

## PROPOSED RULES

### IOWA LEGISLATIVE COUNCIL

1993-1994

1. Thirteen members shall constitute a quorum.
2. Not less than thirteen affirmative votes are required for final action on any motion except a motion to recess or adjourn.
3. A substitute motion may be offered in lieu of a pending motion at any time unless the question has been called on the pending motion. A substitute motion takes precedence over any pending amendment to the original motion and, if adopted, disposes of the original motion and any pending amendments to the original motion.
4. Whenever Mason's Manual of Legislative Procedure does not conflict with the rules specifically adopted by the Council, Mason's Manual of Legislative Procedure shall govern the deliberations of the Council.
5. Meetings shall be set by motion before adjournment, or by call of the Council Chairperson with the approval of the Vice Chairperson if meetings are necessary before the date set in the motion.
6. Rules may be changed by a majority vote of the Council as provided in Rule 2.
7. The Council upon its motion may create committees in addition to those provided by statute to carry out its duties and shall designate the members of those committees. The committees shall include members of both political parties. The actions of the committees shall be reported to the Council at each meeting.
8. The Speaker of the House, Majority Leader of the Senate, and Minority Leaders of the Senate and House shall appoint the members of their respective caucuses to interim study committees created by the Legislative Council or statute.

Proposed:

Adopted:

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# COMMITTEES OF THE IOWA LEGISLATIVE COUNCIL

1993-1994

## ADMINISTRATION COMMITTEE

Senator William D. Palmer,  
Temporary Chairperson  
Senator Florence Buhr  
Senator Maggie Tinsman  
Representative Pam Jochum  
Representative Mary A. Lundby  
Representative Brent Siegrist

## CAPITAL PROJECTS COMMITTEE

Senator Emil J. Husak,  
Temporary Chairperson  
Senator John W. Jensen  
Senator Derryl McLaren  
Senator Larry Murphy  
Senator William D. Palmer  
Representative Ron J. Corbett  
Representative Teresa Garman  
Representative Darrell R. Hanson  
Representative Pam Jochum  
Representative Pat Murphy

## FISCAL COMMITTEE

Senator Larry Murphy,  
Temporary Co-Chairperson  
Representative Ron J. Corbett,  
Temporary Co-Chairperson  
Senator Wayne Bennett  
Senator Leonard L. Boswell  
Senator William W. Dieleman  
Senator Derryl McLaren  
Representative Bill Bernau  
Representative Clifford Branstad  
Representative Darrell R. Hanson  
Representative Michael K. Peterson

## INTERNATIONAL RELATIONS COMMITTEE

Senator James R. Riordan,  
Temporary Chairperson  
Senator Wally E. Horn  
Senator Derryl McLaren  
Senator Jack Rife  
Senator Joe J. Welsh  
Representative Donald E. Hanson  
Representative Mark Haverland  
Representative Charles Hurley  
Representative Wayne McKinney, Jr.  
Representative Richard Vande Hoef

## SERVICE COMMITTEE

Speaker Harold Van Maanen,  
Temporary Chairperson  
Senator Donald E. Gettings  
Senator Wally E. Horn  
Senator Jack Rife  
Representative John H. Connors  
Representative Teresa Garman

## STUDIES COMMITTEE

Representative Mary A. Lundby,  
Temporary Chairperson  
Senator Leonard L. Boswell  
Senator Wally E. Horn  
Senator Emil J. Husak  
Senator Jim Lind  
Senator Jack Rife  
Representative Robert C. Arnould  
Representative Clifford Branstad  
Representative Wayne McKinney, Jr.  
Representative Richard Vande Hoef

1                   LEGISLATIVE COUNCIL RESOLUTION

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

5 WHEREAS, past Senate Concurrent Resolutions of the  
6 General Assembly have provided that it is the intent  
7 of the General Assembly that the Legislative Council  
8 adopt a resolution to provide for the compensation and  
9 benefits of all central legislative staff agency  
10 employees, and that the resolution be adopted as soon  
11 as practicable after the convening of each new General  
12 Assembly, NOW THEREFORE,

13 BE IT RESOLVED BY THE LEGISLATIVE COUNCIL, That the  
14 compensation of the central legislative staff agency  
15 employees of the Seventy-fifth General Assembly shall  
16 be set, effective from January 11, 1993, until January  
17 9, 1995, in accordance with the following salary  
18 schedule:

19 #8	#9	#10	#11	#12
20 \$11,564.80	\$12,126.40	\$12,750.40	\$13,395.20	\$14,060.80
21 5.56	5.83	6.13	6.44	6.76
22				
23 #13	#14	#15	#16	#17
24 \$14,768.00	\$15,537.60	\$16,348.80	\$17,160.00	\$17,950.40
25 7.10	7.47	7.86	8.25	8.63
26				
27 #18	#19	#20	#21	#22
28 \$18,824.00	\$19,697.60	\$20,696.00	\$21,652.80	\$22,713.60
29 9.05	9.47	9.95	10.41	10.92
30				

1	#23	#24	#25	#26	#27
2	\$23,816.00	\$24,918.40	\$26,145.60	\$27,372.80	\$28,683.20
3	11.45	11.98	12.57	13.16	13.79
4					
5	#28	#29	#30	#31	#32
6	\$30,076.80	\$31,532.80	\$33,030.40	\$34,652.80	\$36,254.40
7	14.46	15.16	15.88	16.66	17.43
8					
9	#33	#34	#35	#36	#37
10	\$38,064.00	\$39,852.80	\$41,745.60	\$43,763.20	\$45,884.80
11	18.30	19.16	20.07	21.04	22.06
12					
13	#38	#39	#40	#41	#42
14	\$48,068.80	\$50,398.40	\$52,832.00	\$55,369.60	\$58,032.00
15	23.11	24.23	25.40	26.62	27.90

16 In this schedule, each numbered block shall be the  
17 yearly and hourly compensation for the pay grade of  
18 the number heading the block. Within each grade there  
19 shall be six steps numbered "1" through "6". In the  
20 above schedule the steps for all grades are determined  
21 in the following manner. Each numbered block is  
22 counted as the "1" step for that grade. The next  
23 higher block is counted as the "2" step; the next  
24 higher block is the "3" step; the next higher block is  
25 the "4" step; the next higher block is the "5" step;  
26 and the next higher block is the "6" step.

27 All employees shall be available to work daily  
28 until completion of the needed work of the central  
29 legislative staff agencies. The directors of the  
30 central legislative staff agencies shall schedule all

1 employees' working hours to, as far as possible,  
2 maintain regular working hours.

3 All employees, other than those designated "part-  
4 time" and those on leave without pay, shall generally  
5 be compensated for 40 hours of work in a one-week pay  
6 period. Except for the personnel designated to the  
7 contrary in this resolution, employees who are  
8 required to work in excess of 40 hours in a one-week  
9 pay period shall either be compensated at a rate of  
10 pay equal to one and one-half times the hourly pay  
11 provided in this resolution or be allowed compensatory  
12 time off at a rate of one and one-half hours for each  
13 hour of overtime as provided in the personnel  
14 guidelines for central legislative staff agencies  
15 adopted by the Legislative Council.

16 BE IT FURTHER RESOLVED, That, notwithstanding the  
17 above salary schedule, the compensation for the  
18 following agency directors for the period commencing  
19 January 1, 1993, and ending January 10, 1995, shall be  
20 within the following ranges:

21 Computer Support Bureau Director .....	\$45,890 to \$62,400
22 Legislative Fiscal Bureau Director .....	\$52,832 to \$72,956
23 Legislative Service Bureau Director .....	\$52,832 to \$72,956
24 Citizens' Aide/Ombudsman .....	\$43,758 to \$61,503

25 Within the indicated ranges, the exact compensation  
26 shall be set or adjusted by the Service Committee and  
27 the Legislative Council.

28 The following personnel shall not be paid an  
29 overtime premium:

30 CITIZENS' AIDE/OMBUDSMAN

1 Citizens' Aide/Ombudsman  
2 Deputy Citizens' Aide/Ombudsman  
3 Legal Counsel  
4 All Assistants  
5                    COMPUTER SUPPORT BUREAU  
6 Director  
7 All Division Administrators  
8 All Computer Systems Analysts  
9 All Computer Systems Engineers  
10                   LEGISLATIVE FISCAL BUREAU  
11 Director  
12 Deputy Director  
13 All Principal Legislative Analysts  
14 All Legislative Analysts  
15 All Computer Systems Analysts  
16                   LEGISLATIVE SERVICE BUREAU  
17 Director  
18 Deputy Director  
19 Iowa Code Editor  
20 Deputy Iowa Code Editor  
21 Administrative Code Editor  
22 Legal Services Administrator  
23 Committee Services Administrator  
24 Legislative Information Office Director  
25 Senior Finance Officer  
26 All Legal Counsels  
27 All Research Analysts  
28 All Computer Systems Analysts  
29 All Legislative Information Officers  
30 The lists of positions may be modified pursuant to

1 the annual review authorized in this resolution.

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

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

10 BE IT FURTHER RESOLVED, That in the event the  
11 salary schedule for employees of the State of Iowa as  
12 promulgated by the Personnel Commission pursuant to  
13 section 19A.9, subsection 2, Code 1993, is revised  
14 upward at any time during the Seventy-fifth General  
15 Assembly, such revised schedule shall simultaneously  
16 be adopted for the compensation of the central  
17 legislative staff agency employees of the Seventy-  
18 fifth General Assembly assigned a grade by this  
19 resolution. The pay ranges of those positions  
20 specifically listed on page 3 of this resolution shall  
21 be automatically adjusted to reflect any cost of  
22 living increases granted to those employees not  
23 included in the collective bargaining agreements made  
24 final under Iowa Code chapter 20 or to reflect any  
25 increases provided by the Legislative Council.

26 BE IT FURTHER RESOLVED, That changes in pay grades  
27 authorized for positions listed in this resolution and  
28 authorizations for new central legislative staff  
29 agency positions may be made through an annual interim  
30 review of all legislative employees for internal

1 equity and to assure compliance with appropriate legal  
 2 standards for granting of overtime and compensatory  
 3 time off. Such review shall be conducted by a  
 4 legislative committee made up of members of the  
 5 Service Committee of the Legislative Council and the  
 6 appropriate salary subcommittees of the Senate and  
 7 House. Only one such review may be conducted in any  
 8 fiscal year and changes or authorizations proposed by  
 9 such a review for central legislative staff agency  
 10 positions must be approved by the Service Committee  
 11 and Legislative Council.

12 BE IT FURTHER RESOLVED, That the central  
 13 legislative staff agency employees of the Seventy-  
 14 fifth General Assembly be placed in the following pay  
 15 grades:

16 CITIZENS' AIDE/OMBUDSMAN OFFICE

17 <u>Position Classification</u>	<u>Pay Grade</u>
18 Senior Deputy Citizens' Aide/Ombudsman .....	41
19 Deputy Citizens' Aide/Ombudsman .....	38
20 Senior Legal Counsel .....	38
21 Senior Assistant .....	38
22 Assistant 3 .....	35
23 Legal Counsel 2 .....	35
24 Assistant 2 .....	32
25 Legal Counsel 1 .....	32
26 Legal Counsel .....	30
27 Assistant I .....	29
28 Assistant .....	27
29 Finance Officer 1 .....	24
30 Executive Secretary .....	24



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

1	Computer Systems Analyst 2 .....	29
2	Legislative Analyst .....	27
3	Computer Systems Analyst 1 .....	27
4	Executive Secretary .....	24
5	Administrative Secretary .....	21
6	Page .....	Minimum Wage

7                   LEGISLATIVE SERVICE BUREAU

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

1	Text Processor Supervisor .....	28
2	Research Analyst .....	27
3	Computer Systems Analyst 1 .....	27
4	Senior Librarian .....	27
5	Assistant Editor 2 .....	27
6	Confidential Secretary .....	27
7	Finance Officer 2 .....	27
8	Indexer 2 .....	25
9	Senior Text Processor .....	25
10	Document Processor Supervisor .....	25
11	Computer Systems Analyst Trainee .....	24
12	Legislative Information Officer .....	24
13	Assistant Editor 1 .....	24
14	Librarian .....	24
15	Executive Secretary .....	24
16	Finance Officer 1 .....	24
17	Assistant Librarian .....	22
18	Indexer 1 .....	22
19	Text Processor 2 .....	22
20	Senior Document Processor .....	22
21	Proofreader Supervisor .....	22
22	Publications Assistant .....	21
23	Administrative Secretary .....	21
24	Assistant Finance Officer .....	21
25	Legislative Information Office Assistant ...	19
26	Assistant Indexer .....	19
27	Text Processor 1 .....	19
28	Document Processor 2 .....	19
29	Proofreader 2 .....	19
30	Document Processor 1 .....	16

1 Proofreader 1 .....	16
2 Capitol Tour Guide Supervisor .....	14
3 Assistant Document Processor .....	13
4 Capitol Tour Guide .....	12
5 Legislative Service Bureau Page .....	Minimum Wage

6 BE IT FURTHER RESOLVED, That there shall be four  
7 classes of appointments as employees of the central  
8 legislative staff agencies:

9 A "permanent full-time" or "permanent part-time"  
10 employee is one who is employed year round and  
11 eligible to receive state benefits.

12 An "exempt full-time" employee is one who is  
13 employed for the period of the session with extensions  
14 post-session and pre-session as scheduled. This class  
15 is eligible to receive state benefits as provided in  
16 section 2.40.

17 A "session-only" employee is one who is employed  
18 for only a portion of the year, usually the  
19 legislative session. This class is not eligible for  
20 state benefits, except IPERS.

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

25 BE IT FURTHER RESOLVED, That the exact  
26 classification for individuals in a job series created  
27 by this resolution shall be set or changed by the  
28 agency directors subject to the review of the Service  
29 Committee and Legislative Council. The agency  
30 directors shall base the classification upon all of

1 the following factors:

2 1. The extent of formal education required of the  
3 position.

4 2. The extent of the responsibilities to be  
5 assigned to the position.

6 3. The amount of supervision placed over the  
7 position.

8 4. The number of persons the position is assigned  
9 to supervise and skill and responsibilities of those  
10 positions supervised.

11 The agency directors shall report the exact  
12 classifications assigned to each individual to the  
13 Service Committee of the Legislative Council.

14 Recommendations for a pay grade for a new position  
15 shall be developed in accordance with the factor  
16 scores in the comparable worth report. Beginning in  
17 1995, every four years the Senate Rules and  
18 Administration Committee, the House Administration  
19 Committee, and the Legislative Council shall review  
20 all positions in the legislative branch to assure  
21 conformity to comparable worth.

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

28 BE IT FURTHER RESOLVED, That the entrance salary  
29 for central legislative staff employees of the General  
30 Assembly shall be at step 1 in the grade of the

1 position held. Such employee may be hired above the  
2 entrance step if possessing outstanding and unusual  
3 experience for the position, provided that the  
4 entrance is not beyond step 3. Such employee who is  
5 hired above the entrance step shall be mobile above  
6 that step in the same period of time as other  
7 employees in that same step. An employee who is moved  
8 to another position may be considered for partial or  
9 full credit for their experience in the former  
10 position in determining the step in the new grade.

11 The entry level for the position of Analyst shall  
12 be Legislative Analyst, or Research Analyst, unless  
13 extraordinary conditions justify increasing that entry  
14 level; however, that entry level shall not be  
15 increased beyond Legislative Analyst 1 or Research  
16 Analyst 1. An Analyst must have shown knowledge of  
17 legislative rules and procedures as well as the Code  
18 of Iowa to be considered at any level above a  
19 Legislative Analyst or Research Analyst. The entry  
20 level for the position of Legal Counsel shall be Legal  
21 Counsel unless extraordinary conditions justify  
22 increasing that entry level; however, that entry level  
23 shall not be increased beyond Legal Counsel 1. A  
24 Legal Counsel shall be a person who at a minimum has  
25 graduated from an accredited school of law. A Legal  
26 Counsel must have shown knowledge of legislative rules  
27 and procedures as well as the Code of Iowa to be  
28 considered at any level above a Legal Counsel.

29 BE IT FURTHER RESOLVED, That a pay increase for  
30 exceptionally meritorious service may be made in

1 accordance with the personnel guidelines for central  
2 legislative staff agencies adopted by the Legislative  
3 Council.

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

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

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

29 BE IT FURTHER RESOLVED, That should any central  
30 legislative staff employee have a grievance concerning

1 their compensation, hours or work, performance of  
2 work, or other matter, the grievance shall be resolved  
3 as provided by procedures determined by the  
4 Legislative Council pursuant to section 2.42,  
5 subsection 14, Code 1991, and the personnel guidelines  
6 for central legislative staff agencies adopted by the  
7 Legislative Council.

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