27-4	Assistant Editor 2 06/18/93 27-5	Deputy Admin. Code Editor 06/17/94 35-1
Janet Hawkins* 07/31/92		Assistant Indexer 07/31/92 19-2	Assistant Indexer 01/28/94 19-3	Indexer 1 06/17/94 22-2

* Worked in a nonpermanent status from 12/04/91 to 07/31/92.

STATE OF IOWA



CITIZENS' AIDE/OMBUDSMAN
CAPITOL COMPLEX
215 EAST 7TH STREET
DES MOINES, IOWA 50319-0231
(515) 281-3592

WILLIAM P. ANGRICK II
CITIZENS' AIDE / OMBUDSMAN

In reply, please refer to:

COPY

June 8, 1994

Speaker Harold Van Maanen
Chair, Service Committee
Legislative Council
Capitol Building
LOCAL

Dear Speaker Van Maanen:

Enclosed please find the following reports for the Service Committee meeting on June 15, 1994:

Personnel Report

Promotion Request

<u>Employee Name</u> <u>Position</u> <u>Hire Date</u>	<u>Previous Grade</u> <u>and Step</u> <u>Date Attained</u>	<u>Current Grade</u> <u>and Step</u> <u>Date Attained</u>	<u>Recommended Position</u> <u>Grade and Step</u> <u>Effective Date</u>
Steven L. Exley Assistant 09/16/91	27/3 03/12/93	27/4 03/11/94	Assistant I 29/4 06/17/94

Rationale: Mr. Exley has served over two and one-half years as Assistant and exceeds the minimum requirements of Assistant I. He has handled the largest volume of agency contacts for the past two years, performs the responsibilities as in-house computer advisor and liaison to the Computer Support Bureau, and as in-house editor on critical, special and annual reports.


Speaker Harold Van Maanen
June 8, 1994
Page 2

Annual Agency Report including:

1. organizational chart showing the interrelationships of the authorized positions;
2. position classification system containing job titles, job descriptions, and grade levels for all authorized position classifications;
3. annual personnel report including:
 - a. employees' names, grades and steps, and merit increase eligibility dates,
 - b. annual accrual period for compensatory time and compensatory time earned,
 - c. support staff positions designated as eligible for full compensation for overtime accrued and whether the compensation is overtime pay or compensatory time;
 - d. direct and indirect costs of educational leave during the preceding fiscal year;
4. employee handbook of policies and procedures.

Please let me know if you or any member of the Service Committee have questions or require additional information.

Sincerely,

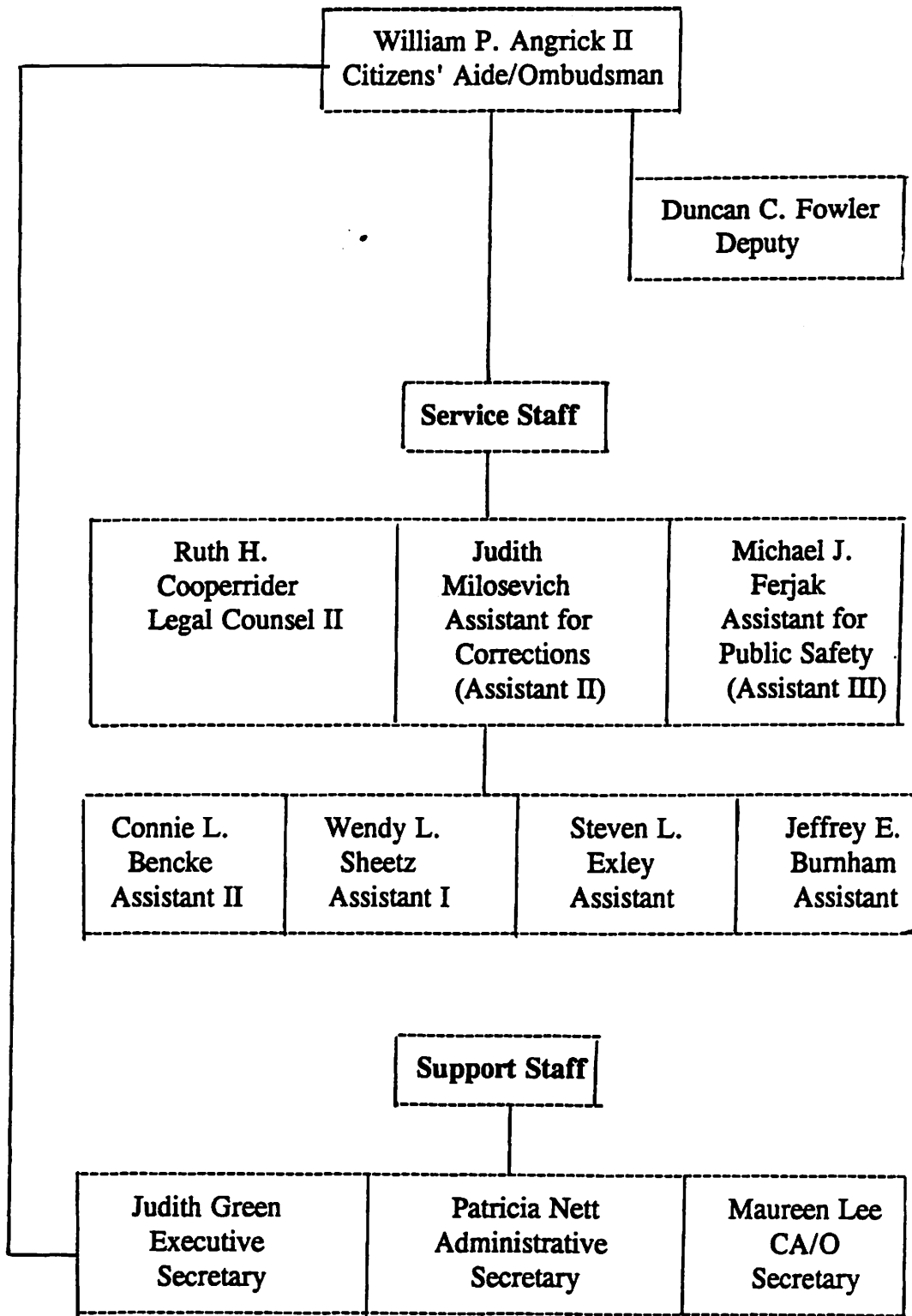


William P. Angrick II

WPA:jg

Enclosures
sc94ltr

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



SPECIAL ASSIGNMENTS

Judith Milosevich*

Iowa State Penitentiary (ISP) - Ft. Madison
John Bennett Correctional Center (JBCC) & Farms - Ft. Madison
Iowa Correctional Institution for Women (ICIW) - Mitchellville
Mt. Pleasant Correctional Facility (MPCF) - Mt. Pleasant
County and Municipal Jails - Southern District
Eight Judicial Districts, Department of Correctional Services
(Probation and Parole Services, Residential Correctional Services, OWI
Facilities and Work Release Facilities)

Michael J. Ferjak

Local Marshals and Police
Local Fire Protection and Emergency Response Units
County Sheriffs
County and Municipal Jails - Northern District
Department of Public Safety (DPS)
(State Patrol, Capitol Police, Division of Criminal Investigation, and State
Fire Marshal)
Department of Natural Resources Conservation Officers
Department of Transportation Enforcement Officers
State Fair Security Police
Regents Institutions Campus Security Police
Law Enforcement Academy
Regional Police Academies

Connie L. Bencke

Mental Health Institute (MHI) - Cherokee
Mental Health Institute (MHI) - Clarinda
Mental Health Institute (MHI) - Independence
Mental Health Institute (MHI) - Mt. Pleasant
Iowa Veterans' Home (IVH) - Marshalltown
Correctional Treatment Unit (CTU) - Clarinda

Wendy L. Sheetz

Glenwood State Hospital/School (GSHS) - Glenwood
Woodward State Hospital/School (WSHS) - Woodward
Iowa Juvenile Home (IJH) - Toledo
State Training School (STS) - Eldora

Steven L. Exley

Iowa Men's Reformatory (IMR) - Anamosa
Luster Heights (LH) - Harpers Ferry
Iowa Medical and Classification Center (IMCC) - Oakdale
North Central Correctional Facility (NCCF) - Rockwell City

Jeff Burnham

Correctional Release Center (CRC) - Newton

***As the Assistant for Corrections, is not routinely responsible for a non-institutional caseload.**

June, 1994

**CITIZENS' AIDE / OMBUDSMAN
POSITION CLASSIFICATIONS AND PAY GRADES**

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>	
Deputy	38	filled (1.0 FTE)
Legal Counsel II	35	filled (1.0 FTE)
Assistant III	35	filled (1.0 FTE)
Assistant II	32	filled (2.0 FTE)
Assistant I	29	filled (1.0 FTE)
Assistant	27	filled (2.0 FTE)
Executive Secretary	24	filled (1.0 FTE)
Administrative Secretary	21	filled (1.0 FTE)
Citizens' Aide/Ombudsman Secretary	19	filled (1.0 FTE)

The agency has 12.0 FTE's authorized (including the Citizens' Aide) and currently employs 12.0 FTE's (including the Citizens' Aide).

June 1994

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

<u>NAME</u>	<u>POSITION</u>	<u>EMP. DATE</u>	<u>CURRENT GRADE/ STEP</u>	<u>REVIEW DATE</u>
Fowler, D	Deputy	06/10/94	38/1	12/02/94
Cooperrider, R	Legal Counsel II	07/09/90	35/1	12/30/94
Ferjak, M	Assistant III (Assistant for Public Safety)	12/11/87	35/1	12/30/94
Milosevich, J	Assistant II (Assistant for Corrections)	01/16/91	32/3	12/02/94
Bencke, C	Assistant II	08/22/90	32/2	07/01/94
Sheetz, W	Assistant I	09/14/90	29/3	12/16/94
Exley, S	Assistant	09/16/91	27/4	03/10/95
Burnham, J	Assistant	06/05/92	27/3	12/02/94
Green, J	Executive Secretary	07/01/74	24/6*	11/04/94
Nett, P	Administrative Secretary	01/17/72	21/6*	06/16/95
Lee, M	CA/O Secretary	06/22/89	19/5	12/16/94

*These individuals are at the top of the Grade/Step and are not eligible for merit increases in their present positions.

June 1994

**CITIZENS' AIDE/OMBUDSMAN
ANNUAL COMPENSATORY TIME REPORT**

Employees of the office of Citizens' Aide/Ombudsman accrue compensatory time on a calendar year basis (January 1 to December 31).

CALENDAR YEAR 1993

Compensatory time accrued after the accumulation of forty hours of overtime.

<u>EMPLOYEE</u>	<u>COMPENSATORY TIME EARNED</u>
1	4.00 hours

SUPPORT STAFF ANNUAL OVERTIME REPORT

Support staff of the office of Citizens' Aide/Ombudsman are eligible for overtime pay on a calendar year basis (January 1 to December 31).

CALENDAR YEAR 1993

<u>EMPLOYEE</u>	<u>OVERTIME PAID</u>
1	6.00 hours
2	9.00 hours

EDUCATIONAL LEAVE REPORT

FISCAL YEAR 1993

No educational leave was taken by Citizens' Aide/Ombudsman staff during Fiscal Year 1993.

EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES

FISCAL YEAR 1993

There have been no updates to the Citizens' Aide/Ombudsman employee handbook of policies and procedures during the last fiscal year.

June 1994

LEGISLATIVE FISCAL BUREAU

**ANNUAL PERSONNEL REPORT
JUNE 1994**

**Dennis C. Prouty
Director**

LEGISLATIVE FISCAL BUREAU

ANNUAL PERSONNEL REPORT JUNE 1994

Reporting Requirement

- | | |
|--|---------------|
| 1. Organizational Chart | Attachment 1 |
| 2. Position Classification System | Attachment 2 |
| 3. Annual Personnel Report | |
| a. Employee names, grades/steps | Attachment 3a |
| b. Compensatory time earned | Attachment 3b |
| c. Compensatory time policy for support staff | * |
| 4. Work Attendance Policy and Leave Procedures | * |
| 5. Performance Evaluation Forms | * |
| 6. Educational Leave - Direct and Indirect Costs | * |
| 7. LFB Policies and Procedures Manual | * |
| 8. Merit and Promotion Increases | Attachment 4 |

* No changes have been made during FY 1994. Copies of the current schedules are available upon request.

Iowa Legislative Fiscal Bureau
(515) 281-5279

Dennis Prouty (1-3509)
Director

Revenue Estimating

Tim Faller (1-4615)
Deputy Director

Policy

Dwayne Ferguson (1-6561)
Division Administrator
Justice System Sub.

Leah Churchman (1-7846)
Trans. & Safety Sub.

Tami Fujinaka (1-4613)
Administration Sub.

Jon Neiderbach (1-6301)
Human Services Sub.

Dave Reynolds (1-6934)
Trans. & Safety Sub.

Larry Sigel (1-6764)
Human Services Sub.

Fiscal

Holly Lyons (1-7845)
Division Administrator
Appropriations Committee

Darlene Kruse (1-4612)
Ag. & Natural Resources Sub.

Leroy McGarity (1-7942)
Justice System Sub.

Jeff Robinson (1-6767)
Ag. & Natural Resources Sub.

Mary Shipman (1-4617)
Regulation Sub.

Bob Snyder (1-4614)
Health & H.R. Sub.

Valerie Thacker (1-5270)
Health & H.R. Sub.

Data Base

Glen Dickinson (1-4616)
Division Administrator

David Hinman (1-6765)
Computer Development

Brad Hudson (1-7799)
Education Standing

Ray Knapp (1-5335)
Computer Development

Sue Lerdal (1-7794)
Education Sub.

Jon Muller (1-4611)
Ways & Means

Jon Studer (1-6256)
Education Sub.

Administration

Doug Wulf (1-3250)
Division Administrator
Economic Development Sub.

Sandy Laust (1-4594)

Charlotte Mosher (1-5279)

Nicole Navara (1-6766)

LEGISLATIVE FISCAL BUREAU
Position Classification System

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Legislative Analyst	27
Legislative Analyst 1	29
Legislative Analyst 2	32
Legislative Analyst 3	35
Senior Legislative Analyst	38
Division Administrator 1	38
Division Administrator 2	41
Deputy Director	41
Computer System Analyst 1	27
Computer System Analyst 2	29
Computer System Analyst 3	32
Sr Computer System Analyst	35
Administrative Secretary	21
Executive Secretary	24
Page	minimum wage

Source: Pay resolution adopted by Legislative Council

Job descriptions for these classifications are contained in Chapter 1 of the Legislative Fiscal Bureau Policies and Procedures Manual.

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1995

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>DEPUTY DIRECTOR</u>			
Faller	41 - 6	7/1/74	5/20/95
<u>DIVISION ADMINISTRATOR II</u>			
Dickinson	41 - 4	7/8/88	3/11/95
Lyons	41 - 4	1/3/84	5/20/95
<u>DIVISION ADMINISTRATOR I</u>			
Wulf	38 - 6	2/11/83	5/20/95
Ferguson	38 - 5	11/27/87	5/20/95
<u>SENIOR LEGISLATIVE ANALYST</u>			
Lerdal	38 - 1	2/17/89	5/20/95
Neiderbach	38 - 3	12/21/81	4/22/95
Snyder	38 - 1	11/19/84	5/20/95
Robinson	38 - (-1)	11/17/87	5/6/95
<u>LEGISLATIVE ANALYST III</u>			
Hudson	35 - 2	9/11/92	4/2/95
<u>LEGISLATIVE ANALYST II</u>			
Reynolds	32 - 2	9/18/89	5/20/95
Shipman	32 - 2	12/22/89	5/20/95
Studer	32 - 2	9/5/89	5/20/95
<u>LEGISLATIVE ANALYST I</u>			
McGarity	29 - 3	8/1/90	3/11/95
Sigel	29 - 3	8/20/90	3/11/95
Fujinaka	29 - 1	10/5/92	11/18/94
<u>LEGISLATIVE ANALYST</u>			
Muller	27 - 3	10/5/92	3/25/95
Churchman	27 - 2	9/20/93	3/11/95
Thacker	27 - 2	10/4/93	3/25/95
Kruse	27 - 2	9/20/93	3/11/95
<u>SR. COMPUTER SYS. ANALYST</u>			
Knapp	35 - 5	1/2/76	6/4/95

LEGISLATIVE FISCAL BUREAU
Eligibility Report for Merit Increases
FY 1995

<u>CLASS/EMPLOYEE NAME</u>	<u>PRESENT GRADE & STEP</u>	<u>EMPLOYMENT DATE</u>	<u>REVIEW DATE</u>
<u>COMPUTER SYSTEMS ANALYST</u>			
Hinman	27 - 3	11/16/92	5/20/95
<u>EXECUTIVE SECRETARY</u>			
Mosher	24 - 3	7/3/90	12/31/93
Navara	24 - 2	11/13/90	10/9/94
<u>ADMINISTRATIVE SECRETARY</u>			
Laust	21 - 2	7/8/93	1/7/95

LEGISLATIVE FISCAL BUREAU
OVERTIME and COMPENSATORY TIME
 Fiscal Year 1994

ELIGIBLE FOR PARTIAL COMPENSATION

Professional Staff:

<u>Name</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
Employee 1	575.00	40.00	535.00	120.00
Employee 2	526.00	40.00	486.00	120.00
Employee 3	425.50	40.00	385.50	120.00
Employee 4	296.75	40.00	256.75	120.00
Employee 5	281.75	40.00	241.75	120.00
Employee 6	231.00	40.00	191.00	120.00
Employee 7	210.80	40.00	170.80	120.00
Employee 8	202.25	40.00	162.25	120.00
Employee 9	201.50	40.00	161.50	120.00
Employee 10	192.25	40.00	152.25	120.00
Employee 11	185.25	40.00	145.25	120.00
Employee 12	182.50	40.00	142.50	120.00
Employee 13	167.00	40.00	127.00	120.00
Employee 14	161.00	40.00	121.00	120.00
Employee 15	160.00	40.00	120.00	120.00
Employee 16	157.50	40.00	117.50	117.50
Employee 17	146.50	40.00	106.50	106.50
Employee 18	142.00	40.00	102.00	102.00
Employee 19	141.50	40.00	101.50	101.50
Employee 20	140.00	40.00	100.00	100.00
Employee 21	129.00	40.00	89.00	89.00
Employee 22	105.00	40.00	65.00	65.00
Employee 23	78.75	40.00	38.75	38.75
Total Hours	5,038.80	920.00	4,118.80	2,520.25
Average	219.08		179.08	109.58

ELIGIBLE FOR FULL COMPENSATION

Administrative Support Staff:

	<u>Overtime Hours</u>	<u>Balance Apr-94</u>
Employee 1	85.50	128.25
Employee 2	20.25	13.63
Employee 3	14.00	21.00
Total Hours	119.75	162.88
Average	39.92	54.29

LEGISLATIVE SERVICE BUREAU

**Annual Personnel Report
June 1994**

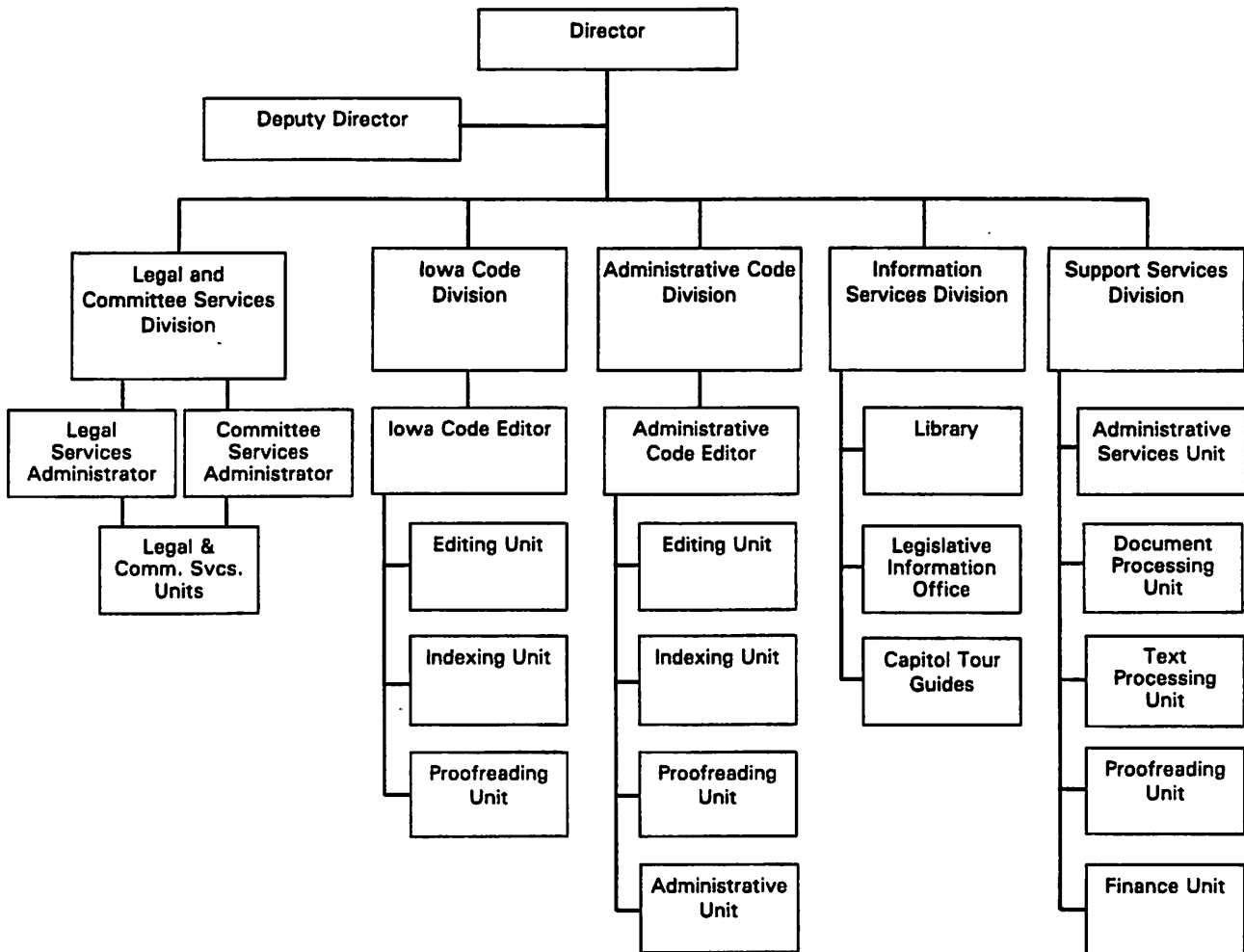
**Diane Bolender
Director**

Chapter 2. ORGANIZATIONAL STRUCTURE OF THE LEGISLATIVE SERVICE BUREAU

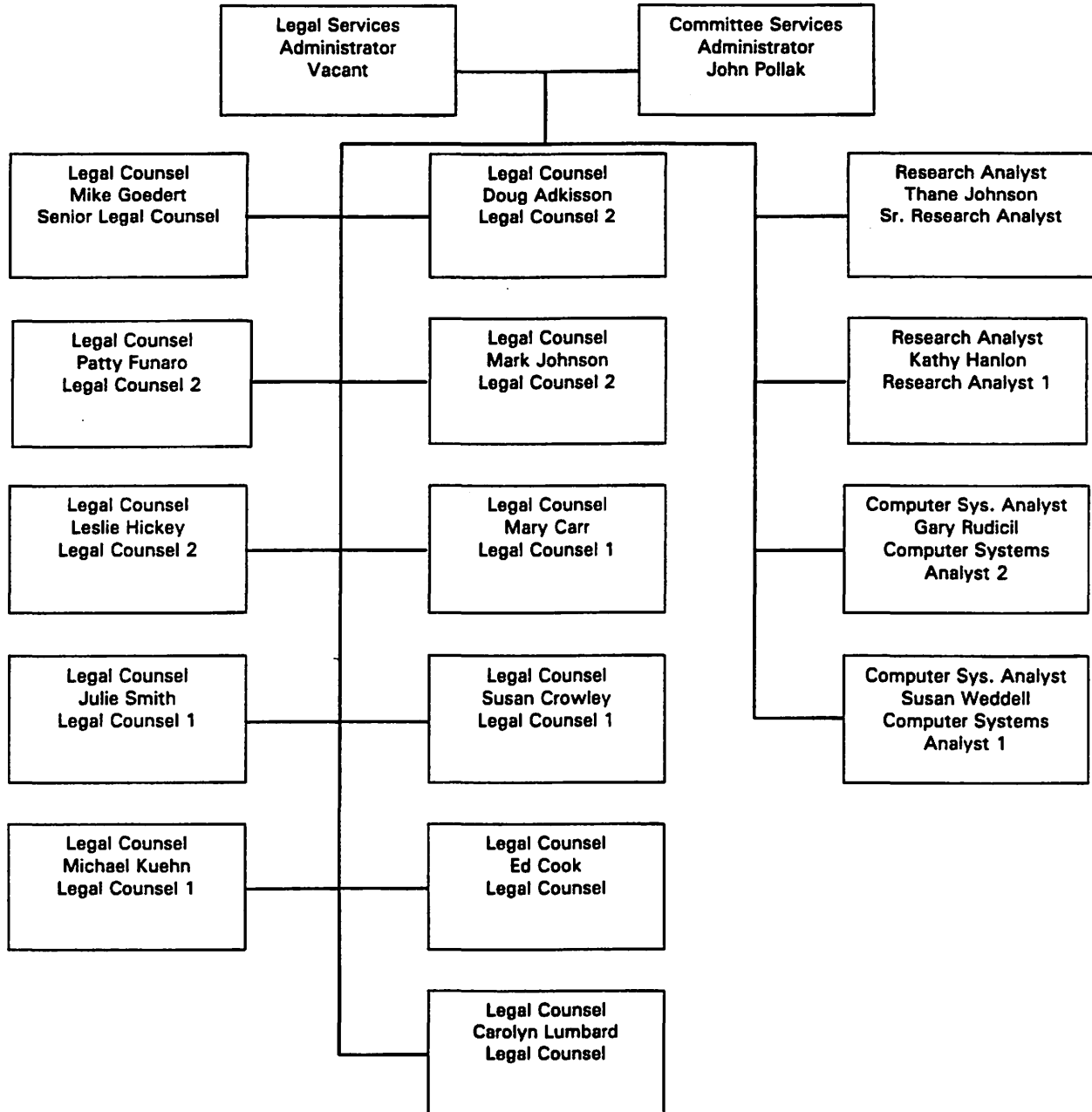
I. IOWA LEGISLATIVE SERVICE BUREAU ORGANIZATIONAL CHARTS

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

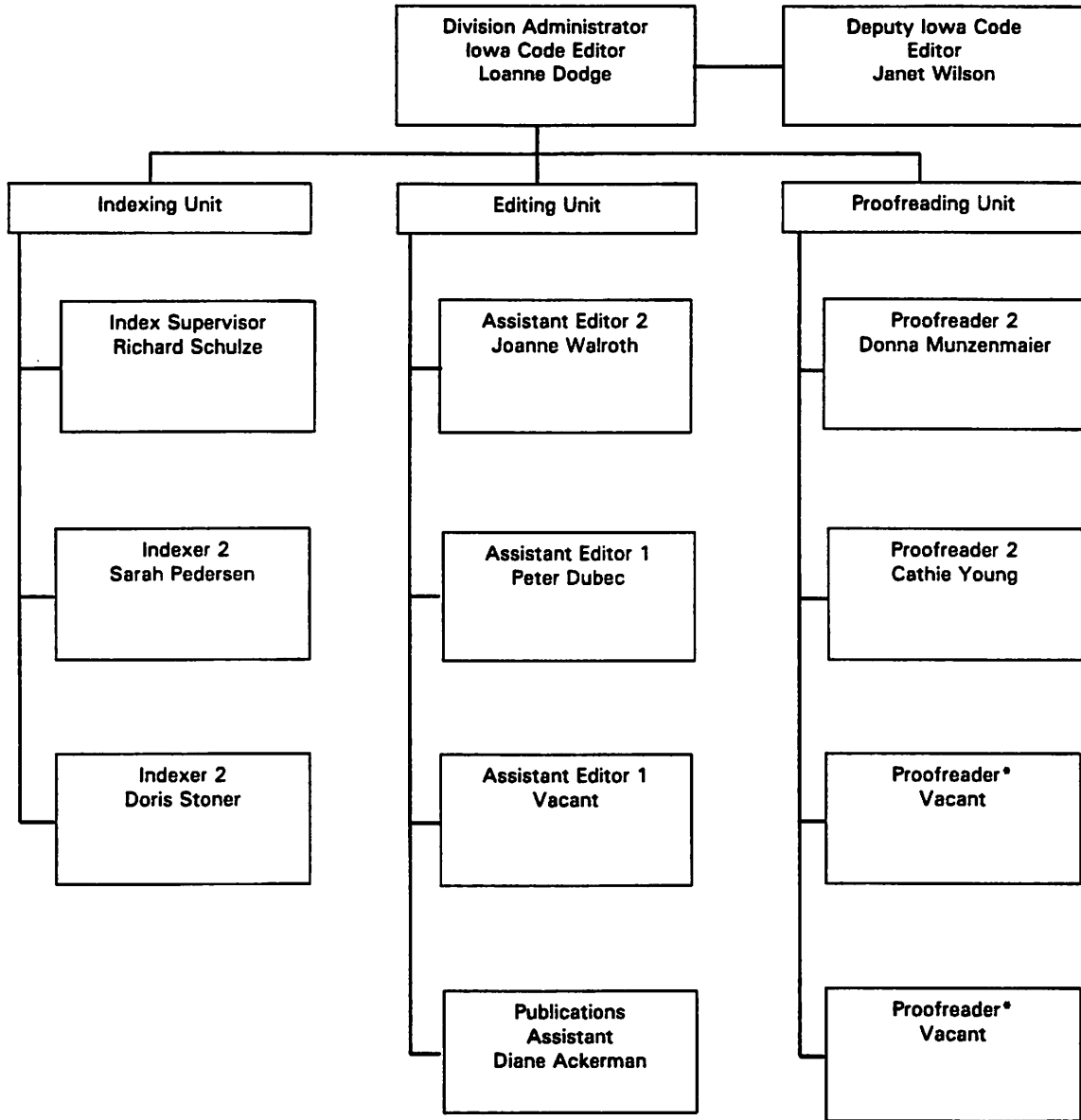
A. Organizational Chart



B. Legal and Committee Services Division

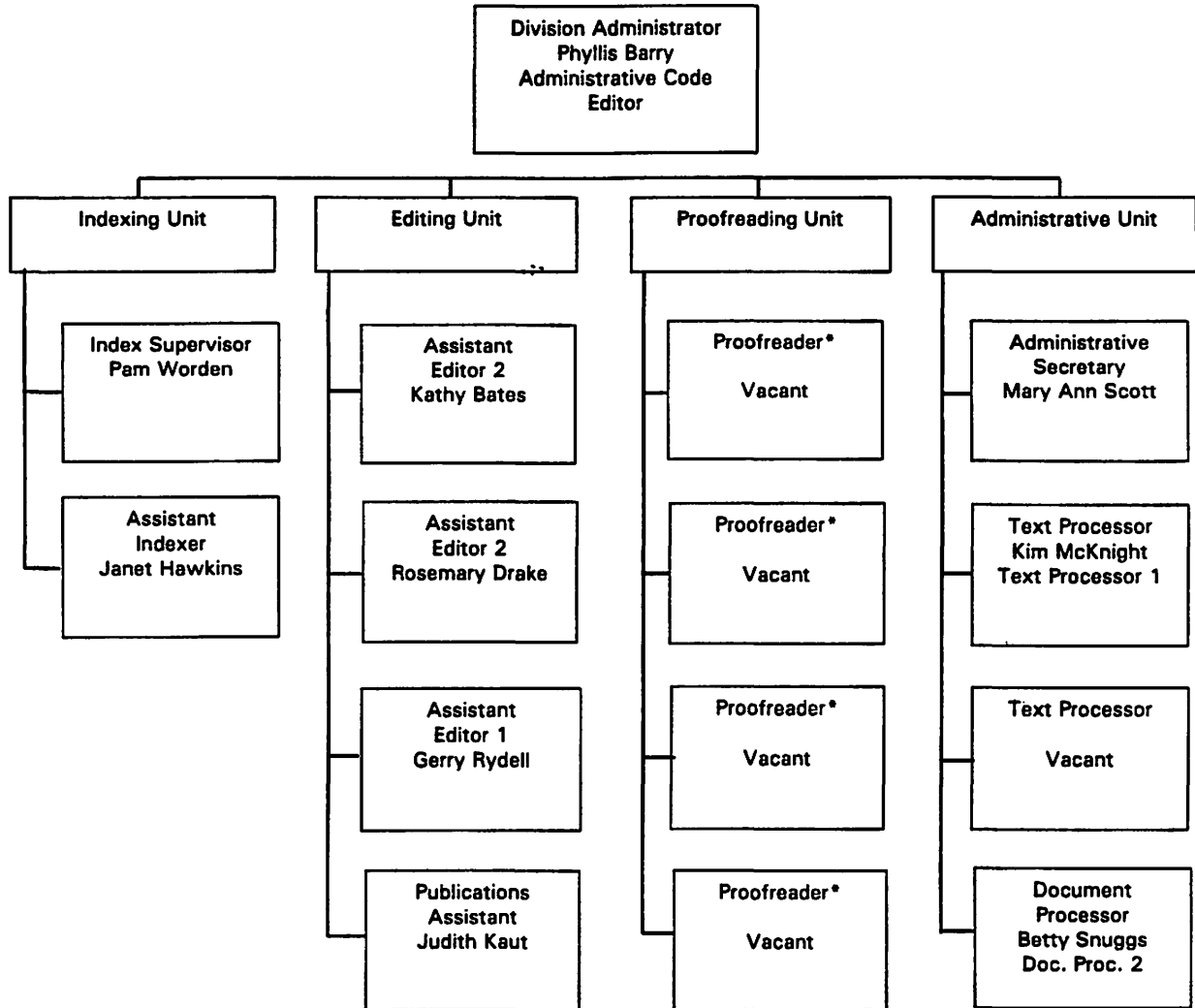


C. Iowa Code Division



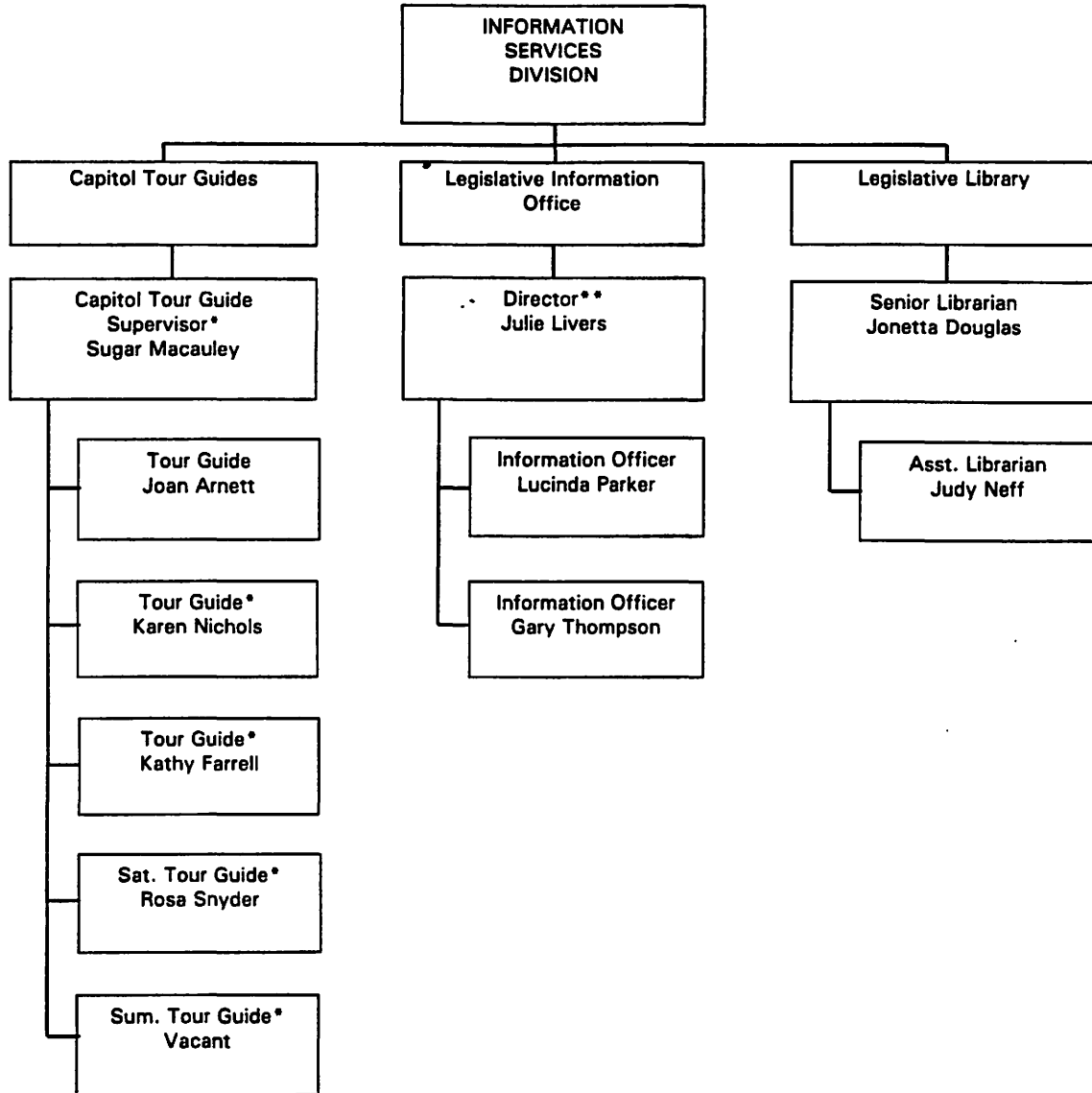
- These positions are not permanent full-time positions.

D. Administrative Code Division



*These positions are not permanent full-time positions.

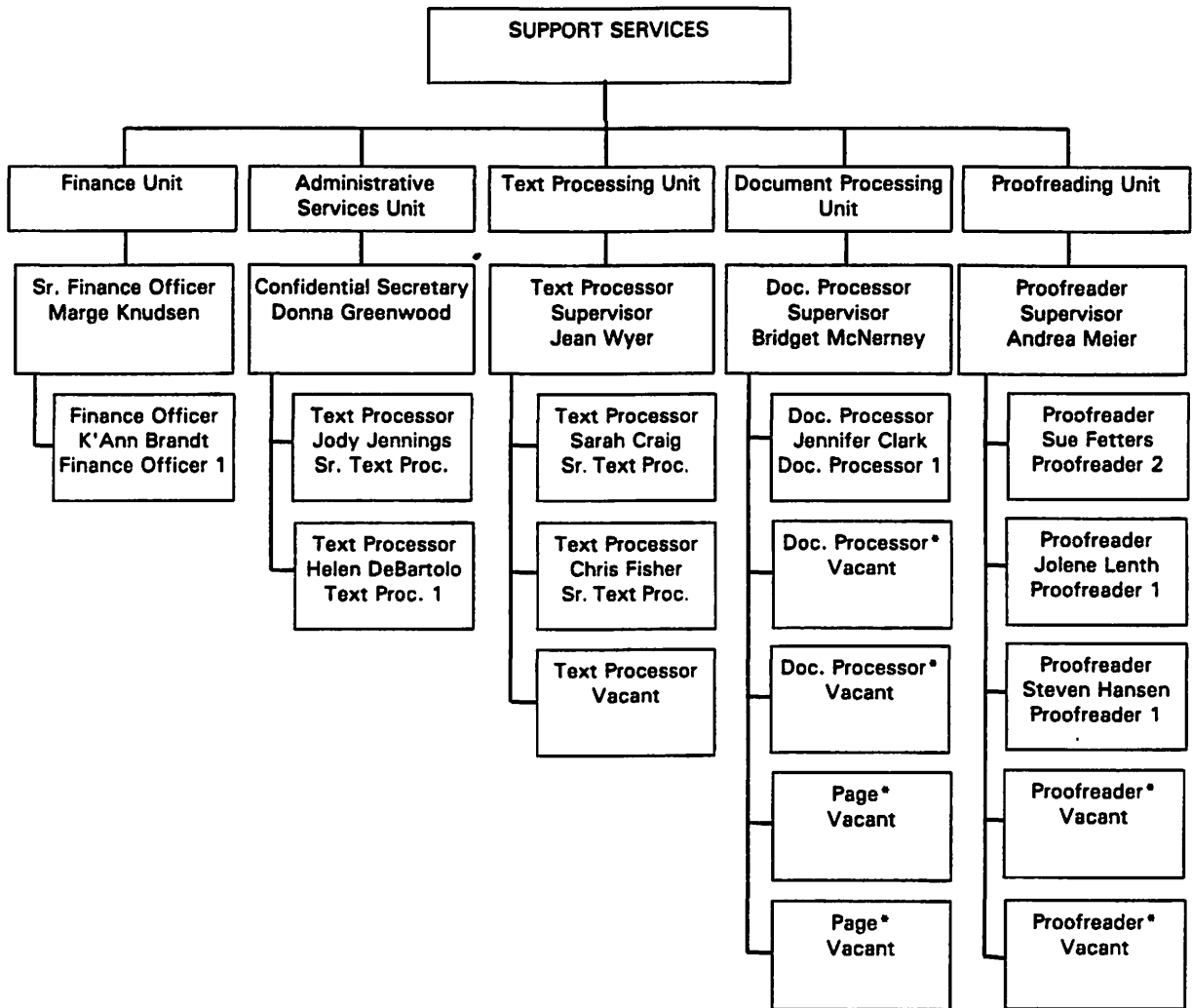
E. Information Services Division



*These positions are not permanent full-time positions.

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

F. Support Services Division



* These positions are not permanent full-time positions.

NOTE: The specific positions may be transferred among the five work units and other divisions as needed.

LEGISLATIVE SERVICE BUREAU
Position Classification System

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Deputy Director	41
Legal Services Administrator	38
Committee Services Administrator	38
Iowa Code Editor	38
Administrative Code Editor	38
Senior Legal Counsel	38
Senior Research Analyst	38
Legal Counsel 2	35
Research Analyst 3	35
Senior Computer Systems Analyst	35
Deputy Iowa Code Editor	35
Deputy Administrative Code Editor	35
Legal Counsel 1	32
Research Analyst 2	32
Computer Systems Analyst 3	32
Senior Finance Officer	31
Legal Counsel	30
LIO Director	30
Assistant Editor 3	30
Research Analyst 1	29
Computer Systems Analyst 2	29
Index Supervisor	28
Text Processor Supervisor	28
Research Analyst	27
Computer Systems Analyst 1	27
Senior Librarian	27
Assistant Editor 2	27
Confidential Secretary	27
Finance Officer 2	27
Indexer 2	25
Senior Text Processor	25
Document Processor Supervisor	25
Computer Systems Analyst Trainee	24
LIO Officer	24
Assistant Editor 1	24
Librarian	24

LEGISLATIVE SERVICE BUREAU
Position Classification System

<u><i>POSITION CLASSIFICATION</i></u>	<u><i>PAY GRADE</i></u>
Executive Secretary	24
Finance Officer 1	24
Assistant Librarian	22
Indexer 1	22
Text Processor 2	22
Senior Document Processor	22
Proofreader Supervisor	22
Publications Assistant	21
Administrative Secretary	21
Assistant Finance Officer	21
LIO Assistant	19
Assistant Indexer	19
Text Processor 1	19
Document Processor 2	19
Proofreader 2	19
Document Processor 1	16
Proofreader 1	16
Capitol Tour Guide Supervisor	14
Assistant Document Processor	13
Capitol Tour Guide	12
LSB Page	minimum wage

Source: Pay resolution adopted by Legislative Council

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

LEGISLATIVE SERVICE BUREAU
Eligibility Report for Merit Increases
FY 1995

	Present Grade & Step	Employment Date	Review Date
Director			
<u>Bolender</u>	00-0	9/11/67	00/00/00
Deputy Director			
<u>Johnson, R.</u>	41-4	7/10/78	6/17/94
LEGAL AND COMMITTEE SERVICES DIVISION			
Legal Services Admin.			
<u>Vacant</u>	38		
Committee Services Admin.			
<u>Pollak</u>	38-2	11/16/87	5/5/95
Senior Legal Counsel			
<u>Goedart</u>	38-5	7/14/76	6/17/94
Legal Counsel 2			
<u>Johnson, M.</u>	35-5	1/24/87	12/16/94
<u>Adkisson</u>	35-6	12/22/86	00/00/00
<u>Hickey</u>	35-6	2/1/88	00/00/00
<u>Funaro</u>	35-4	12/17/86	12/16/94
Legal Counsel 1			
<u>Carr</u>	32-4	10/9/89	6/17/94
<u>Smith</u>	32-4	12/7/89	6/17/94
<u>Crowley</u>	32-2	10/8/90	6/17/94
<u>Kuehn</u>	32-2	10/22/90	6/17/94
Legal Counsel			
<u>Cook</u>	30-3	11/9/92	5/19/95
<u>Lumbard</u>	30-3	11/23/92	6/2/95
Senior Research Analyst			
<u>Johnson, T.</u>	38-4	8/1/69	6/17/94
Research Analyst 1			
<u>Hanlon</u>	29-2	1/21/91	6/17/94

Computer Systems Analyst 2				
<u>Rudicil</u>	29-4	7/5/89	6/17/94	
Computer Systems Analyst 1				
<u>Weddell</u>	27-1	11/6/87	6/17/94	
IOWA CODE DIVISION				
Code Editor				
<u>Dodge</u>	38-2	1/14/80	6/17/94	
Deputy IA Code Editor				
<u>Wilson</u>	35-5	12/1/83	6/17/94	
Assistant Editor 2				
<u>Walroth</u>	27-1	8/24/92	2/24/95	
Assistant Editor 1				
<u>Dubec</u>	24-6	10/9/87	00/00/00	
<u>Vacant</u>	24			
Iowa Code Index Supervisor				
<u>Schulze</u>	28-3	6/27/86	6/17/94	
Indexer 2				
<u>Pedersen</u>	25-2	6/20/86	6/17/94	
<u>Stoner</u>	25-3	11/29/85	5/19/95	
Publications Assistant				
<u>Ackerman</u>	21-2	11/19/93	5/19/95	
Proofreader 2				
<u>Young, C.</u>	19-5	1/3/89	12/16/94	
<u>Munzenmaier</u>	19-4	8/4/89	12/16/94	
ADMINISTRATIVE CODE DIVISION				
Admin. Code Editor				
<u>Barry</u>	38-5	10/1/64	6/17/94	
Assistant Editor 2				
<u>Bates</u>	27-5	6/13/86	6/17/94	
<u>Drake</u>	27-2	10/14/88	12/30/94	

Assistant Editor 1			
<u>Rydell</u>	24-3	12/20/91	4/7/95
Publications Assistant			
<u>Kaut</u>	21-1	5/31/94	12/2/94
Admin. Code Index Supervisor			
<u>Worden</u>	28-3	4/27/72	6/17/94
Assistant Indexer			
<u>Hawkins</u>	19-3	7/31/92	1/27/95
Admin. Secretary			
<u>Scott</u>	21-3	11/23/90	12/16/94
Legis. Text Processor 1			
<u>McKnight</u>	19-2	2/15/93	8/26/94
<u>Vacant</u>	19		
Docum. Proc. 2			
<u>Snuggs</u>	19-4	3/25/85	5/19/95
INFORMATION SERVICES DIVISION			
Legislative Information Director			
<u>Livers</u>	30-4	4/9/90	10/7/94
Legislative Info. Officer			
<u>Parker</u>	24-3	9/5/89	3/10/95
<u>Thompson</u>	24-2	1/8/90	7/15/94
Senior Librarian			
<u>Douglas</u>	27-3	10/23/89	12/30/94
Assistant Librarian			
<u>Neff</u>	22-3	12/1/92	6/2/95
Capitol Tour Guide Super.			
<u>Macaulay</u>	14-6	5/9/69	00/00/00
Capitol Tour Guide			
<u>Arnett</u>	12-6	10/15/76	00/00/00
<u>Nichols</u>	12-6	10/15/76	00/00/00
<u>Farrell</u>	12-6	1/31/86	00/00/00

**SUPPORT SERVICES
DIVISION**

<u>Confidential Secretary</u>			
Greenwood	27-6	12/16/72	00/00/00
<u>Senior Finance Officer</u>			
Knudsen	31-6	11/29/66	00/00/00
<u>Document Proc. Super.</u>			
McNerney	25-2	12/8/89	12/16/94
<u>Finance Officer 1</u>			
Brandt	24-2	6/1/90	12/2/94
<u>Document Proc. 1</u>			
Clark	16-3	11/9/92	5/19/95
<u>Legislative Text Processor Super.</u>			
Wyer	28-6	1/1/67	00/00/00
<u>Sr. Legis. Text Processor.</u>			
Craig	25-6	11/6/78	00/00/00
Fisher	25-6	11/16/74	00/00/00
Jennings	25-2	11/11/88	6/17/94
<u>Legis. Text Processor 1</u>			
DeBartolo	19-3	10/19/92	4/21/95
Vacant	19		
<u>Legis. Proofreader Super.</u>			
Meier	22-2	12/30/87	6/17/94
<u>Legis. Proofreader 2</u>			
Fetters	19-2	8/27/91	12/30/94
<u>Legis. Proofreader 1</u>			
Lenth	16-3	7/20/92	1/27/95
Hansen	16-2	6/28/93	9/9/94

**LEGISLATIVE SERVICE BUREAU
MANAGERS & DRAFTERS OVERTIME
01/01/94 - 06/02/94**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	404.00	40.00	364.00	120.00
2	379.20	40.00	339.20	120.00
3	308.50	40.00	268.50	120.00
4	294.50	40.00	254.50	120.00
5	269.75	40.00	229.75	120.00
6	248.25	40.00	208.25	120.00
7	237.75	40.00	197.75	120.00
8	222.00	40.00	182.00	120.00
9	221.50	40.00	181.50	120.00
10	204.25	40.00	164.25	120.00
11	190.25	40.00	150.25	120.00
12	189.25	40.00	149.25	120.00
13	182.00	40.00	142.00	120.00
14	178.75	40.00	138.75	120.00
15	171.50	40.00	131.50	120.00
16	160.00	40.00	120.00	120.00
Total Hours	3,861.45	640.00	3,221.45	1,920.00
Average	241.34	40.00	201.34	120.00

LEGISLATIVE INFORMATION OFFICE

1	338.50	40.00	298.50	120.00
2	104.25	40.00	64.25	64.25
3	66.50	40.00	26.50	26.50
Total Hours	509.25	120.00	389.25	210.75
Average	169.75	40.00	129.75	70.25

OTHERS

1	89.00	40.00	49.00	49.00
2	63.75	40.00	23.75	23.75
3	26.25	0.00	0.00	0.00
Total Hours	179.00	80.00	72.75	72.75
Average	59.67	26.67	24.25	24.25

**LEGISLATIVE SERVICE BUREAU
 PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
 01/01/94 - 06/02/94**

ELIGIBLE FOR FULL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	184.50	291.75
2	149.50	224.25
3	144.00	216.00
4	139.75	209.63
5	134.25	201.38
6	128.75	193.13
7	125.00	187.50
8	116.50	174.75
9	105.00	157.50
10	100.00	150.00
11	93.50	140.25
12	91.50	137.25
13	53.00	79.50
Total Hours	1,575.25	2,362.89
Average	121.17	181.76
14	157.50 *	176.25

*40 hr. adjustment

**LEGISLATIVE SERVICE BUREAU
ADMINISTRATIVE CODE & IOWA CODE DIVISIONS
PROFESSIONAL STAFF OVERTIME
07/01/93 - 06/02/94**

ELIGIBLE FOR PARTIAL COMPENSATION

<u>Employee</u>	<u>Overtime Hours</u>	<u>Adjustment first 40</u>	<u>Overtime less 40</u>	<u>Compensatory Hours</u>
1	199.25	40.00	159.25	120.00
2	81.75	40.00	41.75	41.75
3	45.25	40.00	5.25	5.25
Total Hours	326.25	120.00	206.25	167.00
Average	108.75	40.00	68.75	55.67

**PERMANENT FULL-TIME SUPPORT STAFF OVERTIME
07/01/93 - 06/02/94**

<u>Employee</u>	<u>Overtime Hours</u>	<u>Compensatory Hours</u>
1	75.75	113.63
2	52.00	78.00
3	41.00	61.50
4	29.00	43.50
5	12.00	18.00
6	5.50	8.25
7	5.00	7.50
8	2.00	3.00
9	1.00	1.50
10	1.00	1.50
11	1.00	1.50
Total Hours	225.25	337.88
Average	20.48	30.72

**LEGISLATIVE SERVICE BUREAU
TEMPORARY OR PART-TIME SUPPORT STAFF OVERTIME
01/01/94 - 06/02/94**

<u>Employee</u>	<u>Total Overtime Worked</u>
1	47.75
2	41.25
3	82.00
4	81.75
5	4.25
6	4.50
Total Hours	261.50

Chapter 5. EMPLOYEE BENEFITS

I. INSURANCE

A. Health Insurance

Employees of the Legislative Service Bureau may select from several types of health insurance coverage including two Blue Cross/Blue Shield programs and several health maintenance organizations. Detailed information concerning the various available coverages, including the cost of each coverage to the employee, is available from the Bureau's Finance Officer.

A permanent employee who works 20 hours or more per week is eligible for health insurance coverage. New employees of the Bureau must complete an enrollment form within 30 days of employment. An enrollment form will be provided to the employee by the Finance Officer. The health insurance coverage selected is effective the first day of the month following 30 days of continuous employment.

An employee who chooses to decline health insurance coverage must sign the appropriate section of the application indicating such choice and return the application to the Finance Officer.

B. Dental Insurance

The state's dental insurance administrator is Delta Dental, a subsidiary of Blue Cross/Blue Shield of Iowa. A permanent employee of the Service Bureau who works 20 hours or more per week is eligible for dental insurance. New employees of the Bureau must complete an enrollment form within 30 days of employment. An enrollment form will be provided to the employee by the Finance Officer. Dental insurance coverage is effective the first day of the month following 30 days of continuous employment.

An employee who chooses to decline dental insurance coverage must sign the appropriate section of the application indicating such choice and return the application to the Finance Officer.

C. Disability Insurance

Permanent employees of the Service Bureau are covered by a long-term disability insurance program. This program will provide a monthly income benefit to employees unable to work due to prolonged sickness or accident. There is a waiting period equal to the greater of 90 working days of continuous sickness/accident disability, or the expiration of accrued sick leave time. Benefits are payable until age 65 and are computed by multiplying the employee's monthly earnings by 20 percent if employed less than one year, 40 percent if employed between one and two years, and 60

percent if employed two years or more. The minimum monthly benefit is \$50 and the maximum monthly benefit \$2,000. Benefits are reduced by the amount of social security or workers' compensation benefits paid to the employee.

D. Life Insurance

Permanent, full-time (30 hours or more per week) employees of the Service Bureau are provided life insurance coverage. Basic coverage of \$10,000 is provided to each employee at no cost and with no underwriting. Additional coverage, up to \$40,000, may be purchased in units of \$5,000 at a nominal cost through payroll deduction. An employee may apply at any time for optional life insurance by completing a statement of health. Additional information may be obtained from the Bureau's Finance Officer.

E. Workers' Compensation

An employee of the Service Bureau shall immediately notify the employee's supervisor of any work-related injuries requiring medical treatment. The employee must complete the report of injury form within 24 hours of the occurrence and file the form with the Bureau's Finance Officer. The doctor or nurse on duty may provide the necessary care, refer the employee to the employee's physician, or direct the employee to a local hospital for appropriate care. Medical bills for unauthorized care will not be paid by the state unless the nature of the injury, or the location where the injury occurred, prevented the employee from securing authorization.

If an employee is injured at work during other than normal working hours, the employee should immediately attempt to notify the employee's supervisor, and should then go to the nearest facility providing appropriate medical services.

II. IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (IPERS)

A full-time employee is required to be a member of IPERS. The employee deduction for IPERS is 3.7 percent of covered wages. The state contributes an additional 5.75 percent of the employee's covered wages. This deduction applies to the first \$35,000 of the employee's wages for calendar year 1993 and may increase for subsequent calendar years as provided in section 97B.41. A statement of wages paid and contribution amounts is provided to each employee annually. Additional information concerning IPERS can be obtained from the Finance Officer. (Also see chapter 97B.)

III. DEFERRED COMPENSATION

A permanent Service Bureau employee who works 20 or more hours per week is eligible to participate in the deferred compensation program. This program permits the employee to defer the receipt of a designated portion of the employee's wages until the employee retires. Amounts deferred pursuant to this program are not subject to state or federal income taxes until the deferred amount is actually received.

An employee who elects to participate in this program designates the amount to be deducted from the employee's wages. That amount is then invested in an annuity program or a life insurance policy with a state-licensed financial institution of the employee's choice. The State of Iowa is the owner of the contract or policy and enters into an agreement with the employee as to the disposition of the proceeds. Rigid restrictions have been established concerning withdrawal prior to retirement. Funds may only be withdrawn prior to retirement in the event of the death of the employee, termination of employment, or financial hardship.

An employee has the opportunity to enroll in the deferred compensation program at any time. A 30-day waiting period is required after enrollment in the program prior to the deferral of any amounts. The employee may change the deferral amount no more than two times in any calendar year and may transfer funds once each calendar year from one company to another, as long as the new company is included on the current marketing list. Additionally, the deferral of any amount upon enrollment or upon a change of the deferral amount by the employee shall only be effective with the first pay day of a month during two open enrollment periods each year. These periods are from August 1 to August 31 and February 1 to February 28 of each year. The policy becomes effective on the first day of the third month following open enrollment and the premiums shall be deducted from the wages received beginning with the second month following the open enrollment period. Once an employee has authorized a deduction, that amount cannot be changed until a subsequent open enrollment period, except that the deduction can be discontinued upon 30 days' written notice. Once an employee discontinues the deduction, the employee cannot start the deduction again until a subsequent enrollment period. An employee who has been on leave without pay, including military leave, is considered to have discontinued participation in the program.

~~The minimum amount which can be deducted is \$25 monthly, and the maximum deduction is an amount not to exceed 25 percent of the employee's wages not to exceed \$7,500. A participating employee may elect to "catch up" during the employee's last three tax years before reaching normal retirement age. The "catch up" can amount up to the lesser of \$7,500 or 75 percent of the employee's previous year's base salary less the amount actually deferred during that employee's previous taxable year. During this "catch up" period, the employee must have participated for 12 months during the employee's previous tax year.~~

Additional information concerning the deferred compensation program can be obtained from the Finance Officer.

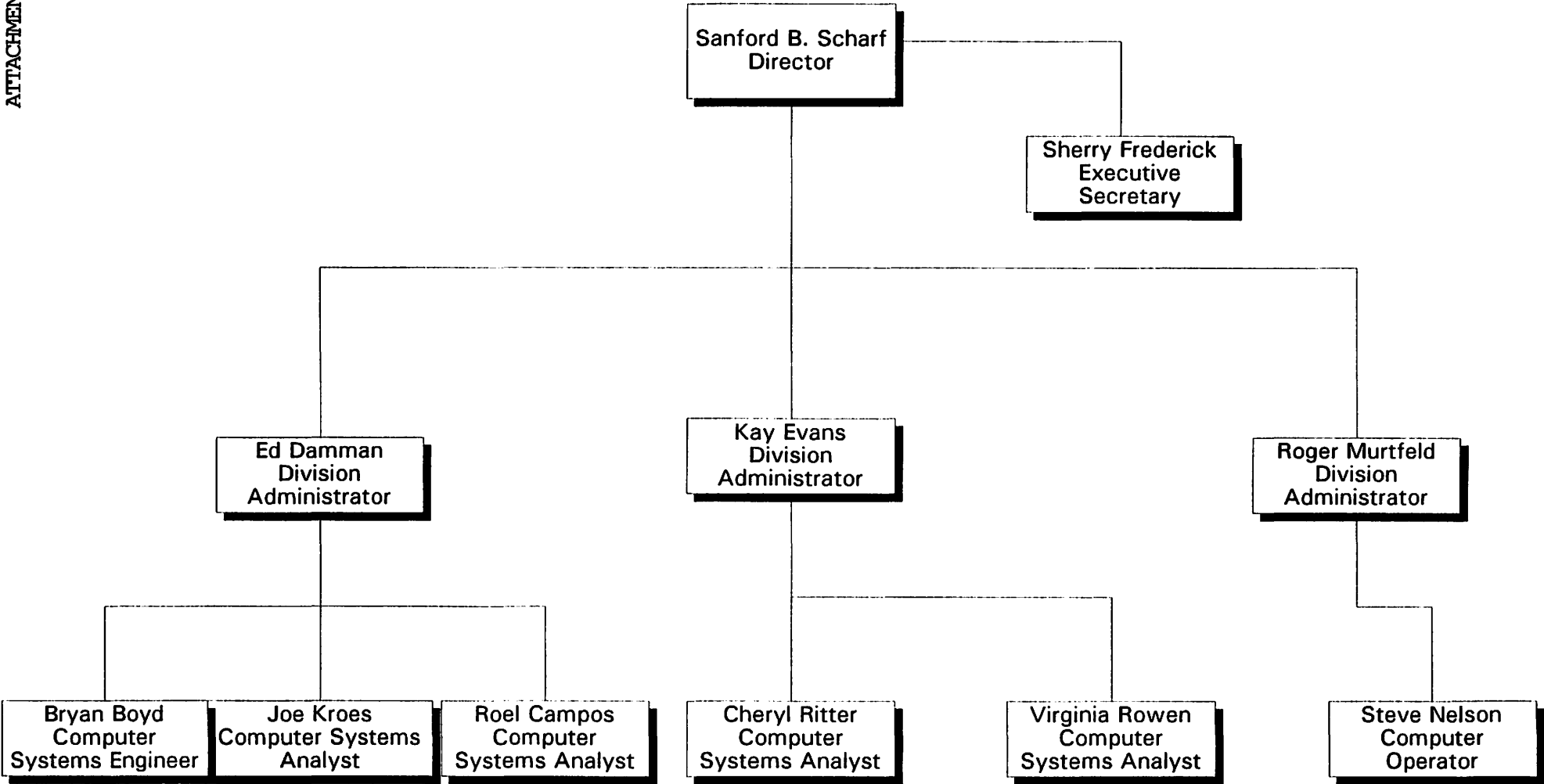
**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
JUNE 1994**

Reporting Requirement:

- | | |
|--|--------------|
| 1. Organizational Chart | Attachment 1 |
| 2. Position Classification System | Attachment 2 |
| 3. Annual Personnel Report to include:
a. Employee names, grades/steps
b. Compensatory time earned | Attachment 3 |
| 4. Work Attendance Policy & Leave Procedures | Attachment 4 |
| 5. Educational Leave - Costs | Attachment 5 |
| 6. Personal Financial Disclosure Form | Attachment 6 |

**LEGISLATIVE COMPUTER SUPPORT BUREAU
as of July 1, 1994**

ATTACHMENT 1



LEGISLATIVE COMPUTER SUPPORT BUREAU

<u>POSITION CLASSIFICATION</u>	<u>PAY GRADE</u>
Computer Systems Analyst	24
Computer Systems Analyst I	27
Computer Systems Analyst II	29
Computer Systems Analyst III	32
Senior Computer Systems Analyst	35
Computer Operator-Session Only	21
Computer Operator I	21
Computer Operator II	24
Computer Systems Engineer I	29
Computer Systems Engineer II	32
Senior Computer Systems Engineer	35
Administrative Secretary	21
Executive Secretary	24
Division Administrator I	35
Division Administrator II	38

Source: Pay resolution adopted by Legislative Council

Job Descriptions are attached

**LEGISLATIVE COMPUTER SUPPORT BUREAU
ANNUAL PERSONNEL REPORT
FY 1994**

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT GD/STEP</u>	<u>MERIT INCREASE ELIGIBILITY DATE</u>	<u>COMPTIME/OR OVERTIME</u>	<u>OVERTIME HOURS 1994</u>
Scharf, Sanford	Director	00/00		CT	N/A
Boyd, Bryan	Computer Systems Engineer I	29/2	12/16/94	CT	N/A
Campos, Roel	Computer Systems Analyst II	29/2	12/16/94	CT	N/A
Damman, Ed	Division Administrator I	35/2	05/21/95	CT	N/A
Evans, Kay	Division Administrator I	35/5	11/18/94	CT	N/A
Frederick, Sherry	Executive Secretary	24/5	12/16/94	CT	N/A
Kroes, Joe	Computer Systems Analyst I	27/2	01/13/95	CT	N/A
Murtfeld, Roger	Division Administrator I	35/3	01/13/95	CT	N/A
Nelson, Steve	Computer Operator I	21/4	07/29/94	OT	80.5
Ritter, Cheryl	Computer Systems Analyst I	27/5	11/18/94	CT	N/A
Rowen, Virginia	Computer Systems Analyst I	27/5	12/30/94	CT	N/A

Total comptime hours from January 1, 1994 thru June 15, 1994:

	<u>Comp Worked</u>	<u>Adjust 1st 40 Hours</u>	<u>Comp/Less Adjust.</u>	<u>Comp. Allowed</u>	<u>Comp. Available</u>
Employee 1	156.50	-40.00	116.00	116.00	26.50
Employee 2	145.50	-40.00	105.50	105.50	1.50
Employee 3	128.25	-40.00	88.25	88.25	76.50
Employee 4	117.50	-40.00	77.50	77.50	77.50
Employee 5	108.75	-40.00	68.75	68.75	30.25
Employee 6	98.50	-40.00	98.50	58.50	44.75
Employee 7	92.00	-40.00	52.00	52.00	48.00
Employee 8	75.25	-40.00	35.25	35.25	35.75
Employee 9	62.25	-40.00	22.25	22.25	3.50

LEGISLATIVE COMPUTER SUPPORT BUREAU WORK ATTENDANCE POLICY

June 5, 1990

1. The regular office hours for employees of the Legislative Computer Support Bureau are from 8:00 a.m. to 4:30 p.m. Flextime arrangements are acceptable provided that arrangements are in writing and agreed to by the Director.
2. All employees are expected to be at their respective work stations as assigned. When an employee expects to be absent from the employee's work station, the employee is expected to notify the Bureau Secretary and use the IO run on the computer system.
3. One-half hour (unpaid) is allowed for lunch. An employee shall normally take the one-half hour lunch period between 11:00 a.m. and 1:30 p.m. unless prior approval from the Director has been obtained.
4. One-half hour is allowed within the eight total paid work hours for both fifteen minute breaks. If an employee does not use either or both of the two fifteen minute break periods, the break time not used may be added to the lunchtime break. If an employee does not use either or both of the fifteen minute break periods during the day, the time is lost and shall not be added to any overtime total. If an employee does not use the one-half hour lunch break, the time is lost and shall be added to any overtime total.
5. In order to assure that staffing requirements are met, it may be necessary to schedule lunchtimes and breaks.
6. Each employee is to complete the employee's timesheet at the end of each working day or the following morning. Timesheets should be submitted to the Bureau Secretary by 9:00 a.m. on the Friday following the end of the pay period.
7. In order to meet the workload demands of the Computer Support Bureau, it may be necessary to require overtime hours of employees on short notice.

**LEGISLATIVE COMPUTER SUPPORT BUREAU
PROCEDURES FOR USE OF LEAVE TIME**

June 5, 1990

1. Employees shall file the standard "Request for Leave" form with the Bureau Secretary at least 24 hours in advance of the starting time of a leave of any type. All leaves must be approved by the Director.
2. A request for use of leave of 8 hours or less need not be submitted in advance.
3. Use of leave time during a legislative session is subject to the prior approval of the Director. Leave time during the legislative interim should be scheduled, to the extent possible, so that the employee does not conflict with the other employees.
4. An employee who will arrive at work more than 20 minutes after the scheduled arrival time must notify the Bureau Secretary and file the appropriate leave form upon arrival.
5. An employee who is sick or injured and cannot report for work must call the Bureau Secretary by 8:30 a.m. and file the appropriate leave form upon returning to work.
6. An absence from work does not comply with the leave policy may, at the discretion of the Director, be considered an unauthorized absence and payment of salary may be withheld for that period.

EDUCATIONAL LEAVE

Educational Leave - Direct & Indirect Costs

Educational funding was granted for Bryan Boyd to take the necessary classes to attain a Novell CNE (Certified Netware Engineer) in the amount of \$4,400.00.

PERSONNEL GUIDELINES FOR THE CENTRAL LEGISLATIVE STAFF AGENCIES

(last updated with May 11, 1994 Legislative Council changes)

I. DEFINITIONS

- "Agency" means the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman.
- "Director" means the head of an agency as designated by the Legislative Council.
- "Employee" means an employee of an agency, including supervisors, unless the context requires otherwise.
- "Supervisor" means the agency director or the agency employee designated by the agency director to perform supervisory duties with regard to an agency employee or agency employees.

II. POLICY-MAKING AND OVERSIGHT AUTHORITY

A. Legislative Council

The Legislative Council is the policy-making and oversight authority for the central legislative staff agencies under Chapter 2 of the Code of Iowa. Such statutory power can be found in Code Section 2.42, subsections 1, 11, 12, 14, and 17. Code Sections 2.48, 2.58, and 2.100 establish the Legislative Fiscal Bureau, the Legislative Service Bureau, and the Computer Support Bureau, respectively. Code Chapter 2C establishes the Office of the Citizens' Aide, commonly known as Citizens' Aide/Ombudsman. Section 2C.3 makes the Citizens' Aide responsible to the Legislative Council.

B. Service Committee

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

C. Guidelines Subject to Change

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

III. POSITION CLASSIFICATION SYSTEM AND AGENCY ORGANIZATION

A. Position Classification System

1. Each director shall develop and file with the Service Committee a position classification system covering all authorized positions within the agency of the director. The position classification system shall contain guidelines for eligibility of an employee for promotion from one job title in a series to the next. The Legislative Service Bureau, as the staff agency to the Service Committee, shall keep these on file.
2. The position classification system shall include, but is not limited to, a job title, job description (including duties and qualifications), and grade level for each authorized position classification in an agency.
3. Job titles and job descriptions are at the discretion of each director. Grade levels are determined by the legislative branch comparable worth process. Changes in grade level due to changes in the duties or structuring of existing positions require prior approval by the Service Committee. Grade levels for new positions are set through the comparable worth process by the Service Committee.
4. The Comparable Worth Staff Report of August 1986 shall serve as the reference for the grade level of positions, except for positions whose grade level has been established or changed under the comparable worth process and approved by the Service Committee since the issuance of the report. Grade levels for positions that have been established or changed since the issuance of the report shall be developed in accordance with the factor scores in the comparable worth report.
5. Each director shall provide copies of the position classification system for the agency to the agency's employees.

B. Agency Organization

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

advance of the beginning of the leave, unless a planned leave is precluded by an unforeseen circumstance. The request for leave shall state the purpose of the leave, the expected duration of absence, and the intention of the employee to return to work following completion of the leave. An employee's supervisor may agree to an arrangement for reduced working hours in lieu of granting parental or family leave.

- ii. **Parental Leave.** An employee is entitled to parental leave, not to exceed three months in duration, upon the birth or placement for adoption of a child. Parental leave shall begin no later than eight weeks following the birth or placement for adoption of a child.

The employee may use accrued vacation, sick, compensatory, or holiday leave or leave without pay during the period of parental leave. However, an employee on parental leave shall be required to use accrued leave before being granted a leave without pay, except that an employee is entitled to retain 40 hours of vacation leave and 40 hours of sick leave upon the taking of leave without pay as part of the employee's parental leave.

Parental leave includes the period of time that a pregnant employee is absent from work due to physical disability related to pregnancy and childbirth. This period of physical disability is presumed to be two weeks before the birth of the child and six weeks following the birth of the child but may be extended before or after that period of time by a physician's statement of disability.

- iii. **Family Leave.** An employee's supervisor may grant to the employee family leave, not to exceed 160 hours per year, to care for a family member who is seriously ill or upon the death of a family member. Family leave is in addition to the 40 hours per year of accrued sick leave provided for the temporary care of immediate family members, for child care, or for bereavement leave. See Part VI.C.1.b.iii. of these guidelines.

The employee, at the employee's own option, may use accrued vacation, sick, compensatory, or holiday leave or leave without pay during the period of family leave.

For the purposes of family leave, "family member" means the employee's spouse, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, corresponding

relatives of the employee's spouse, other persons who are members of the employee's household, and other persons for whom the employee is the primary caretaker.

- iv. **Seniority and Benefits During Leave.** During any period of authorized parental or family leave, seniority continues to accrue, state benefits continue in force, and the employer's share of state benefit premiums or payments continue to be paid by the employer.
- v. **Right of Return.** Following any period of authorized parental or family leave, the employee is guaranteed a job at the same position classification at least the same grade and step. Part VI.C.3.c. of these guidelines, entitled "Rights of Return," does not apply to parental and family leave.

D. Vacation Leave Sharing

1. The director shall permit a permanent employee to transfer any vacation leave accrued by the employee in excess of eighty hours to another permanent employee of the same or another agency, and the director of that same or other agency shall permit the other permanent employee to receive and use such transferred vacation leave, if all of the following conditions relating to the employee receiving and using the transferred vacation leave are met:
 - a. The employee suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay status or to terminate employment with the agency.
 - b. The employee has depleted or will shortly deplete the employee's vacation leave, compensatory leave, and sick leave.
 - c. The employee has complied with agency rules regarding sick leave use.
2. An employee receiving vacation leave under this paragraph shall not receive more than 2080 hours of transferred vacation leave per calendar year under this paragraph.
3. While an employee is using vacation leave transferred to the employee under this paragraph, the employee shall be treated as if the employee were using the employee's own vacation leave. As soon as an employee accrues 40 hours of vacation leave while using vacation leave transferred to the employee under this paragraph, the employee shall be required to use that accrued vacation leave and all accrued sick leave before continuing to use the transferred vacation leave.
4. Vacation leave transferred under this section shall be transferred on an hour-for-hour basis without regard to any difference in hourly pay between the employee transferring the vacation leave and the employee receiving the

- B.** The following legislative employees of the central legislative staff agencies are required to file a financial statement containing the information enumerated in paragraph C:
- 1.** Directors of the central legislative staff agencies.
 - 2.** Deputy directors of central legislative staff agencies.
 - 3.** Central legislative staff agency employees who exercise substantial administrative or supervisory authority over other employees.
 - 4.** Central legislative staff agency employees who expend or approve the expenditure of agency funds as part of their regular duties.
- C.** The personal financial statements shall be in writing and shall contain the following financial information:
- 1.** A list of each business, occupation, or profession in which the person is engaged and the nature of that business, occupation or profession, unless already apparent.
 - 2.** A list of any other sources of income if the source produces more than one thousand dollars annually in gross income. Sources of income listed pursuant to this subparagraph shall be listed under the following categories:
 - a.** Securities.
 - b.** Instruments of financial institutions.
 - c.** Trusts.
 - d.** Real estate.
 - e.** Retirement systems.
 - f.** Other income categories specified in state and federal income tax regulations.
- D.** Personal financial statements required under this section shall be filed annually, on or before February 15 for the most recently completed calendar year, with the Service Committee of the Legislative Council and shall be on file in the Legislative Service Bureau.

XX. SEXUAL HARASSMENT

A. Sexual Harassment Policy.

- 1.** Sexual harassment is prohibited under Iowa Code Section 19B.12. As defined in Section 19B.12, sexual harassment means persistent, repetitive, or highly egregious conduct directed at a specific individual or group of individuals that a reasonable person would interpret as intentional harassment

of a sexual nature, taking into consideration the full context in which the conduct occurs, which conduct threatens to impair the ability of a person to perform the duties of employment. Conduct of a sexual nature that interferes with, or affects employment decisions regarding an employee, or creates an intimidating, hostile, or offensive work environment for an employee, shall constitute unlawful behavior.

2. Sexual harassment shall include, but is not limited to, the following:
 - a. Unsolicited sexual advances by a person toward another person who has clearly communicated the other person's desire not to be the subject of those advances.
 - b. Sexual advances or propositions made by a person having superior authority toward another person within the workplace.
 - c. Instances of offensive sexual remarks or speech or graphic sexual displays directed at a person in the workplace who has clearly communicated objection to that conduct, and where the person is not free to avoid that conduct due to the requirements of employment.
 - d. Dress requirements that bear no relation to the person's employment responsibilities.

B. Applicability.

This policy applies to full-time, part-time, and temporary central legislative staff agency employees as perpetrators or as victims of fellow central legislative staff agency employees. For purposes of this policy, the word "employee" also applies to central legislative staff agency volunteers, interns, and consultants. This policy shall be distributed to all employees at the time of hiring or orientation.

Members, employees, interns, and consultants of the Senate and House of Representatives and lobbyists are subject to the jurisdiction of the Senate and House respectively regarding sexual harassment complaints.

C. Filing a Formal Complaint.

A complaint may be filed with the director of a central legislative staff agency. If the complaint involves the director of a central legislative staff agency or an employee of a different central legislative staff agency, the complaint may be filed directly with the Service Committee of the Legislative Council.

If the complaint involves a member or an employee of the Senate or House of Representatives or a lobbyist, the complaint should be filed with the Senate or House in accordance with the sexual harassment complaint or grievance procedures established by the Senate or House.

D. Investigation of Complaint.

The director shall begin investigation of a complaint within 48 hours of receipt of the complaint, and shall complete the investigation within 30 calendar days. The director should generally consult with the alleged harasser's supervisor in the investigation of the complaint. If the director determines that sexual harassment has occurred, the director shall take appropriate disciplinary action ranging from a written warning or reprimand, to suspension with or without pay, to termination of employment. A director who neglects to investigate promptly a sexual harassment complaint is also subject to the scope of disciplinary action described in this paragraph, up to and including termination of employment.

The Service Committee shall begin investigation of a complaint within 48 hours of receipt of the complaint, and shall complete the investigation within 30 calendar days. If the Service Committee determines that sexual harassment has occurred, the Service Committee shall take appropriate action. If the Service Committee neglects to investigate promptly a sexual harassment complaint under this policy, the complaint may be refiled with the Legislative Council, which is subject to the same guidelines as the Service Committee.

E. Confidentiality.

Any complaint or investigation of sexual harassment shall be handled confidentially in accordance with Iowa Code Section 19A.15.

F. Evidentiary Standards.

Disciplinary action shall be taken if the evidence, when viewed from the perspective of a reasonable person of the same sex as the victim, supports the claim of the victim. The nature of the disciplinary action shall depend on the severity of the sexual harassment.

G. Retaliation.

Retaliation, intimidation, or reprisal against a central legislative staff agency employee who files a sexual harassment complaint or assists in the investigation of a sexual harassment complaint is prohibited. A person found to be in violation of this prohibition is subject to appropriate disciplinary action ranging from a written warning or reprimand, to suspension with or without pay, to termination of employment.

H. Training.

Each agency shall establish and submit to the Council a sexual harassment training policy for that agency. The policy shall set out the agency's plan for creating,

maintaining, and monitoring a workplace free of harassment, and for advising employees of their rights and duties in participating in a workplace free of harassment.

I. Procedural and Filing Alternatives.

If not satisfied with the results of an investigation, the employee may utilize the grievance procedures established in Part XII of the *Personnel Guidelines for the Central Legislative Staff Agencies*.

SEXUAL HARASSMENT COMPLAINT FORM

Name: _____ Bureau or Office: _____
Job Title: _____ Director: _____

1. Who was responsible for the harassment? _____

2. Describe the sexual harassment:

First Incident: _____

Approximate date, time, and place: _____

What was your reaction/did you take any action? _____

Second Incident: _____

Approximate date, time, and place: _____

What was your reaction/did you take any action? _____

Subsequent Incidents: _____

Approximate dates, times, and places: _____

3. List any witnesses to the harassment: _____

I understand that these incidents will be investigated, but this form will be kept confidential to the highest degree possible and in accordance with Section 19A.15 of the Iowa Code.

Employee Signature _____ Date: _____

XXI.SUBSTANCE ABUSE

A. Prohibitions

1. Prohibitions Subjecting Employees to Summary Discharge.

- a. Employees of the central legislative staff agencies are prohibited from engaging or participating in any of the following activities:**
 - i. Reporting to work during regular work hours while under the influence of alcohol or nonprescribed controlled substances.**
 - ii. The illegal manufacture, possession, sale, purchase, transfer, consumption, or use of alcohol or controlled substances while engaged in state business, or on the employer's premises or in state offices.**
 - iii. The illegal use or abuse of controlled substances or the consumption of alcohol during the operation of a state vehicle or a personal vehicle when the employee expects to receive reimbursement for mileage from the state; or the illegal use or abuse of controlled substances or the illegal or abusive consumption of alcohol preceding the operation of a state vehicle or a personal vehicle when the employee expects to receive reimbursement for mileage from the state.**
 - iv. The abusive use of prescription drugs or controlled substances while engaged in state business or on the employer's premises or in state offices.**
- b. Employees engaging or participating in any of the activities prohibited under this subparagraph 1 are subject to summary discharge, absent mitigating circumstances. Summary discharge means discharge from employment upon completion of a fair and thorough investigation substantiating the egregious conduct. Such discharge need not be preceded by progressive discipline, which includes, but is not limited to, verbal warning, written reprimand, and suspension.**

2. Prohibitions Subjecting Employees to Discipline or Discharge.

- a. Employees of the central legislative staff agencies are prohibited from engaging or participating in any of the following activities:**
 - i. Reporting to work or returning to work, during regular work hours following a meal or break period during which alcohol, prescription drugs, or controlled substances are consumed or used, in an impaired condition. Reporting to work outside regular work hours in an impaired condition due to the consumption or use of alcohol, prescription drugs, or controlled substances, without informing the**

appropriate supervisor of the impaired condition prior to reporting to work.

- ii. Below standard job performance or on-the-job misconduct, including, but not limited to, excessive absenteeism or tardiness, caused by the consumption or use of alcohol, prescription drugs, or controlled substances.
 - iii. Off duty misconduct involving the illegal manufacture, possession, sale, purchase, transfer, consumption, or use of alcohol or controlled substances, the illegal use or abuse of controlled substances or the consumption of alcohol during, or the illegal use or abuse of controlled substances or the illegal or abusive consumption of alcohol preceding, the operation of a vehicle, or the abusive use of prescription drugs or controlled substances, if a nexus exists between the off duty misconduct and the employee's job duties. Nexus means a connection, link, or tie to the employee's job duties, to the ability of the employee to perform the job duties, or to serious damage caused to the reputation of the employer. A nexus may exist for employees of the central legislative staff agencies between off duty conduct which results in any serious or aggravated misdemeanor or felony charge involving alcohol, prescription drugs, or controlled substances and the employees' job duties relating to the work of the legislature as the public institution charged with lawmaking.
- b. Employees engaging or participating in any of the activities prohibited under this subparagraph 2 are subject to discipline or discharge, absent mitigating circumstances.

B. Mitigating Circumstances.

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

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

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

2. The employee has previously violated paragraph A, subparagraph 1 or 2 and has been given a final written warning or is subject to an executed last chance agreement to refrain from further violation of paragraph A, subparagraph 1 or 2.
3. The employee's violation is so egregious that summary discharge is the appropriate action.

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

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

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

C. Procedures.

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

circumstances. The employer may suspend the employee with pay pending the completion of the investigation. Upon completion of the investigation, the employer must meet with the employee to inform the employee of the imposition of any discipline or of discharge.

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

LFB PERSONNEL REPORT

June 15, 1994

PERSONNEL ACTION SINCE LAST REPORT: 5/11/94

SERVICE COMMITTEE REVIEW**MERIT INCREASES:**

		<u>Previous Grade/Step</u>	<u>Date Attained</u>	<u>Current Grade/Step</u>	<u>Date Attained</u>
Susan L. Lerdal	Senior Legislative Analyst	38/-1	5/93	38/1	5/20/94
M. Dwayne Ferguson	Div. Administrator I	38/4	5/93	38/5	5/20/94
Robert R. Snyder	Senior Legislative Analyst	38/-1	5/93	38/1	5/20/94
Jon A. Studer	Legislative Analyst II	32/1	5/93	32/2	5/20/94
David L. Reynolds	Legislative Analyst II	32/1	5/93	32/2	5/20/94
Mary A. Shipman	Legislative Analyst II	32/1	5/93	32/2	5/20/94
David L. Hinman	Comp. Sys. Analyst I	27/2	5/93	27/3	5/20/94
Douglas P. Wulf	Div. Administrator I	38/5	5/93	38/6	5/20/94
Timothy C. Faller	Deputy Director	41/5	5/93	41/6	5/20/94
Holly M. Lyons	Div. Administrator II	41/3	5/93	41/4	5/20/94
Raymond L Knapp	Sen. Comp. Sys. Analyst	35/4	6/92	35/5	6/4/94

VACANT POSITIONS:

None

VACANT POSITIONS FILLED:

None

SICK/PARENTAL LEAVE:

Jon A. Studer May 31 - Aug 29, 1994

SERVICE COMMITTEE APPROVAL**PROMOTIONS:**

	<u>FROM</u>		<u>TO</u>	
	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE & STEP/ DATE ATTAINED</u>	<u>TITLE/ DATE ATTAINED</u>	<u>GRADE & STEP/ DATE ATTAINED</u>
Bradley D. Hudson 9/92	Legislative Analyst III 9/92	35/2 3/94	Senior Analyst	38/1 9/94
Larry C. Sigel *	Legislative Analyst I 2/93	29/3 3/94	Leg. Analyst II	32/1 7/94

* Recommendation per the guidelines established in the Legislative Position Classification Report adopted in July 1992, substituting an advanced degree for one year of experience.

GENERAL ASSEMBLY OF IOWA

LEGAL COUNSELS

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

RESEARCH ANALYSTS

Kathleen B. Hanlon
Thane R. Johnson



LEGISLATIVE SERVICE BUREAU

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

DIANE E. BOLENDER
DIRECTOR

RICHARD L. JOHNSON
DEPUTY DIRECTOR

JOHN C. POLLAK
COMMITTEE SERVICES ADMINISTRATOR

LOANNE DODGE
IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 10, 1994

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: MATERIALS FOR JUNE MEETING

Enclosed are the June personnel reports for the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Citizens' Aide/Ombudsman. Also enclosed is information about each central legislative staff agency required to be transmitted to the members of the Service Committee annually at the June meeting. This information includes the following:

- Organizational chart
- Position classifications and pay grades
- Employee personnel information
- Overtime and compensatory time report
- Financial disclosure forms

Each of the agencies has a policies and procedures manual based upon the Personnel Guidelines that have been adopted by the Legislative Council. You received copies of these manuals in June of 1993 and they remain unchanged from that version, except that for the Legislative Service Bureau, Chapter 5, pages 2 and 3, relating to the state's deferred compensation program, has been rewritten to reflect the current practices for enrolling in the program, and copies of those pages are enclosed.

Enclosed is a copy of the Personnel Guidelines that includes changes made by the Legislative Council in May 1994.

I look forward to seeing you on Wednesday, June 15 at 10:00 a.m.

GENERAL ASSEMBLY OF IOWA

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LEGISLATIVE SERVICE BUREAU

STATE CAPITOL BUILDING
DES MOINES, IOWA 50319
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ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 14, 1994

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: PERSONNEL GUIDELINES CHANGES -- COMPENSATORY LEAVE

The following change is proposed to the Personnel Guidelines for the Central Legislative Staff Agencies:

1. Part IV (Compensation - Salary), paragraph F (Overtime and Compensatory Time), is amended by adding the following new subparagraph:

NEW SUBPARAGRAPH. 4. Upon the date of termination of employment for any reason, accrued compensatory leave is canceled. The director and the employee shall make every reasonable effort to schedule compensatory leave prior to the termination date sufficient to prevent any cancellation of unused compensatory leave upon termination.

gdlnchg

GENERAL ASSEMBLY OF IOWA



LEGISLATIVE SERVICE BUREAU

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

LEGAL COUNSELS

Douglas L. Adkisson
Mary M. Carr
Edwin G. Cook
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IOWA CODE EDITOR

PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

JULIE E. LIVERS
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 14, 1994

MEMORANDUM

TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE

FROM: DIANE BOLENDER *DB*

RE: PERSONNEL GUIDELINES CHANGES -- VACATION LEAVE

The following change is proposed to the Personnel Guidelines for the Central Legislative Staff Agencies:

1. Part VI (Compensation - Leave), paragraph C (Leave Types), subparagraph 1 (Leaves With Pay), subparagraph subdivision a (Vacation Leave), is amended by adding the following new subparagraph subdivision part:

NEW SUBPARAGRAPH SUBDIVISION PART. iii. If on June 1 an employee has a balance of 160 or more hours of accrued vacation leave, the director of the employee's agency, with the approval of the employee, may pay the employee for up to 40 hours of the accrued vacation leave. The payment shall be made on a separate warrant on the payday which represents the last pay period of the fiscal year. Each director has the discretion to make such payments to employees of the director's agency and the grievance procedure is not applicable to any director's decision to make or to decline to make such payments.

Vaclv

Amend the Vacation Leave Personnel Guidelines Change by striking the New Subparagraph Subdivision Part and inserting the following:

NEW SUBPARAGRAPH SUBDIVISION PART. iii. The directors of the central legislative staff agencies, in consultation with the secretary of the senate and the chief clerk of the house, may pay employees who have a balance of 160 or more hours of accrued vacation leave on June 1, for up to 40 hours of the accrued vacation leave. The decision to make such payments and the number of hours paid shall be the same for all central legislative staff agencies. Any employee may decline to accept the payment and to retain the hours of accrued vacation leave otherwise paid to eligible employees. The payments shall be made on separate warrants on the payday which represents the last pay period of the fiscal year. The grievance procedure is not applicable to a decision to make or to decline to make payments for accrued vacation leave.

**Legislative Service Bureau
Proposed Allocation
FY 1994**

	<u>FY 1992 ACTUAL</u>	<u>FY 1993 REVISED ALLOCATION</u>	<u>FY 1994 REQUEST</u>
Personal Services	2,201,795.60	2,447,775.00	2,564,227.00
Personal Travel	28,915.16	27,000.00	30,000.00
Office Supplies	82,028.57	70,000.00	72,000.00
Other Supplies	1,861.59	2,200.00	2,200.00
Printing & Binding	459,399.67	854,387.00	492,000.00
Uniforms & Related Items	1,044.53	1,400.00	1,500.00
Communications	37,284.46	32,300.00	34,000.00
Rentals	1,437.63	1,800.00	2,000.00
Professional & Scientific Services	9,673.81	7,000.00	7,000.00
Outside Services	1,387.03	3,500.00	3,500.00
Advertising & Publicity	1,583.33	1,500.00	2,000.00
Outside Repairs/Services	19,336.88	23,000.00	23,000.00
Office Equipment	<u>35,025.98</u>	<u>30,000.00</u>	<u>35,000.00</u>
TOTAL *	<u><u>\$2,880,774.24</u></u>	<u><u>\$3,501,862.00</u></u>	<u><u>\$3,268,427.00</u></u>
Funded FTE's	74.20	63.50	64.25
* Excluding Printing	\$2,421,374.57	\$2,647,475.00	\$2,776,427.00

FY - 94 Budget Allocation Breakdown:

<u>ITEM</u>	<u>DOLLAR</u>	<u>ASSUMPTIONS</u>
Personal Services	2,564,227	* Assumes merit/COLA increases in FY 94. COLA calculated at 4%. Merit steps based upon salary review dates. Annualizes FY 1993 salary adjustment in FY 1994. No new positions required. Includes funding for promotions.
Personal Travel	30,000	* Maintains current level of travel for staff training, conferences, and seminars.
Office Supplies	72,000	* Maintains current level of office operation.
Other Supplies	2,200	* Maintains current level of other supplies.
Printing & Binding	492,000	* Assumes 3 1/2% increase in printing costs for legal publications.
Uniforms	1,500	* Maintains current level for uniform purchases.
Communications	34,000	* Maintains current level of communications under the state's communication system.
Rentals	2,000	* Maintains current level for rentals.
Professional & Scientific	7,000	* Maintains current level for professional and scientific services.
Outside Services	3,500	* Maintains current level for outside services.
Advertising & Publicity	2,000	* Increases allocation for advertising and publicity to cover increasing costs of publishing job vacancies and consultant solicitation.
Outside Repairs	23,000	* Maintains current level for maintenance contracts.
Office Equipment	35,000	* Maintains current level for purchase of office equipment.

LEGISLATIVE SERVICE BUREAU
 Eligibility Report for Merit Increases
 FY 1994

	<u>Present Grade & Step</u>	<u>Employment Date</u>	<u>Review Date</u>
<u>Director</u> Bolender	00-0	09/11/67	00/00/00
<u>Deputy Director</u> Johnson, R.	41-3	07/10/78	06/18/93
 LEGAL AND COMMITTEE SERVICES DIVISION			
<u>Legal Services Admin.</u> Vacant	38		
<u>Committee Services Admin.</u> Pollak	38-1	11/16/87	05/06/94
<u>Senior Legal Counsel</u> Goedert	38-4	07/14/76	06/18/93
<u>Legal Counsel 2</u> Johnson, M.	35-4	01/24/87	12/17/93
Adkisson	35-5	12/22/86	12/17/93
Hickey	35-5	02/01/88	12/17/93
Funaro	35-3	12/17/86	12/17/93
<u>Legal Counsel 1</u> Carr	32-3	10/09/89	06/18/93
Smith	32-3	12/07/89	06/18/93
<u>Legal Counsel</u> Crowley	30-3	10/08/90	04/08/94
Kuehn	30-3	10/22/90	04/22/94
Cook	30-2	11/09/92	05/20/94
Lumbard	30-2	11/23/92	06/03/94
<u>Senior Research Analyst</u> Johnson, T.	38-3	08/01/69	06/18/93
<u>Research Analyst</u> Hanlon	27-3	01/21/91	07/30/93
<u>Computer Systems Analyst 2</u> Rudicil	29-3	07/05/89	06/18/93
<u>Computer Systems Analyst Trainee</u> Weddell	24-2	11/06/87	04/22/94

IOWA CODE DIVISION

<u>Code Editor</u> Dodge	38-1	01/14/80	06/18/93
<u>Deputy IA Code Editor</u> Wilson	35-4	12/01/83	06/18/93
<u>Assistant Editor I</u> Dubec	24-6	10/09/87	00/00/00
Walroth	24-2	08/24/92	02/25/94
Vacant	24		
<u>Iowa Code Index Supervisor</u> Schulze	28-2	06/27/86	06/18/93
<u>Indexer 2</u> Pedersen	25-1	06/20/86	06/18/93
Stoner	25-2	11/29/85	05/20/94
<u>Publications Assistant</u> King	21-6	05/18/84	00/00/00
<u>Code Proofreader 2</u> Young, C.	19-4	01/03/89	12/17/93
Munzenmaier	19-3	08/04/89	12/17/93

ADMINISTRATIVE CODE DIVISION

<u>Administrative Code Editor</u> Barry	38-4	10/01/64	06/18/93
<u>Assistant Editor 2</u> Bates	27-4	06/13/86	06/18/93
<u>Assistant Editor 1</u> Drake	24-3	10/14/88	02/11/94
Mauck	24-3	11/18/91	05/20/94
<u>Publications Assistant</u> Rydell	21-3	12/20/91	09/24/93
<u>Admin. Code Index Supervisor</u> Worden	28-2	04/27/72	06/18/93
<u>Administrative Secretary</u> Scott	21-2	11/23/90	12/17/93
<u>Legis. Text Processor 1</u> McKnight	19-1	02/15/93	08/27/93
Vacant	19		
<u>Assistant Indexer</u> Hawkins	19-2	07/31/92	01/28/94

<u>Code Document Processor 2</u> Snuggs	19-3	03/25/85	05/20/94
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INFORMATION SERVICES DIVISION

<u>Public Information Director</u> Livers	30-3	04/09/90	10/08/93
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<u>Public Information Officer</u> Parker	24-2	09/05/89	03/11/94
Thompson	24-1	01/08/90	07/16/93

<u>Legis. Research Librarian</u> Douglas	24-4	10/23/89	04/22/94
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<u>Assistant Librarian</u> Neff	22-2	12/01/92	06/03/94
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<u>Capitol Guide Coordinator</u> Macauley	14-6	05/09/69	00/00/00
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<u>Capitol Tour Guide</u> Arnett	12-6	10/15/76	00/00/00
Nichols	12-6	10/15/76	00/00/00
Farrell	12-6	01/31/86	00/00/00

SUPPORT SERVICES DIVISION

<u>Confidential Secretary</u> Greenwood	27-6	12/16/72	00/00/00
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<u>Senior Finance Officer</u> Knudsen	31-5	11/29/66	06/18/93
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<u>Document Processor Supervisor</u> McNerney	25-1	12/08/89	12/17/93
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<u>Assistant Finance Officer</u> Brandt	24-1	06/01/90	12/03/93
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<u>Document Processor 1</u> Clark	16-2	11/09/92	05/20/94
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<u>Legis. Text Processor Super.</u> Wyer	28-6	01/01/67	00/00/00
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<u>Senior Legis. Text Processor</u> Craig	25-6	11/06/78	00/00/00
Fisher	25-6	11/16/74	00/00/00

<u>Legis. Text Processor 2</u>			
Jennings	22-3	11/11/88	05/06/94
Cross	22-4	09/06/88	02/25/94
<u>Legis. Text Processor 1</u>			
DeBartolo	19-2	10/19/92	04/22/94
<u>Legis. Proofreader Super.</u>			
Meier	22-1	12/30/87	06/18/93
<u>Legis. Proofreader 1</u>			
Fetters, S.	16-3	09/27/91	04/22/94
Lenth	16-2	07/20/92	01/28/94
Vacant	16		

06/11/93
7e