



RY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES
JACK B. WALTERS, DIRECTOR

November 30, 1988

1988 Session Laws

Donovan Peters
Legislative Service Bureau
Statehouse

Dear Donovan,

I have compiled the costs of the second session, 72nd GA Session Laws and wish to submit my proposal for the selling price.

The computation is as follows:

Printing and Binding costs (Wm. C. Brown)	\$33,702.90
Compilation costs reported by Code Editor	\$45,019.29
Typesetting - house	<u>\$ 2,905.25</u>
Total	\$81,627.44

81,627.44 divided by 4561 = \$17.89 per volume
 Distribution cost = \$ 7.11 per volume
 \$25.00 per volume

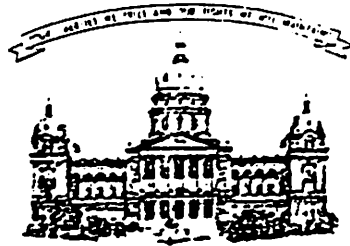
My recommendation is that the selling price remain the same as last printing, \$25.00 each plus \$1.00 sales tax. Please advise me if the Legislative Council agrees.

Respectfully,

Kristi Little
Superintendent of Printing

RECEIVED
DEC 02
Legislative
Bureau

GENERAL ASSEMBLY OF IOWA



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PUBLIC INFORMATION OFFICE

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PUBLIC INFORMATION OFFICERS

IOWA CODE DIVISION

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

LEGISLATIVE SERVICE BUREAU

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

October 10, 1989

TO: Kristi Little
FROM: JoAnn Brown
RE: Session Law pricing

RECEIVED
OCT 12 89
Legislative Service
Bureau

The proposed cost for the 1989 Session Laws must be submitted for the Legislative Council's approval at its October 18 meeting. We expect to receive the Session Laws on October 19 or 20.

It appears that costs are up substantially this year due to the increased size of the Session Laws, so we have not yet added any amount for staff benefits. However, the Legislative Council may wish to add such an amount.

Costs: Code office staff; editing, proofing, indexing	\$51,462.61
House journal room; typesetting	4,379.04
LSB; text processing, proofing	4,977.45
Subtotal	<u>\$60,819.10</u>
W.C. Brown; printing and binding	<u> </u>

\$ _____

I believe you can obtain a close estimate of W.C. Brown's bill and use that to compute the proposed cost.

We should talk later about the free distribution and whether an amendment to §18.97 of the Code needs to be proposed.

We hope the Session Laws can be distributed promptly when they arrive at the warehouse in order to avoid the criticism we have received in the past when distribution has been delayed.

cc: Diane Bolender
Richard Johnson

W:ok



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES
JACK B. WALTERS, DIRECTOR

MEMORANDUM

DATE: October 17, 1989
TO: Diane Bolander, Director
Legislative Service Bureau
FROM: Kristi Little, Superintendent
General Services Printing Division
RE: Session Laws

I have compiled costs for the 1989 Session Laws. Based on increases in postage, printing and additional volume of 320 pages to this document, I recommend an increase to \$36.00 for sale to the public.

This increase will also help offset the cost of free distribution to State Government.

Please advise if the Legislative Council agrees.

1988 Session Laws \$25.00

PROPOSED FAMILY DEATH LEAVE POLICY
FOR CENTRAL LEGISLATIVE STAFF AGENCIES

September 20, 1989

Add the following new lettered paragraph "j" to Chapter 6, Paragraph C of the Personnel Guidelines for the Central Legislative Staff Agencies, and reletter the subsequent lettered paragraph:

j. Family Death Leave

In the event of the death of an employee's immediate family member, the employee is entitled to five working days' leave of absence, per occurrence, with pay. In the event of the death of an employee's family member, other than the death of an immediate family member, the employee is entitled to three working days' leave of absence, per occurrence, with pay.

Family death leave is in addition to other leaves available to an employee. An employee is not required to exhaust other leaves available to the employee before taking family death leave.

For purposes of this lettered paragraph, "employee's immediate family member" means an employee's spouse, child, or parent, and "employee's family member" means a family member as defined in Chapter 6(C)(3)(d)(3).

RJ/LW/1297c

REPORT OF THE FISCAL COMMITTEE OF THE
LEGISLATIVE COUNCIL

October 18, 1989

The Fiscal Committee of the Legislative Council met on Tuesday, October 17, 1989, and makes the following recommendations:

1. That the Legislative Council approve the attached "Budget #2" to provide information for future legislative consideration on the issue of expanded use of Ritalin, a legal drug, in Iowa to high activity level (Attention-Deficit Hyperactivity Disorder) classroom children.
2. That the Legislative Council appoint an Ad Hoc Committee of interested parties and the chairs and ranking members of the Human Services Appropriations Subcommittee and to hire a consultant, for a maximum of \$50,000, to work with the committee on such items as certification problems, staff turn over, excessive overtime, absenteeism, Table of Organization, long turn around time for hiring staff, etc., for the Department of Human Services' institutions.

The Fiscal Committee received information regarding the following issues:

1. Community Recreational/Educational Grants of the Department of Human Rights.
2. The Department of Economic Development's Marketing Program - Advertising.
3. School Health Services Program and Task Force.
4. Indigent Patient Receipts.
5. The \$1.1 million Prison Expansion Program.
6. A listing of Correctional Officer Vacancies at the State's Correctional Facilities.

Respectfully Submitted,

Senator Joe Welsh
Co-chairperson

Representative Tom Jochum
Co-chairperson

REPORT OF THE STUDIES COMMITTEE
TO THE LEGISLATIVE COUNCIL

October 18, 1989

The Studies Committee of the Legislative Council met on October 18, 1989, and makes the following recommendations:

1. That the requests of the Preserving Adequate Water Supplies Study Committee for a deadline extension and for a meeting outside Des Moines in order to hold its final meeting on November 17 in Iowa City in conjunction with the Global Warming Conference not be approved.

2. That the request of the Quality Grains Advisory Committee for an additional hearing date to take public testimony be approved.

3. That the request of the Employment Services Review Study Committee for a deadline extension pending a meeting with the Governor be approved.

4. That the request of the Drug Abuse Prevention and Enforcement Study Committee for a deadline extension not be approved.

5. That the request of the Non-Gender Based Insurance Study Committee for a deadline extension in order to hold its final meeting on November 1, 1989, be approved.

6. That the request of the Energy Efficiency Study Committee for payment of per diem and expenses of Study Committee members attending the Governor's Global Warming Conference in Iowa City on November 16-17, 1989, not be approved, however the members should be invited to make individual requests to leadership.

7. That the tentative request of the Child Care Evaluation Study Committee for an additional meeting day prior to the 1990 legislative session be approved pending receipt of the federal child care legislation.

8. That the request of the Fiscal Committee for authorization of \$7,335.50 to conduct a study of the expanded usage of the drug Ritalin with high activity level (Attention-Deficit Hyperactivity Disorder) classroom children be approved.

9. That the request of the Fiscal Committee that an ad hoc committee consisting of the chairs and ranking members of the Joint Human Services Subcommittee of the Appropriations Committees and other interested parties be appointed by the Legislative Council and be authorized to hire a consultant at no more than \$50,000 to work with the ad hoc committee on issues relating to the institutions operated by the Department of Human Services be approved.

10. That the Director of General Services be requested to submit a proposal for provision of Capitol Complex child-care services.

11. That the attached charge for the Juvenile Law Study Committee be approved as written.

12. That the Legislative Council recognize the Saturday meeting scheduled by the Care Evaluation Study Committee and recommend establishing a policy stating the Legislative Council's preference that interim study committees not meet on Saturdays.

The Studies Committee has received and filed on behalf of the Legislative Council the following reports and memoranda:

1. A report from the Legislative Service Bureau regarding the Capitol Complex Child Care Survey.

2. A report from the Health Care Expansion Task Force regarding the hiring of a consultant.

3. A progress report from the Legislative Service Bureau regarding interim study committees.

Respectfully submitted,

SPEAKER DONALD AVENSON
CHAIRPERSON

rpt,stud1018
jp/dg/20

JUVENILE LAW

CHARGE:

Review legislation passed in the 1988 and 1989 sessions relating to the areas of juvenile detention, foster care review, child in need of assistance proceedings, reviews of juvenile referee's orders, protection of children, and juvenile court proceedings. Review should focus on determining if inconsistencies exist in the various pieces of approved legislation. Recommendations should be made to clearly resolve any inconsistencies found. Final meeting date no later than November 20, 1989.

Authorized meeting days: 2

chg, juv law
jj/15

REPORT

OF THE SERVICE COMMITTEE OF THE LEGISLATIVE COUNCIL

October 18, 1989

The Service Committee of the Legislative Council met on October 18, 1989. The meeting was called to order by Representative John Connors, Chairman, at 9:45 a.m. in Room 22 of the State House, Des Moines, Iowa.

The Service Committee respectfully submits to the Legislative Council the following report and recommendations:

1. The Service Committee received and filed a report from the Department of General Services concerning the lease-purchase and installation of an advanced switching system for a new telephone system for the capitol complex. The system will have the capacity to include optional features including voice mail. The Legislative Council adopted a motion on September 20, 1989, for the installation on a sixty-day trial basis of a voice information processing system for the legislative branch.

2. The Service Committee asked the Legislative Service Bureau to review pertinent portions of House File 774 enacted by the General Assembly in 1989, that prohibit competition of state agencies with private entities.

3. The Service Committee received and filed Personnel Reports from the Legislative Service Bureau and the Computer Support Bureau.

4. The Service Committee received an oral report of the Retention of Independent Legal Counsel Subcommittee informing the Service Committee that the Subcommittee wishes to pursue the issue of compensation of independent legal counsel at a subsequent meeting of the Subcommittee but recommends to the Service Committee, for adoption by the Legislative Council, the following policy for selection of independent legal counsel:

a. That the Legislative Council identify the issue to be examined for litigation purposes.

b. That the following legislators form a committee to recommend to the Legislative Council the selection of a specific legal counsel to provide legal and litigation services related to the identified issue:

Speaker of the House
House Majority Leader
House Minority Leader
House Committee on Judiciary and Law Enforcement Chairperson
House Committee on Judiciary and Law Enforcement Minority
Ranking Member
Senate President Pro Tempore
Senate Majority Leader

Senate Minority Leader
Senate Committee on Judiciary Chairperson
Senate Committee on Judiciary Minority Ranking Member

c. That any recommendation for hiring legal counsel is subject to the approval of the Legislative Council.

5. The Service Committee recommends that the Personnel Guidelines of the Central Staff Agencies, adopted on June 21, 1989, be amended by adding the attached policy relating to Vacation Transfer.

6. The Service Committee received and filed proposed budgets and budget allocations of the Central Staff Agencies. Budgets must be approved pursuant to Iowa Code section 2.12, and submitted to the Department of Management by December 1, 1989.

7. The Service Committee recommends that the Legislative Council approve the attached application form for use in the hiring of employees of the central staff agencies with the addition of a sentence that the application form be accompanied by a letter of application and a resume.

8. The Service Committee received and filed information relating to incentives for the employment of persons who have been convicted of a felony or who suffer from physical or mental impairment.

9. The Service Committee received correspondence from Mr. James Peterson asking for reinstatement of his grievance against Mr. Bill Angrick, which was withdrawn during the course of the August 28 Service Committee hearing. The Service Committee also received a resistance to the request for reinstatement from Mr. Bill Angrick. The Service Committee determined that Mr. Peterson's request for reinstatement of the grievance did not comply with the five-day time limit for filing of a grievance prescribed in the grievance procedure of the central legislative staff agencies adopted by the Legislative Council.

10. The Service Committee and legislative leadership received a listing of agency and personal goals from the Directors of the Central Staff Agencies and the Service Committee and leadership will be conducting personnel evaluations of the Directors in the future.

11. The Service Committee recommends that the Legislative Service Bureau purchase an audio tape duplicator for the purpose of duplicating conference tapes for legislators. The Service Committee agreed to develop at its next meeting, for consideration by the Legislative Council, a policy relating to tape duplication.

Respectfully submitted,

REPRESENTATIVE JOHN H. CONNORS
Chairman

PROPOSED VACATION LEAVE SHARING PROGRAM
FOR CENTRAL LEGISLATIVE STAFF AGENCIES

September 20, 1989

Add the following new Paragraph D to Chapter 6 of the Personnel Guidelines for the Central Legislative Staff Agencies:

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 two thousand eighty-eight 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 forty 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 vacation leave. The number of hours of vacation leave transferred by an employee under this paragraph shall be deducted from that employee's accrued vacation leave. The number of hours of vacation leave received by an employee under this paragraph shall be added to that employee's vacation leave.

5. Vacation leave transferred under this paragraph which remains unused for any reason shall be returned to the employee, or to the employees on a pro rata basis, who transferred the vacation leave.

IOWA GENERAL ASSEMBLY

Application for Employment

_____ Date

Agency _____

Positions for which you are applying: _____

_____ Last Name First Name Middle Name or Initial

_____ Number & Street City State Zip Code

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

EMPLOYMENT EXPERIENCE

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

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

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

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

DUTIES:

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

DUTIES:

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

DUTIES:

EDUCATION RECORD

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

High School Graduate
or Equivalent (GED)? Y N

SCHOOLS ATTENDED BEYOND HIGH SCHOOL

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

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

MAJOR Area of Concentration _____

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

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

MAJOR Area of Concentration _____

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

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

MAJOR Area of Concentration _____

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

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

Typing Speed _____
Words/Minute

Can you transcribe from a dictating machine? Yes No

App
db/jj/15