

LAYOFF PLAN
Non-Contract Covered Employees

Department: Administrative Services

Reason for Layoff: Reorganization of the General Services Enterprise of the Department of Administrative Services

Amount of savings from this Layoff: With the implementation of this plan and the subsequent reorganization within DAS/GSE, the approx. net savings will be \$400,000

Total number of positions to be reduced: 10

Non-supervisory positions reduced: 8

Supervisory positions reduced: 2

Retention point cut-off date: August 1, 2011
(Attach retention points for employees in each affected job class in the layoff unit)

Current Span of Control: 1 - 10.04

Span of Control, if implemented: 1 - 9.96

Proposed effective date of Layoff: 20 working days after the notice has been given to the impacted employees, with a intended notice date of September 1, 2011

Layoff Unit: 1 - Architectural & Engineering Services - 7 Construction Design Engineer, Sr
2 - Vertical Infrastructure Program - 1 PSE4 and 1 Const Design Engineer, Sr
3 - Mechanical & Electrical/Automation - 1 PSE4

Services impacted by this layoff and plans to address this impact: DAS is in the process of reorganizing the following areas of GSE: Architecture and Engineering ("A&E"), Lease and Space Management ("L/SM"), Vertical Infrastructure Program ("VIP"), and Mechanical & Electrical/Automation ("M&E/A."). These areas are primarily charged with facilitating/managing State construction projects, facilitating/managing State real estate, and managing various operations/activities on the Capitol Complex. Currently, these areas of GSE are not operating effectively/efficiently from a human equity, budgetary, and scheduling standpoint.

After reorganization is complete, State construction projects will be managed in partnership with construction management companies, as is the contemporary and standard practice for Owners (like the State) developing large construction projects. Unlike the State, construction management companies have the staff, technology, and training that enable them to push construction projects to be completed on time and on budget. New positions in A&E will work with GSE's agency customers, construction

management companies, designers, and contractors to deliver higher quality State construction projects.

Reorganizing L/SM will improve the management and coordination of State real estate. Currently, this area is inappropriately staffed and trained. A new Administrator will come on board to lead this area which will also include the newly organized energy management initiative (which will be renamed) formerly a part of the Department of Economic Development (now known as the Economic Development Authority). Two new positions specializing in space management and related areas will also be created to assist GSE in managing State real estate.

Reorganizing M&E/A will also improve efficiency/accountability and reduce overall costs.



Department Director Signature

8/16/11

Date

Approved OK Disapproved ___ Date 8/16/11 DAS-HRE COO DAJ

Approved X Disapproved ___ Date 8/16/11 DAS Director: MC

Approved X Disapproved ___ Date 8/17/11 DOM Director RRP

Approved X Disapproved ___ Date 8-18-11 Governor's Office JEB

DAS/GSE Reduction in Force Retention Points

1. Architectural & Engineering Services

Construction Design Engineer, Sr

Craig Deichmann – 898

Gary Forshee – 422

John Nash – 290

Carol Frank – 146

Michael Schmidt – 102

Duane Langley – 102

Chuck Reich – 94

2. Vertical Infrastructure Program

Public Service Executive 4

Dean Ibsen – 232

Construction Design engineer, Sr

Tony Schmitz – 78

3. Mechanical & Electrical/Automation

Public Service Executive 4

Ken Thornton - 182

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Craig Deichmann	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 9/1/1973
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
Construction Design Engineer	04261	1/12/07 to 12/14/07
Facilities Engineer 1	04256	to 1/12/07
Construction Tech III		to
Mechanical Maintenance Supervisor		to
Plumber	09/01/1973	to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Carol Frank		Dean Ibsen
Duane Langley	John Nash	Chuck Reich
Michael Schmidt	Gary Forshee	Tony Schmitz

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	12/14/07 to 8/1/11	
Con Des Eng	1/12/07 to 12/14/07	
Fac Eng 1	to 1/12/07	
Con tech III	to	
Mech Main Sup	to	
Plumber	9/1/73 to	
	to	
Total Length of Service Credit:		449

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
12/14/07 to 8/1/11	meets	
1/12/07 to 12/14/07	meets	
to 1/12/07	meets	
to	meets	
to	meets	
to	meets	
to	meets	
to		
Total Performance Credit:		449

Total Retention Point Calculation	
Total length of service credit:	449
+ Total performance credit:	449
Total Retention Points:	898

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Gary Forshee	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 6/28/93
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
Construction Design Engineer	04261	1/12/07 to 4/7/07
Facilities Engineer 1	04256	6/28/93 to 1/12/07
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Carol Frank		Dean Ibsen
Duane Langley	John Nash	Chuck Reich
Michael Schmidt	Craig Deichmann	Tony Schmitz

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	04/06/07 to 8/1/11	
Con Des Eng	1/12/07 to 4/7/07	
Fac Eng 1	6/28/93 to 1/12/07	
Fac Eng 1	to	
Fac Eng 1	to	
	to	
	to	

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
04/06/07 to 8/1/11	meets	
1/12/07 to 4/7/07	meets	
7/24/99 to 1/12/07	meets	
7/24/98 to 7/24/99	Does not meet	
6/28/93 to 7/24/98	meets	
to		
to		

Total Length of Service Credit:	217
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Total Performance Credit:	205
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Total Retention Point Calculation	
Total length of service credit:	217
+ Total performance credit:	205
Total Retention Points:	422

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- Length of Service Credit:** Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- Performance Credit:** Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: John Nash	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 6/25/1999
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
Facilities Engineer 2	04257	5/26/00 to 1/26/07
Facilities Engineer 1	04256	6/25/99 to 5/26/00
		to
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Carol Frank	Gary Forshee	Dean Ibsen
Duane Langley		Chuck Reich
Michael Schmidt	Craig Deichmann	Tony Schmitz

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	1/26/07 to 8/1/11	
Fac Eng 2	5/26/00 to 1/26/07	
Fac Eng 1	6/25/99 to 5/26/00	
	to	
	to	
	to	
	to	
Total Length of Service Credit:		145

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
1/26/07 to 8/1/11	meets	
5/26/00 to 1/26/07	meets	
6/25/99 to 5/26/00	meets	
to		
to		
to		
to		
Total Performance Credit:		145

Total Retention Point Calculation	
Total length of service credit:	145
+ Total performance credit:	145
Total Retention Points:	290

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Carol Frank	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 12/31/04
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
Facilities Engineer 2	04261	2/10/06 to 1/12/07
Facilities Engineer 1	04256	12/31/04 to 2/10/06
		to
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
	Gary Forshee	Dean Ibsen
Duane Langley	John Nash	Chuck Reich
Michael Schmidt	Craig Deichmann	Tony Schmitz

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	1/12/07 to 8/1/11	
	to	
	to	
Fac Eng 2	2/10/06 to 1/12/07	
Fac Eng 1	12/31/04 to 2/10/06	
	to	
	to	

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
08/07 to 8/1/11	meets	
08/06 to 08/07	does not meet	
2/10/06 to 08/06	meets	
2/10/06 to 1/12/07	meets	
12/31/04 to 2/10/06	meets	
to		
to		

Total Length of Service Credit:	79
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Total Performance Credit:	67
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Total Retention Point Calculation	
Total length of service credit:	79
+ Total performance credit:	67
Total Retention Points:	146

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Michael Schmidt	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 4/20/2007
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
		to
		to
		to
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Carol Frank	Gary Forshee	Dean Ibsen
Duane Langley	John Nash	Chuck Reich
	Craig Deichmann	Tony Schmitz

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	4/20/07 to 8/1/11	51
	to	
	to	
	to	
	to	
	to	
	to	
Total Length of Service Credit:		

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
4/20/07 to 8/1/11	meets	51
to		
to		
to		
to		
to		
to		
Total Performance Credit:		

Total Retention Point Calculation	
Total length of service credit:	51
+ Total performance credit:	51
Total Retention Points:	102

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Duane Langley	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 4/20/07
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
		to
		to
		to
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Carol Frank	Gary Forshee	Dean Ibsen
	John Nash	Chuck Reich
Michael Schmidt	Craig Deichmann	Tony Schmitz

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	4/20/07 to 8/1/11	51
	to	
	to	
	to	
	to	
	to	
	to	
Total Length of Service Credit:		

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
4/20/07 to 8/1/11	meets	51
Total Performance Credit:		

Total Retention Point Calculation	
Total length of service credit:	51
+ Total performance credit:	51
Total Retention Points:	102

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Chuck Reich	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 8/24/2007
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
		to
		to
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Carol Frank	Gary Forshee	Dean Ibsen
Duane Langley	John Nash	
Michael Schmidt	Craig Deichmann	Tony Schmitz

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	8/24/07 to 8/1/11	47
	to	
	to	
	to	
	to	
	to	
	to	
Total Length of Service Credit:		

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
4/20/07 to 8/1/11	meets	47
Total Performance Credit:		

Total Retention Point Calculation	
Total length of service credit:	47
+ Total performance credit:	47
Total Retention Points	94

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Tony Schmitz	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 4/20/2007
Current Class Title: Const Design Engineer Senior	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
		to
		to
		to
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Carol Frank	Gary Forshee	Dean Ibsen
Duane Langley	John Nash	Chuck Reich
Michael Schmidt	Craig Deichmann	

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
Con Des Eng Senior	4/20/07 to 8/1/11	39
	to	
	to	
	to	
	to	
	to	

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
4/20/07 to 8/1/11	meets	39

Total Length of Service Credit:

Total Performance Credit:

Total Retention Point Calculation	
Total length of service credit:	39
+ Total performance credit:	39
Total Retention Points	78

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Dean Ibsen	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 12/07/2011
Current Class Title: PSE 4	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
Facility Engineer 2	04257	12/07/01 to 9/12/03
		to
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Ken Thornton		

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
PSE 4	9/12/03 to 8/1/11	
Fac Eng 2	12/7/01 to 9/12/03	
	to	
	to	
	to	
	to	

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
9/12/03 to 8/1/11	meets	
12/7/01 to 9/12/03	meets	
to		
to		
to		
to		

Total Length of Service Credit:

Total Performance Credit:

Total Retention Point Calculation	
Total length of service credit:	116
+ Total performance credit:	116
Total Retention Points:	232

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE
RETENTION POINT CALCULATION WORKSHEET**

Name: Ken Thornton	Cutoff Date: August 1, 2011
Agency: DAS-GSE	Employment Date: 1/2/2004
Current Class Title: PSE 4	Layoff Unit:

Previously Held Job Class Title	Class Code	Dates of Service
PSE 3	00784	7/14/06 to 10/03/08
Plant Operations Manager 3	08427	1/28/05 to 7/14/06
Plant Operations Manager 2	08426	1/2/04 to 1/28/2005
		to
		to
		to
		to

Employees in the Same Job Classification Within the Layoff Unit		
Dean Ibsen		

Length of Service Credit		
Job Class	Dates in Job Class	1 point for each month Credit Points
PSE 4	10/3/08 to 8/1/11	
PSE 3	7/14/06 to 10/3/08	
Plant Ops Mg 3	1/28/05 to 7/14/06	
Plant Ops Mg 2	1/2/04 to 1/28/05	
	to	
	to	
	to	
Total Length of Service Credit:		91

Performance Credit		
Dates	Rating	1 point for each month rated as "competent," "meets expectations," or "exceeds expectations" Credit Points
10/3/08 to 8/1/11	meets	
7/14/06 to 10/3/08	meets	
1/28/05 to 7/14/06	meets	
1/2/04 to 1/28/05	meets	
to		
to		
to		
Total Performance Credit:		91

Total Retention Point Calculation	
Total length of service credit:	91
+ Total performance credit:	91
Total Retention Points:	182

The following is the method for computing retention points for non-contract employees:

Retention points are the combined total of an employee's length of service and performance credits:

- a) *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, "at-will," or temporary positions. Any period of at least 15 calendar days of service in a month will be considered a full month.
- b) *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No retention points are credited for months in which the employee's performance was documented as less than satisfactory.

LAYOFF PLAN

AFSCME COUNCIL 61 UE/IUP SPOC

Department: Administrative Services

Reason for Layoff: Reorganization of the General Services Enterprise of the Department of Administrative Services

Amount of savings from this Layoff: Approx. \$81,000

Proposed effective date of Layoff: 20 working days after the notice has been given to the impacted employees, with a intended notice date of September 1, 2011

Number of Positions to be eliminated: 2
(Seniority list must be attached)

Job Classes affected by Layoff: Safety Officer and Architectual Technician 1

Special skills exemption request explanation: None

Current Span of Control: 1 – 10.04

Span of Control, if implemented: 1 – 9.96

Layoff unit: Department of Administrative Services, excluding Information Technology Enterprise

Services impacted by this layoff and plans to address this impact: Work completed by the Safety Officer will be transferred to other remaining staff. Work assignments that were completed by the Arch Tech 1 shall be reviewed and assigned as needed.



Department Director Signature



Date

Approved OK Disapproved ___ Date 8/16/11 DAS-HRE COO 

Approved X Disapproved ___ Date 8/16/11 DAS Director 

Approved X Disapproved ___ Date 8/17/11 DOM Director 

Approved X Disapproved ___ Date 8-18-11 Governor's Office 

Department of Administrative Services – Human Resources Enterprise

Calculating AFSCME Seniority

Name: Mary Ann Ferguson

Payroll No.: 005-674-X674-04363-002

Current Class: Architectural Tech 1

Cutoff Date: August 1, 2011

Previously-Held Job Classes

Contract Service			Non-Contract Service		
From	To	Class	From	To	Class
7/11/08	present	Arch Tech 1			

Mary bump into position that she "qualifies" for

Total Time in Contract-Covered Service: 37 months

Total Time in Non-Contract Service: _____

AFSCME Seniority Date: 7/11/2008

The following is the method of calculating seniority dates for AFSCME-covered employees and employees in collective-bargaining-exempt positions who previously held AFSCME-covered classes.

- 1) Employees covered by SPOC or UE/IUP have no seniority upon entrance or return to an AFSCME-covered position.
- 2) Current non-contract, non-supervisory employees who were in a non-contract-covered class on July 1, 2003, will continue to accrue AFSCME bargaining unit seniority based on the original date of hire with the State.
- 3) Employees covered by the AFSCME collective bargaining agreement on July 1, 2003, who later move to a non-contract job class, will have their original seniority date frozen as of the date they moved to the non-contract class.
- 4) Employees hired after July 1, 2003, in non-contract job classes will not accrue AFSCME seniority, nor would they have any seniority to apply in cases of bumping to an AFSCME-covered class.

Contact Your Personnel Officer with Questions

Calculating AFSCME Seniority

Name: David Phillips

Payroll No.: 005-674-X674-00761-001

Current Class: Safety Officer

Cutoff Date: August 1, 2011

Previously-Held Job Classes

Contract Service			Non-Contract Service		
From	To	Class	From	To	Class
10/3/08		00671. Safety Officer			
8/25/08	10/3/08	00666 Safety & Health Consultant			

May bump into position that she "qualifies" for

Total Time in Contract-Covered Service: _____

33 months

Total Time in Non-Contract Service: _____

AFSCME Seniority Date: _____

8/25/2008

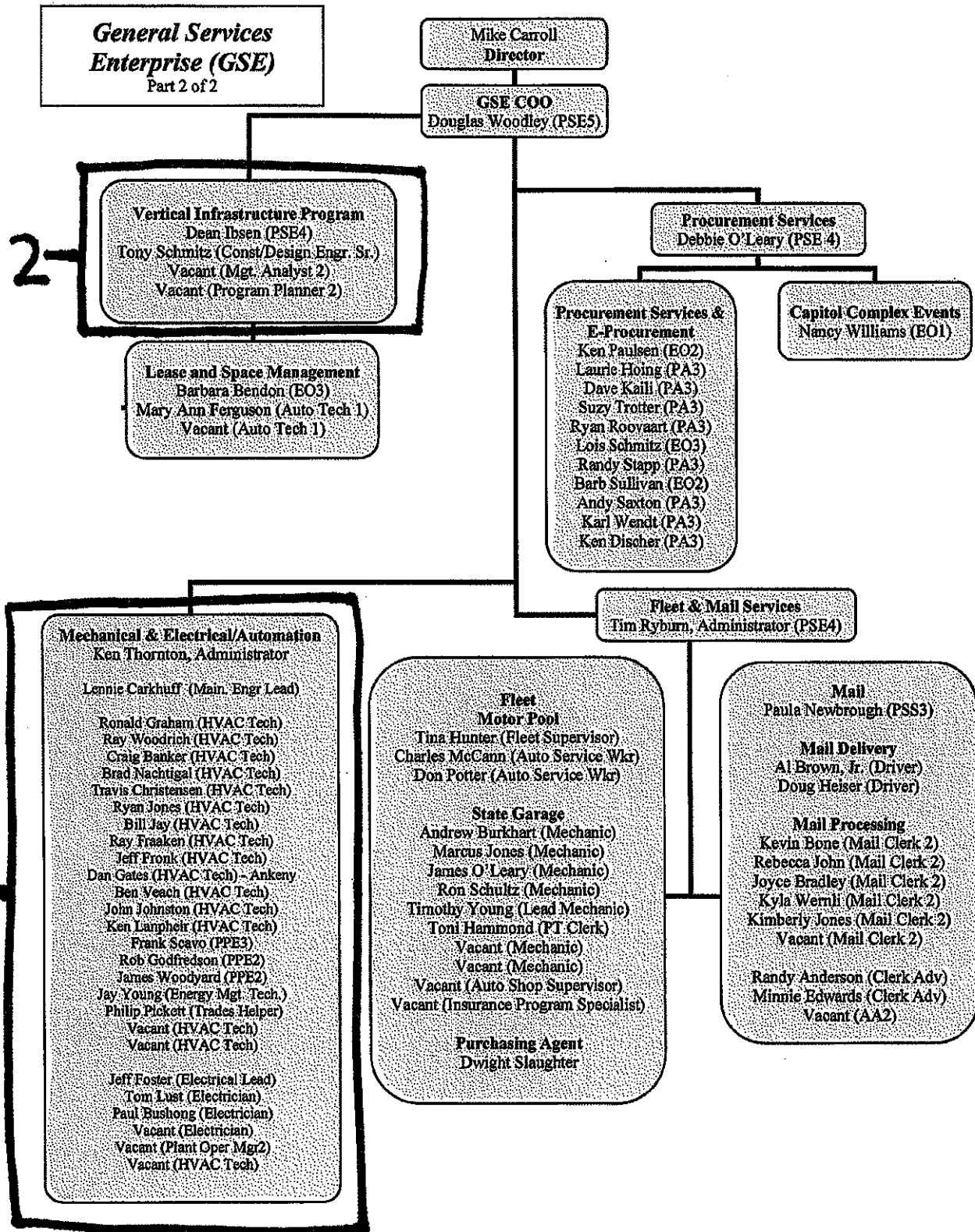
The following is the method of calculating seniority dates for AFSCME-covered employees and employees in collective-bargaining-exempt positions who previously held AFSCME-covered classes.

- 1) Employees covered by SPOC or UE/IUP have no seniority upon entrance or return to an AFSCME-covered position.
- 2) Current non-contract, non-supervisory employees who were in a non-contract-covered class on July 1, 2003, will continue to accrue AFSCME bargaining unit seniority based on the original date of hire with the State.
- 3) Employees covered by the AFSCME collective bargaining agreement on July 1, 2003, who later move to a non-contract job class, will have their original seniority date frozen as of the date they moved to the non-contract class.
- 4) Employees hired after July 1, 2003, in non-contract job classes will not accrue AFSCME seniority, nor would they have any seniority to apply in cases of bumping to an AFSCME-covered class.

Contact Your Personnel Officer with Questions

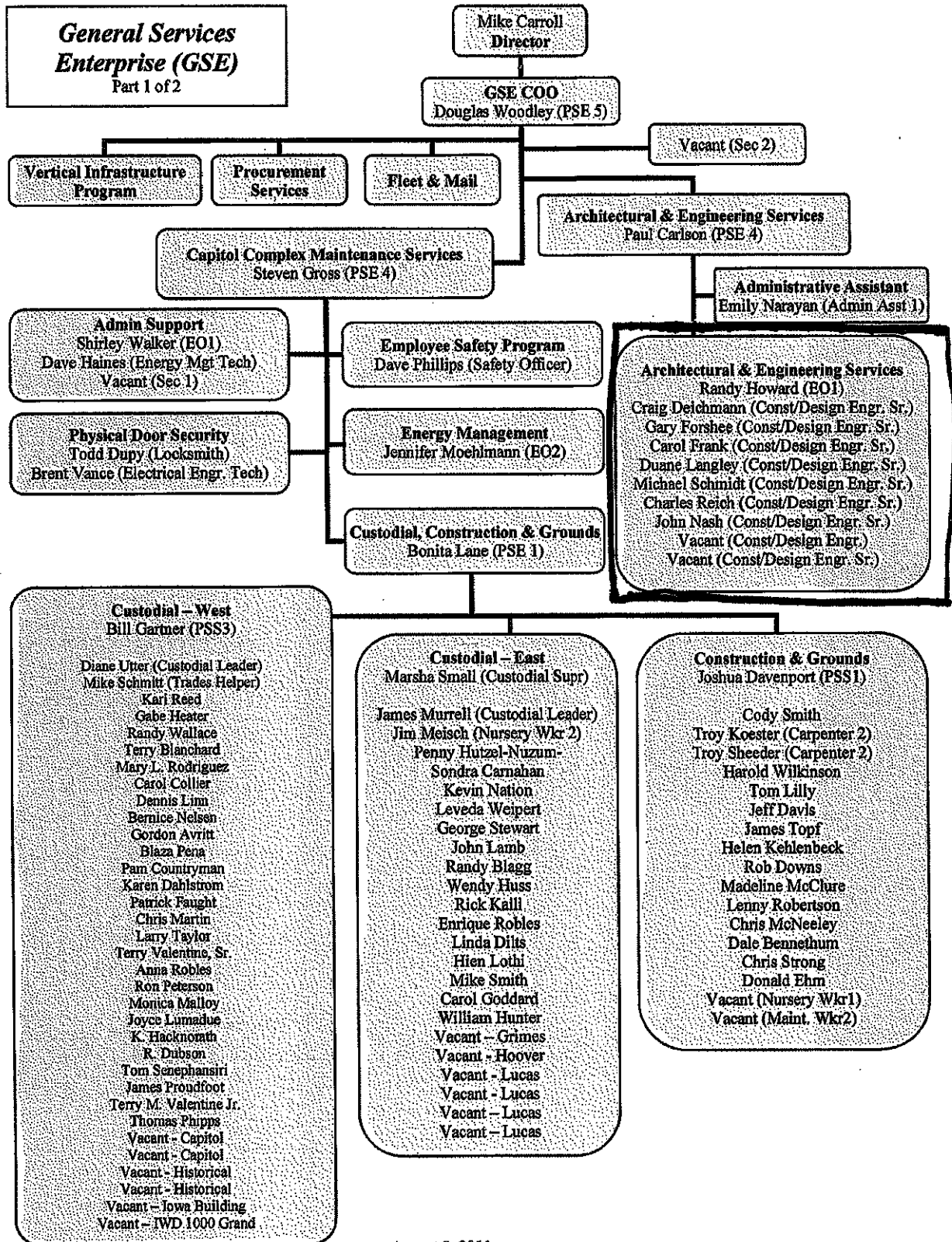
Layoff Units

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES Table of Organization



Layoff Units

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES Table of Organization



August 9, 2011

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Teresa Wahlert, Director

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July 16, 2012

MEMORANDUM

TO: Michelle Minnehan Golightly, Chief Operating Officer
Department of Administrative Services –
Human Resources Enterprise

FR: Teresa Wahlert, Director
Iowa Workforce Development

RE: Proposed Layoff

Due to budgetary reductions, it will be necessary to institute a layoff in Iowa Workforce Development. In accordance with 11 IAC 60.3, your approval of the following plan is requested:

Effective Date: July 23, 2012

Organizational Unit: IWD – Unemployment Insurance Services Division

Job Classification: Information Technology Support Worker 2; Mail Clerk; Secretary 1; (2) Secretary 2;
Management Analyst 2.

Number of Employees to be Laid Off: 6

Please call me at 281-5364 should you have any questions.

Sincerely,



Teresa Wahlert
Director, Iowa Workforce Development

cc: IWD Employee Services

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IA DEPT. OF
ADMINISTRATIVE SERVICES

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Teresa Wahlert, Director

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July 16, 2012

MEMORANDUM

TO: Michelle Minnehan Golightly, Chief Operating Officer
Department of Administrative Services –
Human Resources Enterprise

FR: Teresa Wahlert, Director
Iowa Workforce Development

RE: Proposed Layoff

Due to budgetary reductions, it will be necessary to institute a layoff in Iowa Workforce Development. In accordance with 11 IAC 60.3, your approval of the following plan is requested:

Effective Date: July 23, 2012

Organizational Unit: IWD – Division of Administrative Services and Communication Bureau

Job Classification: AA 1 (1); Clerk Specialist (1); and Accounting Tech 2 (1)

Number of Employees to be Laid Off: 3

Please call me at 281-5364 should you have any questions.

Sincerely,



Teresa Wahlert
Director, Iowa Workforce Development

cc: IWD Employee Services

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IA DEPT. OF
ADMINISTRATIVE SERVICES

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Teresa Wahlert, Director

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July 13, 2012

MEMORANDUM

TO: Michelle Minnehan Golightly, Chief Operating Officer
Department of Administrative Services –
Human Resources Enterprise

FR: Teresa Wahlert, Director
Iowa Workforce Development

RE: Proposed Layoff

Due to budgetary reductions, it will be necessary to institute a layoff in Iowa Workforce Development. In accordance with 11 IAC 60.3, your approval of the following plan is requested:

Effective Date: July 23, 2012

Organizational Unit: IWD – Workforce Services Division

Job Classification: Executive Officer 2; Business Marketing Specialist, Receptionist, Typist-Advanced, Clerk-Advanced

Number of Employees to be Laid Off: 8

Please call me at 281-5364 should you have any questions.

Sincerely,



Teresa Wahlert
Director, Iowa Workforce Development
cc: IWD Employee Services

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IA DEPT. OF
ADMINISTRATIVE SERVICES

LAYOFF PLAN

AFSCME COUNCIL 61 UE/IUP SPOC

Department: Iowa Workforce Development - Unemployment Services Division

Reason for Layoff: Budget reduction

Amount of savings from this Layoff: \$750,000

Proposed effective date of Layoff: 7-23-2012

Number of Positions to be eliminated: project approximately 6 employees (Seniority list must be attached)

Job Classes affected by Layoff: Information Technology Support Worker 2; Mail Clerk; Secretary 1; (2)Secretary 2; Management Analyst 2.

Special skills exemption request explanation: None.

Current Span of Control: 1:19.78

Span of Control, if implemented: 1:19.22

Layoff unit: Affected areas may include IUI Service Center, and Administrative offices.

Services impacted by this layoff and plans to address this impact: Unemployment insurance services. The UI Division has been aggressively working at creating efficiencies in their processes that allow the division to leave positions vacant and to eliminate the 6 impacted positions. Critical duties of the impacted staff will be absorbed by existing staff.

Sean Wahlert

7-17-12

Department Director Signature

Date

Approved Disapproved Date 7/17/12 DAS-HRE COO *MLMG*

Approved Disapproved Date 7/17/12 DAS Director *MC*

Approved Disapproved Date 7/18/12 DOM Director *[Signature]*

Approved Disapproved Date 7-18-12 Governor's Office *JRS*

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LAYOFF PLAN

AFSCME COUNCIL 61 UE/IUP SPOC

Department: IWD – Division of Administrative Services and Communications Bureau

Reason for Layoff: Budget reduction

Amount of savings from this Layoff: \$197,700 in salary & benefits

Proposed effective date of Layoff: 7-23-2012

Number of Positions to be eliminated: 3
(Seniority list must be attached)

Job Classes affected by Layoff: AA1, Clerk Specialist, Accounting Tech 2

Special skills exemption request explanation: None

Current Span of Control: 1:9.3

Span of Control, if implemented: 1:8.3

Layoff unit: Finance Bureau; Employee Services Bureau; Communications Bureau

Services impacted by this layoff and plans to address this impact:

Financial Management accounting duties, Human Resources clerical support and Communication Bureau customer service.

Financial Management will redistribute the work amongst the remaining positions; due to the reduction in the number of field offices over the past year the accounting duties required to support the closed offices have eliminated creating some excess capacity. Human Resources will redistribute the work amongst the remaining positions. The Communication Bureau has experienced a significant reduction in customer service requests due to the decline in the unemployment rate in the State of Iowa and is no longer in need this position.

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LAYOFF PLAN

AFSCME COUNCIL 61 UE/IUP SPOC

Department: Iowa Workforce Development - Workforce Services Division

Reason for Layoff: Budget reduction

Amount of savings from this Layoff: \$1,310,706 in salary & benefits

Proposed effective date of Layoff: 7-23-2012

Number of Positions to be eliminated: 8
(Seniority list must be attached)

Job Classes affected by Layoff: Executive Officer 2, Business Marketing Specialist, Receptionist, Typist-Advanced, Clerk-Advanced

Special skills exemption request explanation: Disabled Veterans - Federal regulations dictate the administrators of this program be disabled veterans with an other than dishonorable discharge, and a disability rating as verified by the VA. Foreign language selectives - we have the need to have at least one individual within each regional office with the ability to speak, read and write in a foreign language (Spanish and/or Serbo-Croatian preferred). Social Security benefits planner - Federal regulations dictate that individuals responsible for this program must have completed approved Social Security Administration (SSA) Benefits Planner Training.

Current Span of Control: 1:10.45

Span of Control, if implemented: 1:10.09

Layoff unit: Affected areas include local field offices and Administrative offices

Services impacted by this layoff and plans to address this impact:

Unemployment insurance, business services/recruitment, PROMISE JOBS.

The agency is already implementing an initiative to centralize many functions of unemployment insurance at the current Unemployment Insurance Service Center, allowing the field offices to concentrate on business services, job placement, and case management of targeted populations such as veterans, welfare recipients, and persons who are at risk of long-term dependency on unemployment benefits. The agency is also focusing resources on providing services to the unemployed and low-skilled through the Skilled Iowa initiative, and continues to develop increased access to IWD products and services through the ever-

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growing Virtual Access Point initiative. As of 7-12-2012, IWD had 724 host sites with 3,532 desktops located across the state, including 48 schools.

By using technology more efficiently in our offices, we are able to reduce dependence on clerical services. Additionally we are choosing to refocus our priorities within the PROMISE JOBS program from policy oversight - which is really a DHS responsibility - to Quality Assurance to ensure the resources contracted to us by DHS are delivered properly and allocated accordingly. Business services are an essential function of IWD, and can be provided by the agency's Workforce Advisors, Supervisors and Managers to reduce overhead.

Linda Wablent
Department Director Signature

7-17-12
Date

Approved Disapproved Date 7/17/12 DAS-HRE COO MLM

Approved Disapproved Date 7/17/12 DAS Director MC

Approved Disapproved Date 7/18/12 DOM Director OMP

Approved Disapproved Date 7-24-12 Governor's Office
CONFIRMED w/ BRIENNA FINDLEY - IGOU
BLW

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JUL 20 2012

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Teresa Wahlert, Director

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March 12, 2012

MEMORANDUM

TO: Michelle Minnehan Golightly, Chief Operating Officer
Department of Administrative Services –
Human Resources Enterprise

FR: Teresa Wahlert, Director
Iowa Workforce Development

RE: Proposed Layoff

Due to budgetary reductions, it will be necessary to institute a layoff in Iowa Workforce Development. In accordance with 11 IAC 60.3, your approval of the following plan is requested:

Effective Date: March 16, 2012

Organizational Unit: IWD – Unemployment Insurance Services Division

Job Classification: Unemployment Insurance Manager

Number of Employees to be Laid Off: 1

Cutoff Date: March 16, 2012

Please call me at 281-5364 should you have any questions.

Sincerely,



Teresa Wahlert
Director, Iowa Workforce Development

cc: IWD Employee Services

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MAR 19 2012

IOWA DEPT. OF
MANAGEMENT

**LAYOFF PLAN
Non-Contract Covered Employees**

Department: Iowa Workforce Development

Reason for Layoff: Budget reduction

Amount of savings from this Layoff: \$88,589

Total number of positions to be reduced: 1

Non-supervisory positions reduced: 0

Supervisory positions reduced: 1-UI Manager classification

Retention point cut-off date: Voluntary Layoff
(Attach retention points for employees in each affected job class in the layoff unit)

Current Span of Control: 1:16.3

Span of Control, if implemented: 1:18


Proposed effective date of Layoff: March 16, 2012

Layoff Unit: UI Services Division - UI Service Center and Benefits Bureau.

Services impacted by this layoff and plans to address this impact: The Programs Impacted by this reduction are the unemployment insurance benefits and unemployment insurance tax operations. Included with those operations are multiple projects and programs such as investigations and recovery, tax redesign, intersate claims, misclassification of workers among others that rely on the technical expertise of the manager. This voluntary layoff will be mitigated by a reallocation of existing management throughout the entire Division thereby impacting all areas of the UI Division. Impact to services should be minimal on a long term basis; limited (temporary 1-2 years) impact of large scale projects for tax and benefits redesign and multiple supplemental budget request projects.



Department Director Signature



Date

Approved Disapproved Date 3/13/12 DAS-HRE COO 

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Approved Disapproved Date 3/15/12 DAS Director: ME
Approved Disapproved Date 4/7/12 DOM Director: [Signature]
Approved Disapproved Date 4-9-12 Governor's Office: JLB

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IOWA DEPT. OF
MANAGEMENT