

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

June 15, 1994

The Service Committee of the Legislative Council met on June 15, 1994. The meeting was called to order by Speaker Harold Van Maanen, Chairperson, at 10:15 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 annual personnel reports from the Legislative Fiscal Bureau, the Legislative Service Bureau, the Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman.
2. The Service Committee received and filed a personnel report from the Legislative Fiscal Bureau.
3. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Bradley Hudson from the position of Legislative Analyst III, at grade 35, step 2, to Senior Analyst, grade 38, step 1, effective September of 1994.
4. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Larry Sigel from the position of Legislative Analyst I at grade 29, step 3, to Legislative Analyst II, at grade 32, step 1, effective July of 1994.
5. The Service Committee received and filed a personnel report from the Legislative Service Bureau.
6. The Service Committee recommends that the Legislative Council approve the promotion of Ms. Kathleen Bates, Assistant Editor 2, at grade 27, step 5, to Deputy Administrative Code Editor, at grade 35, step 1, effective June 17, 1994.
7. The Service Committee recommends that the Legislative Council approve the promotion of Ms. Janet Hawkins from the position of Assistant Indexer, at grade 19, step 3, to Indexer 1, at grade 22, step 2, effective June 17, 1994.
8. The Service Committee received and filed a personnel report from the Computer Support Bureau. The Service Committee recommends that the Legislative Council approve the promotion of Ms. Cheryl Ritter from the position of Analyst 1, at grade 27, step 5, to Computer Systems Analyst II, at grade 29, step 4, effective June 17, 1994.
9. The Service Committee received and filed a personnel report from the Office of Citizens' Aide/Ombudsman. The Service Committee recommends that the Legislative Council approve the promotion of Mr. Steven L. Exley from the position

of Assistant, at grade 27, step 4, to Assistant I, at grade 29, step 3, effective June 17, 1994.

10. The Service Committee recommends that the attached proposed changes to the Personnel Guidelines of the Central Legislative Staff Agencies be approved by the Legislative Council. The changes relate to: (1) Payment for 40 hours of accrued vacation leave of employees who have a balance of 160 hours or more; and (2) Cancellation of accrued compensatory leave upon termination of employment.
11. The Service Committee appointed a subcommittee consisting of Senator Rife and Representative Connors to review the salaries of the directors of the central legislative staff agencies and report back to the Service Committee.

The following person was introduced to the members of the Service Committee:

1. Mr. Duncan C. Fowler, Deputy Citizens' Aide/Ombudsman.

Respectfully submitted,

SPEAKER HAROLD VAN MAANEN  
Chairperson

# GENERAL ASSEMBLY OF IOWA

## LEGAL COUNSELS

Douglas L. Adkisson  
Mary M. Carr  
Edwin G. Cook  
Susan E. Crowley  
Patricia A. Funaro  
Michael J. Goedert  
Leslie E. W. Hickey  
Mark W. Johnson  
Michael A. Kuehn  
Carolyn T. Lumbard  
Julie A. Smith

## RESEARCH ANALYSTS

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ADMINISTRATIVE CODE EDITOR

**JULIE E. LIVERS**  
LEGISLATIVE INFORMATION OFFICE DIRECTOR

June 14, 1994

## MEMORANDUM

**TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE**

**FROM: DIANE BOLENDER** *DB*

**RE: PERSONNEL GUIDELINES CHANGES -- COMPENSATORY LEAVE**

The following change is proposed to the Personnel Guidelines for the Central Legislative Staff Agencies:

1. Part IV (Compensation - Salary), paragraph F (Overtime and Compensatory Time), is amended by adding the following new subparagraph:

NEW SUBPARAGRAPH. 4. Upon the date of termination of employment for any reason, accrued compensatory leave is canceled. The director and the employee shall make every reasonable effort to schedule compensatory leave prior to the termination date sufficient to prevent any cancellation of unused compensatory leave upon termination.

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## MEMORANDUM

**TO: CHAIRPERSON VAN MAANEN AND MEMBERS OF THE SERVICE COMMITTEE**

**FROM: DIANE BOLENDER** *DB*

**RE: PERSONNEL GUIDELINES CHANGES -- VACATION LEAVE**

The following change is proposed to the Personnel Guidelines for the Central Legislative Staff Agencies:

1. Part VI (Compensation - Leave), paragraph C (Leave Types), subparagraph 1 (Leaves With Pay), subparagraph subdivision a (Vacation Leave), is amended by adding the following new subparagraph subdivision part:

**NEW SUBPARAGRAPH SUBDIVISION PART.** iii. If on June 1 an employee has a balance of 160 or more hours of accrued vacation leave, the director of the employee's agency, with the approval of the employee, may pay the employee for up to 40 hours of the accrued vacation leave. The payment shall be made on a separate warrant on the payday which represents the last pay period of the fiscal year. Each director has the discretion to make such payments to employees of the director's agency and the grievance procedure is not applicable to any director's decision to make or to decline to make such payments.

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Amend the Vacation Leave Personnel Guidelines Change by striking the New Subparagraph Subdivision Part and inserting the following:

NEW SUBPARAGRAPH SUBDIVISION PART. iii. The directors of the central legislative staff agencies, in consultation with the secretary of the senate and the chief clerk of the house, may pay employees who have a balance of 160 or more hours of accrued vacation leave on June 1, for up to 40 hours of the accrued vacation leave. The decision to make such payments and the number of hours paid shall be the same for all central legislative staff agencies. Any employee may decline to accept the payment and to retain the hours of accrued vacation leave otherwise paid to eligible employees. The payments shall be made on separate warrants on the payday which represents the last pay period of the fiscal year. The grievance procedure is not applicable to a decision to make or to decline to make payments for accrued vacation leave.