

# **REPORT OF THE SERVICE COMMITTEE TO THE LEGISLATIVE COUNCIL**

**December 15, 1999**

The Service Committee of the Legislative Council met on December 15, 1999, and makes the following report and recommendations to the Legislative Council:

1. The Service Committee received and filed the December personnel report from the Legislative Fiscal Bureau and recommends that the following employees be promoted:
  - Mr. Paige Piper-Bach, from Legislative Analyst I, grade 29, step 4, to Legislative Analyst III, grade 32, step 2, effective December 1999.
  - Ms. Valerie Thacker, Legislative Analyst II, grade 32, step 4, to Legislative Analyst III, grade 35, step 2.
2. The Service Committee received and filed the December personnel report from the Legislative Service Bureau and recommends that the following employees be promoted:
  - Ms. Joanne Page, from Assistant Editor 3, grade 30, step 4, to Deputy Iowa Code Editor, grade 35, step 1, effective February 2000.
  - Ms. Chris Fisher, from Supervising Legislative Document Technician, grade 25, step 6, to Legislative Document Technician Supervisor, grade 28, step 5, effective October 1999.
3. The Service Committee received and filed the December personnel report from the Legislative Computer Support Bureau and recommends that the following employees be promoted.
  - Mr. Matt Eaton, from Division Administrator I, grade 35, step 3, to Division Administrator II, grade 38, step 2, effective February 2000.
  - Mr. Jason Hunt, from Computer Systems Analyst II, grade 29, step 4, to Division Administrator I, grade 35, step 1, effective January 2000.
  - Mr. Joseph Kroes, from Computer Systems Engineer II, grade 32, step 3, to Senior Computer Systems Engineer, grade 35, step 2, effective November 1999.
  - Mr. John Rafdal, from Computer Systems Engineer I, grade 29, step 4, to Computer Systems Engineer II, grade 32, step 3, effective April 2000.
4. The Service Committee received and filed the December personnel report from the Office of Citizens' Aide/Ombudsman and recommends that the following employee be promoted:
  - Ms. Judith Milosevich, from Assistant III, grade 35, step 6, to Senior Assistant, grade 38, step 5, effective December 1999.
  - Ms. Kristie Hirschman, from Assistant II, grade 32, step 5, to Assistant III, grade 35, step 4, effective May 2000.

5. The Service Committee recommends that the Legislative Council approve the budget and budget allocation for the fiscal year beginning July 1, 2000, as amended by the Service Committee, pursuant to section 2.12 of the Code, for the following agencies:
  - Legislative Fiscal Bureau.
  - Legislative Service Bureau.
  - Legislative Computer Support Bureau.
  - Office of Citizens' Aide/Ombudsman.
  - The amendment to the budget and budget allocation reduces out-of-state travel allocations for all agencies by 25% for the fiscal year beginning July 1, 2000, and reduces the remaining allocation for out-of-state travel by 25% for the fiscal year beginning July 1, 1999.
  - The amendment further reduced a portion of the proposed funding for redistricting costs for the Legislative Service Bureau (\$70,000) and communication costs for the Legislative Computer Support Bureau (\$30,000).
6. The Service Committee deferred action on the Report of the Special Personnel Committee of the Service Committee.

The Service Committee requested that the Iowa Department of Personnel be used to provide expert assistance to the legislative branch regarding a unique legislative pay plan and unique system of fringe benefits.
7. The Service Committee recommends that the Legislative Council approve the attached change to the Iowa General Assembly's policy for accessibility for persons with disabilities concerning Internet documents and information.
8. The Service Committee recommends that the Legislative Council approve the rate of vacation accrual based on the cumulative length of prior part-time legislative employment.

Respectfully submitted,

Senator Stewart Iverson, Jr.  
Chairperson

**IV. POLICY FOR ACCESSIBILITY FOR PERSONS WITH DISABILITIES  
(ADOPTED BY LEGISLATIVE COUNCIL JUNE 15, 1994, MODIFIED JUNE 25,  
1997)**

The Iowa General Assembly and its agencies have analyzed their services to the general public in conjunction with the requirements of the Americans with Disabilities Act and will provide the following:

**A. Printed Materials**

Each of the agencies of the Iowa General Assembly will assign an individual staff member within the agency, upon request, to read printed materials aloud. (A list of printed materials of the Iowa General Assembly is attached.)

Upon request, printed materials of the General Assembly will be provided as soon as reasonably possible in one or more of the following formats:

- Audio cassette tape
- Large Print
- Computer disk in either ASCII or Word Perfect format for conversion to synthetic speech
- Braille, prepared by the Department for the Blind

**B. Internet Documents and Information**

Information on the Iowa General Assembly web site has been formatted to accommodate browser software for the visually impaired, wherever possible. In those instances where information is unable to be interpreted, the Legislative Information Office is prepared to assist any individual requesting assistance by assigning a reader or providing the information in one of the alternate formats listed above for printed materials.

**B.C. Interpreting Services**

The General Assembly has executed an agreement with the Deaf Services Commission of Iowa of the Department of Human Rights for provision of interpreter services either by the Deaf Services Commission or an interpreter in private practice. The services will be paid for by the respective houses of the General Assembly. Upon request given 48 hours in advance, the General Assembly will provide an interpreter for any session of either house of the General Assembly, any standing or interim committee meeting, and meetings with individual legislators at the State Capitol. It is understood that although meetings, floor debate, and activities may be scheduled for a specific day and time by either house of the General Assembly, those dates and times may be altered by that house without advance notice. To the extent possible, requests for interpreting services will be provided under the revised time schedule.

#### **C.D. Assistive Listening Systems**

The General Assembly has purchased and installed FM broadcast infrared assistive listening devices for the Senate and House chambers and galleries. A portable infrared system has been purchased that can be used in committee rooms in either house. The General Assembly has purchased receivers for the Senate and House of Representatives. The receivers will be in the custody of the Secretary of the Senate and the Chief Clerk of the House during the legislative session and the Legislative Information Office during the interim. Individuals wishing to use a receiver must leave a driver's license or credit card with the custodian of the receiver. The driver's license or credit card will be returned upon return of the receiver.

#### **D.E. Telephone Access**

A tele-typewriter for the deaf (TTY) is available through the Secretary of the Senate and the Chief Clerk of the House offices. Staff members from these 2 offices will be available to assist any individual desiring to use the device. The telephone numbers of telephones that have access to the device will be publicized. A TTY is also available in the Office of Citizens' Aide/Ombudsman.

#### **E.F. Physical Access**

The Senate and House lobbies are open to the public and accessible to and functional for persons with physical disabilities and are equipped with speakers which carry the debates. If public meetings are held in either chamber, a chairlift is available in each lobby that accesses the upper lobby areas in each house and these areas are accessible to the respective chambers. Pursuant to rules adopted by the Senate and the House of Representatives, access to the floor of the Senate and House of Representatives chambers shall be allowed during debate of interest to persons with physical disabilities, including such persons who are registered lobbyists, if those persons are unable to access the galleries.

Senate Committee Room 116 and House Committee Rooms 118 and 19 are accessible to and functional for persons with physical disabilities. Upon request and to the extent possible, a meeting not scheduled for one of these committee rooms will be moved to a committee room that is accessible. Legislative agencies are also able to use meeting rooms of other government agencies that are accessible if they are not otherwise in use. Members of the public who have physical disabilities may convey requests for accessible meeting rooms to the Secretary of the Senate, the Chief Clerk of the House, and to the Legislative Information Office.

#### **F.G. Procedure for Complaints**

A person with a disability whose request for assistance within the General Assembly has not been fulfilled to the person's satisfaction may file a complaint of discrimination with the Iowa Legislative Information Office, on a form provided by the Legislative Information Office, within 24 hours of the time of the alleged discrimination. The

Legislative Information Office shall transmit the complaint form to the General Assembly Staff Committee. The Staff Committee consists of the Secretary of the Senate, the Chief Clerk of the House of Representatives, the Director of the Legislative Service Bureau, and the Director of the Legislative Fiscal Bureau. If the complaint of discrimination involves either the Computer Support Bureau or the Office of Citizens' Aide/Ombudsman, the General Assembly Staff Committee shall also consist of the Director of the Computer Support Bureau or the Citizens' Aide/Ombudsman, as applicable. The General Assembly Staff Committee shall consider the complaint as soon as practicably possible.

REPORT OF THE SPECIAL PERSONNEL COMMITTEE  
OF THE SERVICE COMMITTEE

December 14, 1999

In November 1998 the Legislative Council took action to create a special personnel committee to review job classifications and salary structures for legislative employees and to report its findings during the 1999 interim. The Special Committee was composed of four legislators, Senators Mary Kramer and Patricia Harper (Senator Mike Gronstal filled in for Senator Harper at the last meeting), and Representatives Libby Jacobs and John Connors, the directors of the four central nonpartisan staff agencies, the Secretary of the Senate and the Chief Clerk of the House, the directors of the four caucus staffs, and the administrative assistants to the six leaders. The Special Committee has met five times, with three of those meetings involving a Work Group consisting of the Secretary of the Senate, the Chief Clerk of the House, the four central nonpartisan staff agency directors, and the four caucus staff directors. Following the fourth meeting the Work Group prepared a cover letter and report for the consideration the legislator members of the Special Personnel Work Group, which are attached. At its December 14, 1999 meeting, the legislator members and the work group members of the Special Personnel Committee made the following recommendations to the Service Committee:

- *Classification System.* That the current classification system for legislative jobs be retained in order to provide equity and comparability among legislative staff agencies and their employees.
- *Legislative Pay Plan.* That the legislative pay plan not be coupled with the executive branch's pay plans.
- *One-Year Trial Period for Pay Flexibility.* That for a one-year trial period, beginning July 1, 2000, each manager be given flexibility to provide differential starting salaries and differential salary increases based on performance, which could include one-time bonuses, for full-time, career-oriented employees..
- *Salary Budgets.* That the salary budget allocated to each manager for the trial period be based on the current system but allow for the provision of differential salaries based on performance.
- *Benefit Flexibility.* That more flexibility be provided to employees to choose their own fringe benefits and that benefits need not be coupled to executive branch benefits due to the uniqueness of the legislative work schedule. However, the legislative branch should couple with the executive branch for FY00-01 in offering a deferred compensation employer match.
- *Expert Assistance.* That the Iowa Department of Personnel be requested to provide expert assistance to the legislative branch regarding a unique legislative pay plan and unique system of fringe benefits. If such assistance is not forthcoming, the Legislative Council should be requested to provide resources for obtaining this type of expert assistance.
- *Manager Coordination.* Managers should work together and coordinate their efforts in the implementation of more flexible pay and benefit plans in order to make certain that salaries provided are comparable. The managers should also develop customer assessment tools to evaluate the provision of services by legislative employees.
- *Unresolved Issues.* Continuing resources should be devoted to unresolved issues such as salary compression for top managers, vacation accrual based on prior part-time legislative employment, and other paid-time-off policies.