

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:

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