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May 17, 1989

MEMORANDUM

TO: MEMBERS OF THE LEGISLATIVE COUNCIL
FROM: Donovan Peeters *DP*
RE: Current Status of 1988 Interim Study Committee Final Reports

I. The following study committees have completed their work and their Final Reports have been completed, approved by the Co-chairs, and are available for public distribution:

- Aflatoxin
- AIDS
- Alternative Roadside Vegetation
- Civil Commitment
- Compulsory School Attendance
- Coordination of Agricultural Research and Funding
- Early Childhood Education
- Elected Officials Compensation Commission
- Elimination of Discriminatory Insurance Practices
- Excise Tax on Indian Lands
- Health Care Services
- Judicial Compensation Commission
- Juvenile Justice
- Land Resource Conservation and Management
- Modernization of Platting Statutes
- New Reproductive Technologies

Obscenity Law
Protection of Privacy Rights
Pseudorabies Control Task Force
Public Transit Funds
Rail Line Assistance
Road Use Tax Fund
School Finance Study Committee
State Policy for Guardians and Conservators
Waste Volume Reduction and Recycling
Welfare Reform

II. The following study committees have completed their work except for approval of Final Reports. Their Final Reports have been drafted and are being submitted to the Co-chairs of the Committees. They are expected to be approved and released soon:

Bingo Statutes
Public Hearings on Economic Development Services

III. The following study committees are still meeting or still have work in progress, including the drafting of Final Reports:

Corrections System Review Task Force
World Trade Institute Study Committee
Higher Education Task Force
- Subcommittee on Quality and Capacity
- Subcommittee on Opportunity, Access, and Affordability
- Subcommittee on Vocational Education and Articulation
- Subcommittee on Finance
- Subcommittee on Governance

NOTE: This listing includes some steering committees and statutory commissions. The Code Publication Study Committee traditionally does not issue a report and therefore is not included on the listing.

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dp/sw/29

ADOPTED MAY 17, 1989, as amended by the Legislative Council.

REPORT
of the
SERVICE COMMITTEE

May 17, 1989

The Service Committee of the Legislative Council met on May 16, 1989, and May 17, 1989. The May 16, 1989, meeting was called to order by Representative John Connors, Chairman, at 3:35 p.m. in Room 22 of the State House, Des Moines, Iowa, and recessed at 3:45 p.m. The May 17, 1989, meeting was called to order by Representative John Connors, Chairman, at 10:45 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 recommends that the Legislative Council appoint a committee consisting of a subcommittee of the Service Committee, partisan staff from both chambers, and nonpartisan staff to conduct a study of hardware and software options available and necessary for conversion of legislative computing capabilities from a mainframe to a personal computer basis. The Service Committee recommends that the study include, but not be limited to, a requirement that any software package selected for use by a proposed personal computer system have system-wide application and that hardware and software selected be compatible with printers currently in use in the legislative branch. The committee shall submit recommendations to the Service Committee and Legislative Council for review and final action on approval of expenditures of up to \$100,000 for the purchase of hardware and software for the Legislative Fiscal Bureau to convert to a personal computer system of operation. The Service Committee recommends that the Legislative Council appoint Senators Hutchins and Welsh and Representative Stromer to serve as the legislative members of the committee. The Computer Support Bureau shall not fill the vacant position of Software Analyst until the report of the Committee is completed.

2. The Service Committee recommends that an additional Capitol Tour Guide position be authorized for assistance with Saturday tours. This position would add an additional .20 FTE to the Legislative Service Bureau.

3. The Service Committee deferred action on approval of the personnel actions relating to the positions of Research Division Chief, Assistant Administrative Code Indexer, and Proofreader Coordinator in the Legislative Service Bureau which were contained in subdivision I of a memorandum submitted by Mr. Donovan Peeters. The remaining personnel action information, not requiring Legislative Council approval but contained in the memorandum was received and filed by the Committee.

4. The Service Committee received and filed a letter from Mr. William Angrick relating to personnel actions taken by the Office of the Citizens' Aide/Ombudsman, not requiring approval by the Legislative Council.

5. The Service Committee recommends that Legislative Council direct the Citizens' Aide/Ombudsman to take action to ensure that the Department of General Services corrects any possible noncompliance with State Fire Marshal safety recommendations relating to the presence of tanks of compressed anhydrous ammonia and methyl chloroform in the building in which the Office of the Citizens' Aide/Ombudsman is located.

6. The Service Committee recommends that the Legislative Council approve the issuance of identification credentials for employee use in the Office of the Citizens' Aide/Ombudsman. Proposed credentials would include a staff member's photograph.

7. The Service Committee recommends that the Legislative Council approve an internal administrative restructuring of the Office of the Citizens' Aide/Ombudsman into an intake and rapid resolution team and an investigative team.

8. The Service Committee recommends that the Legislative Council adopt the attached Resolution relating to the compensation of employees of the central legislative staff agencies for the Seventy-third General Assembly. The attached resolution does not contain the salary ranges for the directors of the central staff agencies. The Service Committee will recommend salary ranges for those positions by the August meeting of the Legislative Council.

9. The Service Committee deferred action on the Personnel Guidelines for the Central Legislative Staff until the next meeting of the Service Committee and directed the Legislative Service Bureau to prepare and provide the Service Committee members with a summary of the proposed guidelines, noting any controversial items.

10. The Service Committee recommends that the Legislative Council accept the resignation of Mr. Donovan Peeters as the Director of the Legislative Service Bureau, effective immediately with compensation to continue for ninety days from the effective date of Mr. Peeters' resignation. A copy of Mr. Peeters' letter of resignation is attached.

11. The Service Committee recommends that the Legislative Council appoint Ms. Diane Bolender, Deputy Director of the Legislative Service Bureau, to serve as Acting Director until the position of Director of the Legislative Service Bureau is filled. The Service Committee recommends that the Legislative Council approve the granting of a salary increase at the annual rate of \$3000 per year, in addition to any salary increases for which she is otherwise eligible, for the period of time Ms. Bolender serves as Acting Director of the Legislative Service Bureau.

12. The Service Committee recommends that the Legislative Council direct the Chairperson of the Legislative Council to immediately advertise the position of Director of the Bureau in all available media, with salary to be negotiable, commensurate with experience and training.

13. The Service Committee recommends that the Legislative Council appoint a Personnel Subcommittee of the Service Committee, consisting of Representative Connors, Chairman, Representative Chapman, and Senator Hultman, to solicit comments of employees of the Legislative Service Bureau regarding suggestions for improving the Bureau's operations.

Respectfully submitted,

REPRESENTATIVE JOHN CONNORS
Chairman

1 LEGISLATIVE COUNCIL RESOLUTION

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

5 WHEREAS, Senate Concurrent Resolution 3 provides
6 that it is the intent of the General Assembly that the
7 Legislative Council adopt a resolution similar to
8 Senate Concurrent Resolution 3 to provide for the
9 compensation and benefits of all central legislative
10 staff agency employees for the Seventy-third General
11 Assembly, and that the resolution be adopted as soon
12 as practicable after the first meeting of the
13 Legislative Council during the 1989 Session, NOW
14 THEREFORE,

15 "BE IT RESOLVED BY THE LEGISLATIVE COUNCIL, That
16 the compensation for the following agency directors
17 for the period commencing January 9, 1989 and ending
18 January 7, 1991, shall be within the following ranges:

- 19 Computer Support Bureau Director..... \$
- 20 Legislative Fiscal Bureau Director..... \$
- 21 Legislative Service Bureau Director..... \$
- 22 Citizens' Aide/Ombudsman..... \$

23 Within the indicated ranges, the exact compensation
24 shall be set or adjusted by the service committee of
25 the legislative council. The committee shall publish
26 the exact compensation assigned to each director in
27 the journals of both houses on the next legislative
28 day, or if such action is during the interim, on the
29 first day the house and senate convene."

30 BE IT FURTHER RESOLVED BY ~~THE~~ LEGISLATIVE COUNCIL,

1 That the compensation of the central legislative staff
 2 employees of the Seventy-third General Assembly is
 3 set, effective from January 9, 1989, until January 7,
 4 1991, in accordance with the following salary
 5 schedule:

6 #8	#9	#10	#11	#12
7 \$9,880.00	\$10,379.20	\$10,920.00	\$11,460.80	\$12,043.20
8 4.75	4.99	5.25	5.51	5.79
9				
10 #13	#14	#15	#16	#17
11 \$12,646.40	\$13,312.00	\$13,977.60	\$14,664.00	\$15,371.20
12 6.08	6.40	6.72	7.05	7.39
13				
14 #18	#19	#20	#21	#22
15 \$16,120.00	\$16,868.80	\$17,721.60	\$18,532.80	\$19,448.00
16 7.75	8.11	8.52	8.91	9.35
17				
18 #23	#24	#25	#26	#27
19 \$20,384.00	\$21,320.00	\$22,360.00	\$23,441.60	\$24,564.80
20 9.80	10.25	10.75	11.27	11.81
21				
22 #28	#29	#30	#31	#32
23 \$25,750.40	\$26,998.40	\$28,267.20	\$29,660.80	\$31,033.60
24 12.38	12.98	13.59	14.26	14.92
25				
26 #33	#34	#35	#36	#37
27 \$32,572.80	\$34,112.00	\$35,734.40	\$37,460.80	\$39,270.40
28 15.66	16.40	17.18	18.01	18.88
29				
30 #38	#39	#40	#41	#42

1	\$41,163.20	\$43,139.20	\$45,219.20	\$47,382.40	\$49,649.60
2	19.79	20.74	21.74	22.78	23.87
3	#43	#44			
4	\$52,020.80	\$54,537.60			
5	25.01	26.22			

6 In this schedule, each numbered block shall be the
7 yearly and hourly compensation for the pay grade of
8 the number heading the block. Within each grade there
9 shall be six steps numbered "1" through "6". In the
10 above schedule the steps for all grades are determined
11 in the following manner. Each numbered block is
12 counted as the "1" step for that grade. The next
13 higher block is counted as the "2" step; the next
14 higher block is the "3" step; the next higher block is
15 the "4" step; the next higher block is the "5" step;
16 and the next higher block is the "6" step.

17 All employees shall be available to work daily
18 until completion of the needed work of the central
19 legislative staff agencies. The directors of the
20 central legislative staff agencies shall schedule all
21 employees' working hours to, as far as possible,
22 maintain regular working hours.

23 All employees, other than those designated "part-
24 time" and those on leave without pay, shall be
25 compensated for 40 hours of work in a one-week pay
26 period. Except for the personnel designated to the
27 contrary in this resolution, employees who are
28 required to work in excess of 40 hours in a one-week
29 pay period shall either be compensated at a rate of
30 pay equal to one and one-half times the hourly pay

1 provided in this resolution or allowed compensatory
2 time off at a rate of one and one-half hours for each
3 hour of overtime.

4 ~~The following personnel shall not be paid an~~
5 ~~overtime premium:--all permanent, professional~~
6 ~~employees of the central legislative staff agencies as~~
7 ~~designated by each agency director.~~ The following
8 personnel shall not be paid an overtime premium:

9 COMPUTER SUPPORT BUREAU

10 Director

11 Software Analyst

12 Mapper Coordinator

13 Microcomputer Support Analyst

14 Run Designer

15 LEGISLATIVE FISCAL BUREAU

16 Director

17 Deputy Director

18 All Principal Legislative Analysts

19 All Legislative Analysts

20 All Run Designers

21 CITIZENS' AIDE OMBUDSMAN

22 Citizens' Aide/Ombudsman

23 Deputy Citizens' Aide/Ombudsman

24 Legal Counsel

25 Assistant for Corrections

26 All Assistants

27 LEGISLATIVE SERVICE BUREAU

28 Director

29 Deputy Director

30 Iowa Code Editor

1 Administrative Code Editor

2 Legal Division Chief

3 Research Division Chief

4 All Legal Counsels

5 All Research Analysts

6 BE IT FURTHER RESOLVED, That session-only and part-
7 time employees shall be compensated at the scheduled
8 hourly rate for their pay grade and step.

9 BE IT FURTHER RESOLVED, That compensatory time off
10 shall be granted to employees not eligible for
11 overtime pay in a uniform manner for all legislative
12 employees as determined by the Legislative Council.

13 BE IT FURTHER RESOLVED, That in the event the
14 salary schedule for employees of the State of Iowa as
15 promulgated by the personnel commission pursuant to
16 section 19A.9, subsection 2, Code 1989, is revised
17 upward at any time during the Seventy-third General
18 Assembly, such revised schedule shall simultaneously
19 be adopted for the compensation of the central
20 legislative staff employees of the Seventy-third
21 General Assembly assigned a grade by this resolution.
22 The pay ranges of those positions specifically listed
23 in this resolution shall be automatically adjusted to
24 reflect any cost of living increases granted to those
25 employees not included in the collective bargaining
26 agreement made final under chapter 20 of the Code.

27 BE IT FURTHER RESOLVED, That the central
28 legislative staff employees of the Seventy-third
29 General Assembly be placed in the following pay
30 grades:

1	COMPUTER SUPPORT BUREAU	
2	<u>Position Classification</u>	<u>Pay Grade</u>
3	Software Analyst II	36
4	Mapper Coordinator II	35
5	Software Analyst I	34
6	Mapper Coordinator I	32
7	Run Designer III	30
8	<u>Microcomputer Support Analyst III</u>	<u>30</u>
9	Run Designer II	27
10	<u>Microcomputer Support Analyst II</u>	<u>27</u>
11	Computer Operator II	24
12	Run Designer I	24
13	<u>Microcomputer Support Analyst I</u>	<u>24</u>
14	<u>Executive Secretary</u>	<u>23</u>
15	Administrative Secretary	21
16	Computer Operator I	21
17	Computer Operator (Session Only)	21
18	LEGISLATIVE FISCAL BUREAU	
19	<u>Position Classification</u>	<u>Pay Grade</u>
20	Deputy Director	38 <u>39</u>
21	Principal Legislative Analyst	36
22	Senior Legislative Analyst	35
23	<u>Software Analyst I</u>	<u>34</u>
24	Legislative Analyst III	33
25	Legislative Analyst II	30
26	Run Designer III	30
27	Legislative Analyst I	27
28	Run Designer II	27
29	Confidential-Secretary	26
30	Run Designer I	24

1	Executive Secretary	23
2	Administrative Secretary	21
3	Page	Minimum Wage
4	LEGISLATIVE SERVICE BUREAU	
5	<u>Position Classification</u>	<u>Pay Grade</u>
6	Deputy Director	39
7	<u>Iowa Code Editor</u>	38
8	<u>Administrative Code Editor</u>	38
9	Legal Division Chief	37
10	Research Division Chief	36
11	Senior Legal Counsel	36
12	Senior Research Analyst	35
13	<u>Senior-PIØ-Director</u>	35
14	Legal Counsel II	33
15	Research Analyst III	33
16	<u>PIØ-Director-III</u>	33
17	<u>Senior Finance Officer</u>	31
18	Legal Counsel I	30
19	Research Analyst II	30
20	<u>PIØ-Director-II</u>	30
21	Assistant Editor II	27
22	Research Analyst I	27
23	<u>PIØ-Director-I Senior PIO Director</u>	27
24	<u>Senior Legislative Research Librarian</u>	27
25	<u>Finance Officer II</u>	27
26	Confidential Secretary	26
27	Senior Legislative Text Processor	26
28	Finance-Officer	25
29	<u>Finance Officer I</u>	24
30	Assistant Editor I	24

1	Public Information Director	24
2	<u>Legislative Research Librarian</u>	<u>24</u>
3	<u>Chief Indexer</u>	<u>24</u>
4	Executive Administrator	23
5	Executive Secretary	23
6	Legislative Text Processor III	23
7	<u>Assistant Librarian</u>	<u>22</u>
8	Indexer	<u>22</u> <u>21</u>
9	Publications Coordinator	21
10	Administrative Secretary	21
11	<u>Assistant Finance Officer</u>	<u>21</u>
12	Administrative Assistant	20
13	Legislative Text Processor II	20
14	Assistant Indexer	18
15	Proofreader Coordinator	18
16	Public Information Officer	18
17	Senior Bill Clerk	18
18	Legislative Text Processor I	17
19	Proofreader-Indexer	17
20	Legislative Proofreader	16
21	Code Proofreader	15
22	Session Public Information Assistant	15
23	Capitol Tour Guide Coordinator	14
24	Bill Clerk	13
25	Capitol Tour Guide	12
26	Page	Minimum Wage
27	Legislative-Research-Librarian	*
28	Assistant-Librarian	*
29	*Pay-grade-to-be-determined	
30	CITIZENS' AIDE/OMBUDSMAN OFFICE	

<u>1 Position Classification</u>	<u>Pay Grade</u>
2 Deputy Citizens' Aide/Ombudsman	35
3 Assistant III	33
4 Legal Counsel	31
5 Assistant II	30
6 Assistant for Corrections	30
7 Assistant I	27
8 Executive Secretary	23
9 Administrative Secretary	21
10 Citizens' Aide/Ombudsman Secretary	19
11 Temporary Clerical	\$6.34/hr.

12 BE IT FURTHER RESOLVED, That there shall be four
13 classes of appointments as employees of the central
14 legislative staff agencies:

15 A "permanent full-time" or "permanent part-time"
16 employee is one who is employed year round and
17 eligible to receive state benefits.

18 An "exempt full-time" employee is one who is
19 employed for the period of the session with extensions
20 post-session and pre-session as scheduled. This class
21 is eligible to receive state benefits with the cost of
22 benefits to the state to be paid by the employee when
23 not on the payroll.

24 A "session-only" employee is one who is employed
25 for only a portion of the year, usually the
26 legislative session. This class is not eligible for
27 state benefits, except IPERS.

28 A temporary "part-time" employee is one who is
29 employed to work less than 40 hours per week and is
30 not employed year round. This class is not eligible

1 for state benefits, except IPERS if eligible.

2 BE IT FURTHER RESOLVED, That the exact
3 classification for individuals in a job series created
4 by this resolution shall be set or changed by the
5 agency directors subject to the review of the
6 Legislative Council. The agency directors shall base
7 the classification upon all of the following factors:

8 1. The extent of formal education required of the
9 position; and

10 2. The extent of the responsibilities to be
11 assigned to the position; and

12 3. The amount of supervision placed over the
13 position; and

14 4. The number of persons the position is assigned
15 to supervise and skill and responsibilities of those
16 positions supervised.

17 The agency directors shall report the exact
18 classifications assigned to each individual to the
19 Service Committee of the Legislative Council.

20 Recommendations for a pay grade for a new position
21 shall be developed in accordance with the factor
22 scores in the comparable worth report. Every four
23 years the Senate Rules and Administration Committee,
24 the House Rules and Administration Committee, and the
25 Legislative Council shall review all positions in the
26 legislative branch to assure conformity to comparable
27 worth.

28 BE IT FURTHER RESOLVED, That employees of the
29 central legislative staff agencies of the General
30 Assembly may be eligible for either:

1 1. Increases in salary grade based on evaluation
2 of their job performance and recommendations of their
3 agency director, subject to approval of the Service
4 Committee; or

5 2. Increases within a pay grade at the discretion
6 of the agency director in accordance with the
7 following schedule:

8 a. Progression from step "1" to "2" -- six months
9 of actual employment.

10 b. Progression from step "2" to "3", and step "3"
11 to "4", and step "4" to "5", and step "5" to "6" --
12 twelve months of actual employment.

13 BE IT FURTHER RESOLVED, That the entrance salary
14 for central legislative staff employees of the General
15 Assembly shall be at step 1 in the grade of the
16 position held. Such employee may be hired above the
17 entrance step if possessing outstanding and unusual
18 experience for the position, provided that the
19 entrance is not beyond step 3. Such employee who is
20 hired above the entrance step shall be mobile above
21 that step in the same period of time as other
22 employees in that same step. An employee who is moved
23 to another position may be considered for partial or
24 full credit for their experience in the former
25 position in determining the step in the new grade.

26 The entry level for the position of Research
27 Analyst shall be Legislative Research Analyst I, or
28 Research Analyst I, unless extraordinary conditions
29 justify increasing that entry level; however, that
30 entry level may not be increased beyond Legislative

1 Research Analyst II or Research Analyst II. A
2 Research Analyst must have shown knowledge of
3 legislative rules and procedures as well as the Code
4 of Iowa to be considered at any level above a
5 Legislative Research Analyst I or Research Analyst I.
6 The entry level for the position of Legal Counsel
7 shall be Legal Counsel I unless extraordinary
8 conditions justify increasing that entry level;
9 however, that entry level may not be increased beyond
10 Legal Counsel II. A Legal Counsel shall be a person
11 who has graduated from an accredited school of law. A
12 Legal Counsel must have shown knowledge of legislative
13 rules and procedures as well as the Code of Iowa to be
14 considered at any level above a Legal Counsel I.

15 BE IT FURTHER RESOLVED, That a pay increase for
16 central legislative staff employees of one step within
17 the pay grade for the position may be made for
18 exceptionally meritorious service in addition to step
19 increases provided for in this resolution, upon
20 recommendation of the agency director and the approval
21 of the Service Committee of the Legislative Council.
22 Exceptionally meritorious service pay increases shall
23 be governed by all of the following:

- 24 1. The employee must have served in the position
25 for at least twelve months.
- 26 2. Written justification, setting forth in detail
27 the nature of the exceptionally meritorious service
28 rendered, must be submitted to the Service Committee
29 of the Legislative Council and approved in advance of
30 granting the pay increase.

1 3. No more than one exceptionally meritorious
2 service pay increase may be granted in any twelve-
3 month period.

4 4. Such meritorious service pay increase shall not
5 be granted beyond the six-step maximum for that
6 position.

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

13 ~~The~~ On the legislative day following the adoption
14 of this resolution, the director of each central
15 legislative staff agency shall submit to the Service
16 Committee of the Legislative Council the list of
17 names, or amendments thereto, of employee
18 classifications and pay step for each employee. The
19 Service Committee shall ~~make-the-list-available-to-the~~
20 ~~publie~~ publish the lists in the journals of both
21 houses.

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

1 BE IT FURTHER RESOLVED, That should any central
2 legislative staff employee have a grievance concerning
3 their compensation, hours of work, performance of
4 work, or other matter, the grievance shall be resolved
5 as provided by procedures determined by the
6 Legislative Council pursuant to section 2.42,
7 subsection 14 of the Code.

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REPORT
of the
STUDIES COMMITTEE OF THE LEGISLATIVE COUNCIL

May 17, 1989

The Studies Committee of the Legislative Council met on May 17, 1989, and makes the following recommendations:

1. That the proposed interim study committee charges, meeting days, and number of members be approved in accordance with the attached list.
2. That the bipartisan leadership be granted authority to appoint members to the 1989 interim study committees and appoint any additional members requested by the Legislative Fiscal Committee.
3. That the attached proposed scheduling guidelines for interim study committees be approved.
4. That the attached proposed guidelines for interim study committees be approved as the policy of the Legislative Council.

Respectfully submitted,

SPEAKER DON AVENSON
Chairperson

CARRY OVER STUDIES FROM 1988

1. **Higher Education Task Force** 2S/2H
7 citizens

2. **Correction System Review Task Force** 8S/8H
3 citizens
Study Iowa's correction system and develop a long-term master plan to improve Iowa's justice system. Include study of classification system, availability of beds, profile of prisoners, estimate of capacity needs by custody level, a risk assessment model, sentencing recommendations, use of community service programs, policy alternatives, and prison staffing requirements.

MANDATED STUDIES FROM 1989 SESSION

3. **Secondary and Farm-to-Market Roads** 2S/2H 3 days
Charge: Study allocation of road-use moneys to the secondary road fund and the farm-to-market fund among the counties and make recommendation on necessary changes.
Final Meeting Date No Later than - November 1, 1989
5 citizens

4. **Health Care Expansion Task Force** 5S/5H 3 days
Charge: Develop charge and timeline for private, comprehensive study of health insurance needs of Iowans as outlined in SF 538. Cost of consultant's study shall not exceed \$200,000.
Report on charge and timeline - August 15, 1989
Consultant's Preliminary report to Legislative Council - 2/1/90
Final Report to Legislative Council - 11/15/90
8 citizens

5. **Property Tax Reduction** 8S/8H 3 days
Charge: Study property taxes paid in Iowa, including application of property tax exemptions and collection of mobile home taxes, and develop plan to provide \$30 million in property tax relief commencing July 1, 1991.
Final Meeting Date No Later than - November 1, 1989

COUNCIL STUDIES

6. **Mental Illness Cost Assessment** 5S/5H 2 days
Charge: Study current trends in the treatment of the mentally ill including privatization of county facilities; evaluate the cost liabilities for individuals, counties and the state; and recommend ways to relieve the burden on local governments as well as methods to avoid future cost increases.
Final Meeting Date No Later than - November 1, 1989
7. **Park and Recreation Enhancement** 5S/5H 3 days
Charge: Study current and future needs for artificial and natural lakes, state parks, forests and recreational areas in Iowa and make recommendations on the development of new facilities and the restoration and management of current facilities. Committee may recommend to the Legislative Council that a private consultant be hired to assist with the study. Costs for consultant shall not exceed \$100,000.
Recommendations to the Legislative Council on timeline and consultant, if applicable - 8/16/89.
Final Report to Legislative Council - 1/1/90
8. **Drug Prevention and Enforcement** 5S/5H 3 days
Charge: Review recent legislative changes to improve Iowa's drug prevention, treatment and enforcement programs and recommend additional improvements to combat illegal drug activity. Study the needs of local and state agencies, including coordination of enforcement, treatment, and educational programs, as they seek to make Iowa a drug-free state.
Final Meeting Date No Later than - November 1, 1989
9. **Pension Taxation Equity** 5S/5H 2 days
Charge: Study recent court cases and national trends in pension taxation and recommend a plan for the equitable taxation of pensions, annuities and other retirement benefits.
Final Meeting Date No Later than - November 1, 1989
10. **DHS Institutions** Fiscal Committee is to report to the Legislative Council by 6/15/89 on how to proceed.
Charge: Assess staffing levels and personnel practices at the nine DHS state institutions and make recommendations on necessary changes.
Final Meeting Date No Later than - November 1, 1989

11. **New Jobs Training Program** Fiscal Committee to report to the Legislative Council by 6/15/89 on how to proceed.
 Charge: Assess operation of Iowa's New Jobs Training Program and recommend changes necessary to improve the program's effectiveness.
 Final Meeting Date No Later than - November 1, 1989
12. **Non-Gender Based Insurance** 8S/8H 3 days
 Charge: Investigate and report on the implications for the state in adopting a public policy of prohibiting gender-based rates on individual, non-group health care policies in Iowa. In cooperation with the Insurance Commissioner, gather relevant statistical data to corroborate findings.
 Final Meeting Date No Later than - November 1, 1989
 prior to 8/1/89 to plan a study design make recommendation to Legislative Council on consultant service or other resources needed for study.
13. **New Iowa Plan for the '90s** 8S/8H 3 days
 Charge: Review and assess the effectiveness of programs that have been funded from the Iowa Plan. Focusing on future needs of the state, review and assess alternative spending proposals for Iowa Plan funds. Make recommendations for the future allocation of Iowa Plan funds.
 Final Meeting Date No Later than - November 1, 1989
14. **Worker's Compensation** 5S/5H 3 days
 Charge: Work with Worker's Compensation Advisory Committee and the Judicial Branch to assess the operation of the Industrial Commissioner's office, and make recommendations to improve workplace safety and expedite the backlog of worker's compensation cases. Also work with the Treasurer's Office and develop recommendations to ensure the long-term solvency of the Second Injury Fund.
 Final Meeting Date No Later than - November 1, 1989
15. **Child Care Evaluation** 5S/5H 3 days
 Charge: Document and review the needs of individuals and families for child day care, and study the affordability and accessibility of child day care services. Recommend appropriate public and private sector responses to meet identified needs.
 Final Meeting Date No Later than - November 1, 1989
16. **Carrier Competition in Worker's Compensation Insurance** 5S/5H 2 days
 Charge: Study the potential impact of the Insurance Commissioner's "Open Competition" order on insurance rates, availability and coverage offered in Iowa. Make recommendation on the advisability of implementation of this order.
 Final Meeting Date No Later than - November 1, 1989

17. **Preserving Adequate Water Supplies** 5S/5H 3 days
Charge: Study current and future water supply needs of both rural and urban areas. Develop short and long range plans to guarantee a safe and adequate water supply. Recommendations should also include measures to promote water conservation and efficient uses of water.
Final Meeting Date No Later than - November 1, 1989
18. **Comprehensive Campaign Reform** 5S/5H 3 days
Charge: Maintain the integrity of Iowa's elections by making recommendations for comprehensive reform in the following areas, including but not limited to: spending and contribution limits, allowable uses of campaign funds, and disclosure requirements.
Final Meeting Date No Later than - November 1, 1989
19. **Drop Out Prevention** 5S/5H 2 days
Charge: Study the factors leading to dropping out of school and the effectiveness of existing prevention programs. Recommend state and local initiatives to curtail the dropout problem and educational alternatives for current dropouts.
Final Meeting Date No Later than - November 1, 1989
20. **Energy Efficiency** 8S/8H 3 days
Charge: Study current energy efficiency efforts and the economic and environmental benefits of various energy efficiency measures. Make recommendations which encourage cooperative efforts by governmental units, utility companies, consumers, regulators and advisory groups and which promote and implement more aggressive, cost effective and energy efficient programs.
Final Meeting Date No Later than - November 1, 1989

PROPOSED SCHEDULING GUIDELINES FOR
1989 INTERIM COMMITTEE MEETINGS

Committees which are authorized 1 meeting

- . One meeting to be held by November 1, 1989

Committees which are authorized 2 meetings

- . First meeting to be held in July or August
- . Second meeting to be held in September or October

Committees which are authorized 3 meetings

- . First meeting to be held in July or August
- . Second meeting to be held in September or October
- . Third meeting to be held in October

Committees which are authorized 4 meetings

- . First meeting to be held in July
- . Second meeting to be held in August
- . Third meeting to be held in September
- . Fourth meeting to be held in October

Committees which are authorized 5 meetings

- . First meeting to be held in July
- . Second meeting to be held in August
- . Third meeting to be held in September
- . Fourth meeting to be held in October
- . Fifth meeting to be held as an additional meeting in any of the above months

Committees which are authorized more than 5 meetings

- . Last meeting to be held on or before November 1, 1989

NOTE: Any meetings to be scheduled in October are to be scheduled on or before October 31, 1989.

PROPOSED GUIDELINES FOR INTERIM STUDY COMMITTEES - 1989

ADOPTION OF RULES

Interim Committees which have no public members must have a majority of the members representing each house voting affirmatively in order to adopt rules.

COMPENSATION OF PUBLIC MEMBERS

Persons serving as public members receive actual expenses only, if they are not eligible for expense reimbursement by an organization that they represent.

STAFF WORK FOR PUBLIC MEMBERS

After consultation with, as appropriate, the LSB or LFB Director, a study committee chair may authorize research or legislative drafting work by the LSB or LFB for public members of study committees.

APPROVAL OF NOMINEES

Public members of study committees may be nominated by designated organizations, subject to legislative approval.

GENDER BALANCE

Appointment of public members to study committees shall be gender balanced.

APPROVAL OF MEETINGS OUTSIDE DES MOINES

Any meeting or public hearing by a study committee held outside of Des Moines requires the prior approval of the Studies Committee or legislative leadership.

APPROVAL OF EXPENSES FOR SPEAKERS AND CONSULTING WORK

Any expenditure by a study committee for a speaker or presentation or for contractual consulting work requires the prior approval of the Studies Committee or legislative leadership.

SCHEDULING GUIDELINES

Scheduling guidelines have been adopted.

PUBLIC HEARINGS

When authorization is given for a public hearing by a study committee, the committee may hold one hearing as a body or individual members may each hold a public hearing or groups of two or more members may hold public hearings; provided that for each authorized public hearing, no member of the study committee may receive compensation for attendance at more than one session.

1989 INTERIM
LEGISLATIVE COMMITTEES AND STUDIES
IOWA GENERAL ASSEMBLY

This is a reference listing of legislative committees established by statute and by the Legislative Council to function during the 1989 Legislative Interim. Some of the listed committees function on a year-around basis. The listings include the membership, charges, authorized meeting days, and staffing assignments of the committees.

Date of Issue for this Edition: May 17, 1989

Prepared by the Legislative Service Bureau

S U M M A R Y L I S T I N G

LEGISLATIVE COUNCIL & COMMITTEES

1. Legislative Council
2. Administration Committee
3. Fiscal Committee
4. Service Committee
5. Studies Committee

COUNCIL STUDIES

(TO BE DETERMINED)

CARRY OVER STUDIES FROM 1988

1. Higher Education Task Force
2. Corrections System Review Task Force
3. World Trade Institute

FISCAL COMMITTEE STUDIES

(TO BE DETERMINED)

PERMANENT LEGISLATIVE COMMITTEES

1. Administrative Rules Review Committee
2. Communications Review Committee
3. Commission on Compensation, Expenses, and Salaries of Elected State Officials
4. Iowa Boundary Commission
5. Iowa Commission on Interstate Co-operation
6. Public Retirement Systems Committee
7. Judicial Compensation Commission 89H

MEMBERSHIP AND STUDIES FOR 1989 INTERIM

May 17, 1989

*Indicates Chairperson

COMMITTEE NAMECOMMITTEE MEMBERSHIPMTG.
DAYSSTAFFLEGISLATIVE COUNCIL AND COMMITTEES

- | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------------------------|---|-----------|---------------------|-----------|------------|--------|--------|-----------|---------|---------|------------|-------|--------|------|--------|---------|--------|--------|---------|-------|------------|--|--|
| 1. Legislative Council
(Section 2.41, Iowa Code) | CHARGE: Serve as the "steering committee" of the General Assembly during the interim. Appoint interim study committees and recommend to the General Assembly the names and numbers of standing committees. Recommend changes in the rules of the House and Senate. Review and delay, if deemed necessary, the effective date of rules and forms submitted by the Supreme Court pursuant to section 602.4202. | MEETINGS:
Not statutorily limited | LSB - Donovan Peeters
Diane Bolender
Thane Johnson

LFB -
SD -

SR -

HD -
HR -
CA/O - Bill Angrick
Ruth Mosher
CSB - Sandy Scharf | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <tbody> <tr> <td>SENATE (10)</td> <td>HOUSE (10)</td> </tr> <tr> <td>Hutchins*</td> <td>Avenson, Vice Chair</td> </tr> <tr> <td>Coleman</td> <td>Arnould</td> </tr> <tr> <td>Doyle</td> <td>Buhr</td> </tr> <tr> <td>Gentleman</td> <td>Chapman</td> </tr> <tr> <td>Hultman</td> <td>Connors</td> </tr> <tr> <td>Husak</td> <td>Harbor</td> </tr> <tr> <td>Mann</td> <td>Jochum</td> </tr> <tr> <td>Nystrom</td> <td>Lundby</td> </tr> <tr> <td>Tieden</td> <td>Stromer</td> </tr> <tr> <td>Welsh</td> <td>Van Maanen</td> </tr> </tbody> </table> | SENATE (10) | HOUSE (10) | Hutchins* | Avenson, Vice Chair | Coleman | Arnould | Doyle | Buhr | Gentleman | Chapman | Hultman | Connors | Husak | Harbor | Mann | Jochum | Nystrom | Lundby | Tieden | Stromer | Welsh | Van Maanen | | |
| SENATE (10) | HOUSE (10) | | | | | | | | | | | | | | | | | | | | | | | | |
| Hutchins* | Avenson, Vice Chair | | | | | | | | | | | | | | | | | | | | | | | | |
| Coleman | Arnould | | | | | | | | | | | | | | | | | | | | | | | | |
| Doyle | Buhr | | | | | | | | | | | | | | | | | | | | | | | | |
| Gentleman | Chapman | | | | | | | | | | | | | | | | | | | | | | | | |
| Hultman | Connors | | | | | | | | | | | | | | | | | | | | | | | | |
| Husak | Harbor | | | | | | | | | | | | | | | | | | | | | | | | |
| Mann | Jochum | | | | | | | | | | | | | | | | | | | | | | | | |
| Nystrom | Lundby | | | | | | | | | | | | | | | | | | | | | | | | |
| Tieden | Stromer | | | | | | | | | | | | | | | | | | | | | | | | |
| Welsh | Van Maanen | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Administration Committee
(Section 2.45(3), Iowa Code) | CHARGE: Perform such duties as are assigned by the Legislative Council. | MEETINGS:
Not statutorily limited | LSB - Mark Johnson
C.J. May

LFB -
SD -
SR -
HD -
HR - | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <tbody> <tr> <td>SENATE (3)</td> <td>HOUSE (3)</td> </tr> <tr> <td>Doyle*</td> <td>Arnould*</td> </tr> <tr> <td>Gentleman</td> <td>Buhr</td> </tr> <tr> <td>Mann</td> <td>Harbor</td> </tr> </tbody> </table> | SENATE (3) | HOUSE (3) | Doyle* | Arnould* | Gentleman | Buhr | Mann | Harbor | | | | | | | | | | | | | | | | |
| SENATE (3) | HOUSE (3) | | | | | | | | | | | | | | | | | | | | | | | | |
| Doyle* | Arnould* | | | | | | | | | | | | | | | | | | | | | | | | |
| Gentleman | Buhr | | | | | | | | | | | | | | | | | | | | | | | | |
| Mann | Harbor | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Fiscal Committee
(2.45(2), 2.46, Iowa Code) | CHARGE: Direct the administration of performance audits and visitations. Study the operation of state government and make recommendations regarding reorganization to the General Assembly. Conduct studies as assigned by the Legislative Council. | Not statutorily limited | LSB -

LSB -

SD -
SR -
HD -
HR - | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <tbody> <tr> <td>SENATE (5)</td> <td>HOUSE (5)</td> </tr> <tr> <td>Welsh*</td> <td>Jochum*</td> </tr> <tr> <td>Dieleman</td> <td>Schneklath</td> </tr> <tr> <td>Hester</td> <td>Swartz</td> </tr> <tr> <td>Husak</td> <td>Tabor</td> </tr> <tr> <td>Tieden</td> <td>Van Maanen</td> </tr> </tbody> </table> | SENATE (5) | HOUSE (5) | Welsh* | Jochum* | Dieleman | Schneklath | Hester | Swartz | Husak | Tabor | Tieden | Van Maanen | | | | | | | | | | | | |
| SENATE (5) | HOUSE (5) | | | | | | | | | | | | | | | | | | | | | | | | |
| Welsh* | Jochum* | | | | | | | | | | | | | | | | | | | | | | | | |
| Dieleman | Schneklath | | | | | | | | | | | | | | | | | | | | | | | | |
| Hester | Swartz | | | | | | | | | | | | | | | | | | | | | | | | |
| Husak | Tabor | | | | | | | | | | | | | | | | | | | | | | | | |
| Tieden | Van Maanen | | | | | | | | | | | | | | | | | | | | | | | | |

4. Service Committee
(2.45(1), Iowa Code)

CHARGE: Determine policies relating to the operation of the central legislative staff agencies, subject to the approval of the Legislative Council.

MEETINGS:
Not statutorily limited

LSB - Diane Bolender
Leslie Workman

SENATE (3)
Hutchins
Hultman
Welsh

HOUSE (3)
Connors*
Chapman
Stromer

LFB -
SD -
SR -
HD -
HR -

CA/O - Bill Angrick
- Ruth Mosher
Ruth Mosher

CSB -

5. Studies Committee
(Created by the
Legislative Council)

CHARGE: Advise the Legislative Council regarding interim study activities.

MEETINGS:
Not statutorily limited

LSB - John Pollak
Mike Goedert

SENATE (5)
Hutchins
Coleman
Hultman
Husak
Nystrom

HOUSE (5)
Avenson*
Arnould
Connors
Lundby
Van Maanen

LFB -
SD -

SR -
HD -
HR -

=====

CARRYOVER STUDY COMMITTEES FROM 1988

1. Higher Education Task Force CHARGE: Develop over a two-year period, a 20-year strategic plan to strengthen and guide Iowa's postsecondary educational system. Submit an organizational plan and research design to the Legislative Council for approval by September 1, 1988. Final report and recommendations due July 1, 1990. Study the current condition of and need for vocational education of secondary school students. Submit a final report on this subject to the Legislative Council by January 1, 1990.
- MEETING: 3
- LSB - John Schmidt
Peggy Glick
LFB -
SD -
SR -
HD -
HR -
- SENATE (2) HOUSE (2) NONLEGISLATORS (7)
Varn Hammond Roxanne Conlin, Des Moines* Judy McCoy, Dubuque
Tieden Siegrist Ed Bittle, Des Moines* Art Neu, Carroll
Susan Clouser, Coon Rapids Harry Slife, Cedar Falls
2. Corrections System Review Task Force CHARGE: Study Iowa's corrections system and develop a long-term master plan to improve Iowa's justice system. Include study of classification system, availability of beds, profile of prisoners, estimate of capacity needs by custody level, a risk assessment model, sentencing recommendations, use of community services programs, and policy alternatives. Develop a plan containing a timeline and RFP's for a report on custody classification system, risk assessment model, and master plan. The Committee is approved to contract with an outside consultant to assist in developing the master plan. Master plan due January 1, 1990.
- MEETINGS:
- LSB - Mark Johnson
C.J. May
LFB -
SD -
SR -
HD -
HR -
CA/O-
- SENATE (5) HOUSE (5) COUNCIL APPOINTEES (3)
Fraise* Dvorsky* Paul Grossheim, Department of Corrections
Murphy Rosenberg Ann Bovbjerg, Community Based Corrections
Doyle Sherzan Walt Saur, Board of Parole
VandeHoef Clark
Gentleman Roger Halvorson
3. World Trade Institute CHARGE: Begin implementation of world trade institute concept as defined by the Iowa World Trade Advisory Committee. Committee will seek to match specific business needs with existing educational assets, on a case-by-case basis.
- MEETINGS:
No Limit
(The Committee's Charge will expire 7/1/89)
- LSB - Doug Adkisson
Dan Winegarden
LFB -
SD
SR -
HD -
HR -
- SENATE (2) HOUSE (2) PUBLIC (5)
Coleman Carpenter Tom Parks, Marion*
Hagerla Swartz Jerry Woodke, Schaller
Kathy Hill-Cress
Jack Sievers, Davenport
Gretchen Sealls, Cedar Rapids

=====

COUNCIL STUDIES
(TO BE DETERMINED)

=====

FISCAL COMMITTEE STUDIES
(TO BE DETERMINED)

=====

STATUTORY COMMITTEES

1. Administrative Rules Review Committee (Section 17A.8, Iowa Code)

CHARGE: Provide legislative oversight of powers and duties delegated to administrative agencies by reviewing administrative rules which have been proposed or are in effect. Provide an opportunity for the public to comment directly to legislators regarding issues and problems which involve administrative rules.

SENATE:(3) HOUSE:(3)
Priebe* Pavich, Vice-Chair
Doyle Clark
Tieden Schrader

MEETINGS: Every second Tuesday of each month.

ARRC - Joe Royce
LSB - Phyllis Barry
Vivian Haag
LFB -
SD -
SR -
HD -
HR -
CA/O - Bill Angrick

2. Communications Review Committee (Section 2.35, Iowa Code)

CHARGE: Review the present and proposed uses of communications by state agencies and the development of a statewide communications plan, including review of the work of the state communications advisory council established in section 18.136.

SENATE(3) HOUSE(3)
Drake
Running Koenigs
Scott Renaud

MEETINGS: Not statutorily limited.

LSB - Dan Winegarden
Gary Kaufman
LFB -
SD -
SR -
HD -
HR -

3. Commission on Compensation, Expenses and Salaries of Elected State Officials (Chapter 2A Iowa Code)

CHARGE: Review compensation and expenses received by members of the General Assembly and salaries paid to other elective state officials by comparing the compensation, expenses, and salary paid for similar positions in other states, the federal government, and private enterprise. Based on the review, make a determination as to compensation and expense levels paid for members of the General Assembly and as to salary levels for other elective state officials. A report on the recommendations shall be submitted to the Governor and the General Assembly on or before February 1st in each odd-numbered year.

SENATE(5) HOUSE(5)
Pat Ewing, Des Moines Barb Bowman, Maquoketa
Leonard Jones, Manilla Carl Nielsen, Altoona
Cecilia Fineran, Denison Paul Copenhaver, Independence
Joe Dalhoff, Carroll Charlotte Hubbell, Des Moines
Rebecca Reynolds-Knight, Mark L. Brandsgard, Humboldt
Bonaparte

MEETINGS: Not statutorily limited.

LSB - Mike Goedert
Deanne Nail
LFB -
SD -
SR -
HD -
HR -

GOVERNOR(5)
Margo Keller, Blairsburg
Mary Hodges, Webster City
Robert Dilley, Des Moines
Duane Cottingham, Cedar Rapids
David Fisher, Des Moines

4. Iowa Boundary Commission
(Section 2.91, Iowa Code)

CHARGE: Meet with appropriate representatives of affected states, agencies of those states and Iowa, and agencies of the United States to discuss Iowa's boundaries and to make periodic reports and recommendations to the general assembly.

SENATE(3) House(3)
Doyle Pavich*
Gronstal Muhlbauer
Taylor Royer

MEETINGS:
Not statutorily
limited.

LSB - Mark Johnson
Doug Adkisson
LFB -
SD -
SR -
HD -
HR -

5. Iowa Commission on
Interstate Co-operation
(Chapter 28B Iowa Code)

CHARGE: Carry forward Iowa's participation in the Midwestern Legislative Conference of the Council of State Governments. Encourage and assist all branches of government and their employees and representatives to develop and maintain friendly contact with all forms of government in other states and at the federal level. Encourage cooperation between this state and other units of government in the adoption of compacts and uniform laws.

SENATE(5)	HOUSE(5)	GOVERNOR(3)	HONORARY EX OFFICIO(3)
Scott	Connors*	Gerald D. Bair	Governor Terry E. Branstad
A. Miller	Fogarty	Larry J. Wilson	Senator Bill Hutchins
Hannon	Teaford		Speaker Donald D. Avenson
Hester	Lageschulte		
Taylor	Pellett		

MEETINGS:
Not statutorily
limited.

LSB - Thane Johnson
John Pollak
LFB -
SD -
SR -
HD -
HR -

6. Public Retirement Systems
(Section 97B.76,
Iowa Code)

CHARGE: Develop and recommend retirement standards and a coherent state policy on public retirement systems. Survey pension and retirement developments in other states and the private sector and evaluate the state's policy and standards in light of these developments. Review the provisions in the public retirement system in effect, related individually sponsored bills, and proposals for changes in public retirement laws from interested associations and organizations. Study the feasibility of adopting a consolidated retirement system for the public employees of this state. Make recommendations on retirement standards and a coherent state policy on public retirement systems.

SENATE (5) HOUSE (5)
Carr* Blanshan, vice-chair
Bruner Carpenter
Dieleman Poncy
Drake Renaud
Nystrom

MEETINGS: Not
statutorially
limited

LSB - Janet Wilson
Mike Goedert
LFB -
SD -
SR -
HD -
HR -

7. Judicial Compensation
Commission
(Section 602.1514,
Iowa Code)

CHARGE: Review compensation and related benefits paid to statutory judicial officers by comparing the compensation and related benefits paid for similar positions in other states, the federal government, and private enterprise. Based on the review, make a recommendation as to judicial compensation and related benefits. A report on the recommendations shall be submitted to the Governor and the General Assembly on or before February 1st in each odd-numbered year.

COUNCIL (4)
Dorothy Kerkhoff, Audubon
Henry Elliott, Red Oak
Pam Brinton, Clarion,
Gus Johnson, Oelwein

GOVERNOR (4)
Lois Bliesman, Denison
Wayne Edsall, Des Moines*
Robert Van Vooren, Davenport
Mary Chalupsky, Fairfax

MEETINGS:
Not statutorily
limited

LSB - Deanne Nail
Janet Wilson
LFB -
SD -
SR -
HD -
HR -

102H



BILL HUTCHINS
Forty-Eighth District
Carroll, Crawford, Shelby
and Audubon Counties

—
HOME ADDRESS
306 S. Division
AUDUBON, IOWA 50025

The Senate
STATE OF IOWA
Seventy-Third General Assembly
CAPITOL
Des Moines, Iowa 50319

MAJORITY LEADER
—
LEGISLATIVE COUNCIL CHAIR
—
COMMITTEE
RULES AND ADMINISTRATION CHAIR

**1989 Legislative Council
Tentative Schedule**

May 17, 1989	September 20, 1989
June 21, 1989	October 18, 1989
July 19, 1989	November 15, 1989
August 16, 1989	December 20, 1989

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
C.J. MAY, III
DEANNE S. NAIL
SUSAN E. VOSS
JANET L. WILSON
DANIEL PITTS WINEGARDEN
LESLIE E. WORKMAN

LEGISLATIVE SERVICE BUREAU

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

ADMINISTRATIVE CODE DIVISION

LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

GERALDINE FRIDLINGTON
ACTING DIRECTOR

IOWA CODE DIVISION

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

RESEARCH DIVISION

PATRICIA A. FUNARO
THANE R. JOHNSON
JOHN C. POLLAK

May 26, 1989

MEMORANDUM

TO: CHAIRPERSON HUTCHINS, VICE CHAIRPERSON AVENSON,
AND MEMBERS OF THE LEGISLATIVE COUNCIL

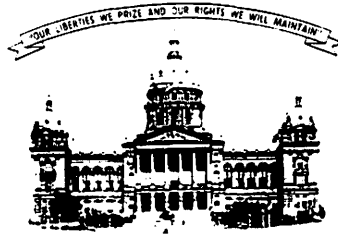
FROM: Diane Bolender

RE: Minutes of May 17 Meeting *DB*

Enclosed for your review you will find the minutes for the Legislative Council Meeting of May 17, 1989. The minutes for the Studies and Service Committees will be mailed to you within the next few days.

Min517
db/dg/20

GENERAL ASSEMBLY OF IOWA



LEGAL DIVISION

RICHARD L. JOHNSON
DIVISION CHIEF
DOUGLAS L. ADKISSON
MICHAEL J. GOEDERT
MARK W. JOHNSON
GARY L. KAUFMAN
C.J. MAY, III
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LUCAS BUILDING 515 281-5285
PHYLLIS V. BARRY
ADMINISTRATIVE CODE EDITOR

PUBLIC INFORMATION OFFICE

GERALDINE FRIDLINGTON
KENT A. PETERSON
PUBLIC INFORMATION OFFICERS

IOWA CODE DIVISION

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

May 6, 1989

MEMORANDUM

TO: CHAIRPERSON HUTCHINS, VICE CHAIRPERSON AVENSON,
AND MEMBERS OF THE LEGISLATIVE COUNCIL

FROM: Donovan Peeters *DP*

RE: Meeting Notice

The Legislative Council and its Committees are scheduled to meet on May 16 and 17 as follows:

Tuesday, May 16

- 2:00 p.m. Service Committee

Wednesday, May 17

- 11:00 a.m. Studies Committee

- 2:00 p.m. Legislative Council

The meetings will be in Room 22. A listing of Committee membership is attached. Tentative agendas for the meetings are attached.

LC517
dp/dg/20

DRAFT
FOR DISCUSSION PURPOSES
ONLY

REVISED COPY #5

PERSONNEL GUIDELINES
FOR THE
CENTRAL LEGISLATIVE STAFF AGENCIES

COMPUTER SUPPORT BUREAU
LEGISLATIVE FISCAL BUREAU
LEGISLATIVE SERVICE BUREAU
OFFICE OF CITIZENS' AIDE/OMBUDSMAN

ADOPTED BY THE LEGISLATIVE COUNCIL

_____, 1989

EFFECTIVE _____, 1989

Initially circulated June 8, 1988. This revised draft #4 of May 15, 1989 shows changes from the earlier drafts. Changes are indicated by means of underscoring and striking out. Chapters and sections have been renumbered as necessary.

OUTLINE FOR PERSONNEL GUIDELINES FOR EMPLOYEES OF
CENTRAL LEGISLATIVE STAFF AGENCIES

- Chapter 1 - Definitions
- 2 - Policy-Making and Oversight Authority
- A. Legislative Council
 - B. Service Committee
 - C. Guidelines Subject to Change
- 3 - Position Classification System and Agency Organization
- A. Position Classification System
 - B. Agency Organization
- 4 - Compensation - Salary
- A. Salary Matrix
 - B. Cost-of-Living Increases
 - C. No Temporary Raises
 - D. Annual Merit Increases
 - E. Merit Increases for Part-Time and Temporary Employees
 - F. Overtime and Compensatory Time
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Chapter 1 - Definitions

A. "Agency" means the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Office of Citizens' Aide/Ombudsman. ~~a-bureau-or-office-operating under-the-Legislative-Council.~~

B. "Director" means the head of an agency as designated by the Legislative Council.

C. "Employee" means an employee of an agency, including supervisory, unless the context requires otherwise.

ED. "Supervisor" means the agency director or the agency employee designated by the agency director to perform supervisory duties with regard to an agency employee or agency employees.

Chapter 2 - Policy-Making and Oversight Authority

A. Legislative Council

The Legislative Council is the policy-making and oversight authority for the central legislative staff agencies under Chapter 2 of the Code of Iowa. Such statutory power can be found in Section 2.42, subsections (1), (11), (12), (14), and (17). Sections 2.48, 2.58 and 2.100 establish the Legislative Fiscal Bureau, the Legislative Service Bureau and the Computer Support Bureau, respectively. Iowa Code, Chapter 601G, establishes the Office of the Citizens' Aide (commonly known as Citizens' Aide/Ombudsman). Section 601G.3 makes the Citizens' Aide responsible to the Legislative Council.

B. Service Committee

The Service Committee of the Legislative Council determines policies and exercises oversight relating to the operations of the central legislative staff agencies, subject to the approval of the Legislative Council (Code Section 2.45). Executive branch policies referenced herein shall be accepted as of January July 1, 1989. Subsequent changes in executive branch policies are subject to review by the Service Committee prior to the policy's adoption. Any reference in these guidelines to a requirement of Service Committee approval also includes a requirement of Legislative Council approval. Such approval by the Council is customarily given by Council adoption of Service Committee recommendations contained in the reports of the Service Committee to the Council.

C. Guidelines Subject to Change

These guidelines are subject to change at any time by the Legislative Council.

Chapter 3 - Position Classification System and Agency Organization

A. Position Classification System

1. Each director shall develop and file with the Service Committee a position classification system covering all authorized positions within the agency of the director. The position classification system shall contain guidelines for eligibility of an employee for promotion from one job title in a series to the next. The Legislative Service Bureau, as the staff agency to the Service Committee, shall keep these on file.

2. The position classification system shall include, but is not limited to, a job title, job description (including duties and qualifications), and salary grade level for each authorized position classification in an agency.

3. Job titles and job descriptions are at the discretion of each director. Grade levels are determined by the legislative branch comparable worth process. Changes in salary grade level due to changes in the duties or structuring of existing positions ~~are to be reviewed by the Comparable Worth Staff Committee and~~ require prior approval by the Service Committee. ~~and Comparable Worth Staff Committee.~~ Salary Grade levels for new positions are set through the comparable worth process ~~by recommendations of the Comparable Worth Staff Committee to~~ by the Service Committee. ~~and Comparable Worth Staff Committee.~~

4. The Comparable Worth Staff Report of August 1986 shall serve as the reference for the salary grade level of positions, except for positions whose salary grade level has been established or changed under the comparable worth process and approved by the Service Committee since the issuance of the report. Grade levels for positions that have been established or changed since the issuance of the report shall be developed in accordance with the factor scores in the comparable worth report.

5. Each director shall provide copies of the position classification system for the agency to the agency's employees.

B. Agency Organization

Each director shall develop and file with the Service Committee a statement of agency organization showing the interrelationship of authorized positions within the agency. The Legislative Service Bureau, as the staff agency to the Service Committee, shall keep these on file. The statement of agency organization may be in the form of an organization chart. Changes in the existing organizational structure of an agency require the prior approval of the Service Committee.

Chapter 4 - Compensation - Salary

A. Salary Matrix

All employees, except agency directors, shall be at a grade and step on the legislative branch salary matrix. ~~However, some employees are still maintained at an extended step due to the implementation of comparable worth.~~ Grade levels for positions shall be as determined under chapter 3 of these guidelines.

B. Cost-of-Living Increases

Employees shall receive the same cost-of-living increases as are granted to those employees in the executive branch who are not included in a collective bargaining agreement.

C. No Temporary Raises

Unless prior approval of the ~~Legislative Council~~ Service Committee is obtained, a director shall not grant raises for a temporary increase in duties ~~{Strong Consensus of Legislative Council, No vote, August 14, 1984}~~.

D. Annual Merit Increases

1. Employees are eligible for annual one-step merit increases up to and including step six of a grade based upon satisfactory performance according to annual evaluations as provided in Chapter 8 9 of these guidelines. Such an annual increase may be delayed or denied by a director for performance shortcomings. An additional salary increase may be given to an employee by a director for exceptional job performance with the approval of the Service Committee. The additional salary increase for exceptional job performance shall not exceed one step, shall not be given more than once a year, and shall not result in an increase beyond step six in the employee's grade level. Written justification setting forth the nature of the exceptional job performance shall be maintained on file by the director.

2. ~~Each director shall comply with the following in regard to merit increases.~~ Employees who are on the entry step one of a grade may receive a one-step merit step increase after the satisfactory completion of a six-month period or the of probationary period of employment. Any merit step increase after completion of probationary employment step one two may be granted to an employee only after completion of at least one full year on a step unless the employee is recommended for a step increase for exceptional job performance.

3. Each director shall file an annual report with the Service Committee listing all employees under their supervision with their current grade and step and the effective date of a merit increase for which they are eligible. ~~The report shall note~~

~~merit-increases-granted-for-successful-completion-of-probationary employment-~~ Notification of the successful completion of probationary employment and merit increases granted and increases for exceptional job performance shall be made by the director at the next following Service Committee meeting. The effective date for a merit increase is normally the employee's anniversary date ~~of~~ at the end of an employee's probationary period, but a director may specify one or more standard eligibility dates for merit increases other than the anniversary date. Granting of merit increases may be delayed or denied for performance shortcomings. The ~~informational-listing~~ annual report filed with the Service Committee under this provision indicates eligibility for a merit increase but does not necessarily indicate the ~~granting-of~~ that a merit increase will be granted.

E. Merit Increases for Part-Time and Temporary Employees

1. Permanent part-time employees are eligible for merit increases as if they were permanent full-time employees.
2. Temporary full-time employees who work intermittently shall have their eligibility for probationary and annual merit increases determined by their cumulative length of service.
3. Temporary part-time employees are eligible for merit increases as if they were temporary full-time employees.

F. Overtime and Compensatory Time

1. At the discretion of the director, support positions are to be designated as eligible for full compensation for overtime. ~~Positions~~ Those positions eligible for full compensation for overtime accrued shall be compensated with either overtime pay or compensatory time at a one and one-half hour rate for each hour of overtime accrued as determined by the director for each particular class of support positions. Employees in support positions shall be notified whether compensation for their positions is overtime pay or compensatory time. Legislative librarians are compensated with overtime pay pursuant to the requirements of federal law. The annual personnel report filed with the Service Committee shall specify the specific support positions designated as eligible for full compensation for overtime accrued. ~~The report shall also specify the annual period for which employees will accrue compensatory time.~~

2. Those professional positions eligible for only partial compensation for overtime accrued shall be compensated with compensatory time on an hour-for-hour basis, computed each pay period, which compensatory time shall be used within a one year period. Compensatory time is accrued only after the accumulation of forty hours of overtime and is limited to a maximum accrual of one hundred twenty hours.

3. The annual personnel report shall specify the annual period for which employees accrue compensatory time.

Chapter 5 - Compensation - Benefits

A. Benefits in General

Employees in the central legislative staff agencies are eligible for employee benefits under the same terms and conditions as provided by law for employees in the executive legislative branch. This includes, but is not limited to, health, dental, life, and long-term disability insurance programs for permanent employees. ~~Permanent--and--temporary--employees--are--eligible--for--IPERS--benefits--as--provided--by--law.~~

B. Workers' Compensation

~~Any--employee--injured--while--on--the--job--should--immediately--notify--the--employee's--supervisor.---The--employee--should--then--contact--First--Aid--at--281-5266--for--instructions.---The--state--doctor--or--nurse--may--refer--the--employee--to--the--proper--care.---Medical--bills--for--unauthorized--care--may--not--be--paid--by--the--State--unless--the--nature--or--location--of--the--occurrence--prevented--the--employee--from--securing--authorization.---The--first--report--of--a--work--related--injury--must--be--completed--and--filed--with--the--employee's--agency--within--16--working--hours--after--injury--occurs.---Employees--who--become--injured--or--ill--may--seek--assistance--from--the--capitol--complex--nurse--or--the--state--doctor--located--in--the--basement--of--the--capitol--building.~~ An employee's supervisor shall be immediately notified if an employee is injured while on the job. The employee shall seek appropriate medical care.

C. Interviewing and Moving Expenses

~~The--director--shall--be--authorized--to--pay--for--interviewing--expenses~~ At the director's discretion, expenses may be paid for interviewing prospective employees. Payment shall be made at the same rate a state employee would be reimbursed in performance of state duties. Also, at the director's discretion, newly hired employees may be compensated ~~reimbursed~~ for moving expenses in accordance with executive branch standards. Reimbursement for moving expenses shall not be made until a new employee is on the state payroll. The payment of such expenses shall be reported to the Service Committee.

D. Educational Benefits

Permanent employees are eligible for educational leave and education educational assistance as provided in Section 79.25 of the Code of Iowa and chapter 6 of these guidelines. Such benefits are to be granted on a case-by-case basis for each semester-long course, workshop, or seminar based on its relevance to the employee's job duties and the agency's needs. A particular course, ~~workshop, or seminar~~ may or may not be part of a program leading to a degree or a certificate. The granting of such leave and assistance shall be reported to the Service Committee, including the specification of any college courses taken.

Chapter 6 - Compensation - Leave

A. Attendance

The director shall establish a written work attendance policy which shall be provided to all employees and which shall be filed with the Legislative Council. The director or the supervisor shall establish the work schedule, work stations, and required hours of work for employees under the director's or supervisor's supervision. All regulations and schedules shall be made known to the affected employees. Such regulations and schedules may include "flextime" arrangements at the discretion of the director. All absences of employees, whether permanent, temporary, or probationary, from the established work schedule shall be charged to one of the leave, or leave without pay categories.

B. Scheduling of Leave

All leave, such as vacation time, compensatory time, sick leave or any other form of leave, including leave without pay, must be requested and granted under procedures established by each director and filed with the Legislative Council. Application should be made to the director or the director's designee. Sick leave is the only form of leave that is allowed to be unscheduled and shall be subject to written reporting requirements as established by each director and filed with the Legislative Council. Leave granted by a director in excess of thirty calendar days shall be reported to the Service Committee.

~~For--the--Legislative--Service--Bureau,--Legislative--Fiscal--Bureau, and--Computer--Support--Bureau,--the--legislative--work--environment--is an--unusual--one--in--regard--to--varying--workload--demands--during--the year.---The--extreme--work--demands--of--a--legislative--session--require that--leave--be--granted--on--a--very--restrictive--basis--and--only--for extraordinary--or--health--reasons--during--this--time.---Aside--from certain--periods--of--the--legislative--interim--which--may--have extraordinary--work--demands,--the--legislative--interim--is--a--time when--great--flexibility--can--be--used--in--granting--and--scheduling leave--time.---During--the--interim,--employee--discretion--in--the--use of--vacation--and--compensatory--leave--should--be--allowed--to--the extent--reasonably--possible--in--light--of--agency--workload--demands.~~

C. Leave Types

1. Leaves With Pay

a. Vacation Leave

(1) All permanent or and probationary employees shall earn accrue vacation leave according to the guidelines--of--the executive-branch rules adopted by the Department of Personnel.

(2) Vacation leave does not accrue during leave without pay, nor can vacation leave be granted in excess of the amount accumulated.

b. Sick leave

(1) Employees shall accrue sick leave according to the guidelines---of---the---executive---branch rules adopted by the Department of Personnel. Sick leave will not be granted in excess of the amount used accrued nor will it accrue during any absence without pay.

(2) Accrued sick leave may be used during a period in which an employee is unable to perform their the employee's duties because of medical disabilities, physical or mental illness, doctor, dentist, or optical examination or treatment, family leave, or when the performance of assigned duties would jeopardize the employee's health or recovery. Pregnancy disability or recovery from pregnancy are covered by sick leave. Absences greater-than three--days for sick leave may require verification by an authorized practitioner.

(3) Enforced Accrued sick leave, not exceeding forty hours per year, may also be used for leaves for temporary care of immediate family members, for child care, or for bereavement leave.

(4) Sick leave may be converted to vacation time according to the guidelines-of-the-executive-branch rules of the Department of Personnel.

c. Compensatory Leave

Compensatory leave is accumulated as provided in Chapter 4 of these guidelines. Sick and vacation leave ~~still~~ shall accumulate on compensatory time.

d. Holiday Leave

Holiday leave is granted to all permanent employees. Holidays are observed as specified by statute. A holiday shall not exceed eight hours for full-time employees. ~~For-the-Legislative-Service Bureau,--Legislative--Fiscal--Bureau,--and-Computer-Support-Bureau, holiday-leave-will-be-granted-during-the-legislative-session-only if--the--General--Assembly--has-decided-not-to-convene-during-the holiday,---Otherwise---it---is-deferred-until-after-session.~~ If an employee is required to work on a holiday, the employee may take holiday holiday leave for the hours worked, not exceeding eight, at a future date. Hours worked on a holiday in excess of eight hours shall accrue as overtime hours in the manner overtime hours accrue for that employee.

e. Military Leave

All permanent or probationary employees who are members of the national guard, organized reserve, or any component of the military of the state of Iowa, when ordered by the proper

authority to active military service, may serve for 30 days without loss of pay. Leave for inducted employees will be granted up to five years.

f. Court/Jury Leave

When, in obedience to a subpoena, summons, or direction by proper authority, an employee appears as a witness or jury member in public or private litigation, in which the employee is not a party to the proceedings, the employee is entitled to leave from regularly scheduled duty with regular compensation. However, all payments or reimbursements shall be turned over to the director except the amount necessary for travel or personal expense. Hours spent in court outside of scheduled work hours are not subject to this rule. If two or more hours remain in a work day when released for the day, the employee shall return to work. Employees shall notify the director immediately upon receiving a subpoena, summons, or direction. Court/Jury leave does not apply to those involved in expert testimony outside of their capacity as a state employee.

g. Voting Leave

An employee, who is eligible to vote in a public election in the state of Iowa, may request time off from work with regular pay for a period not to exceed two three hours for the purpose of voting. Leave shall be granted only if the employee's work hours do not allow a three--hour period of three consecutive hours outside the employee's scheduled work hours during which the voting polls are open.

A request for voting leave must be made to the director on or before the employee's last scheduled workday prior to election day. The time during the day to be taken off shall be designated by the director.

h. Olympic Leave

Employees may request leave for participation in Olympic competition. The maximum leave granted for participation in Olympic competition sanctioned by the U.S. Olympic Committee, including travel and pretraining time, shall not exceed 90 working days. All vacation and sick leave still accrue during this time. Eligibility for pay raises and insurance eligibility remain in force. Olympic leave will not be granted during a legislative session.

i. Business Leave

Absence from the usual workplace in the capitol complex for work-related reasons is to be construed as business leave. Business leave includes absence from the capitol complex to attend public hearings, committee meetings, seminars, workshops, and conferences outside the capitol complex as assigned or approved by the director. Business leave includes reasonable travel time to and from such events. All reasonable effort is to be made to travel at the lowest cost relevant to the circumstances.

Reimbursement will be provided for reasonable expenses involved in travel, lodging, meals, and related expenses as approved by the director.

OPTION--A- If the hours during a day of a an in-state meeting, seminar, workshop, or conference during--a day, including reasonable travel time to and from the event, exceed eight, the employee accrues work hours equal to the worktime plus travel time. in-the-manner-overtime hours-accrue-for-that-employee.

OPTION--B----Accrual--of--overtime--hours--during--attendance--at meetings,--seminars,--workshops,--and--conferences,--shall--be--based upon-the-actual- hours-of-the-event-and-reasonable-travel-time.

OPTION--C- Accrual of work hours during attendance at out-of-state seminars, workshops, and conferences shall not exceed eight hours per day.

j. Transfer Rights

When a central legislative staff agency employee is transferred within state government, including the executive and judicial branches, or promoted or demoted, all accumulated leave times, other than compensatory leave for transfers to another branch of government, shall carry over with the employee. If the employee is terminated or resigns, only accumulated vacation leave will be paid at its respective hourly rate.

2. Leaves Without Pay

ba. Leave Without Pay

(1) A director, upon written request, may grant any amount of leave without pay in a single period of leave or multiple periods of leave for any reason deemed satisfactory, provided the leave in the aggregate is no greater than six months in any one year. Leave without pay in excess of six months in any one calendar year requires the approval of the Service Committee. For-the-Legislative---Service-Bureau,--Legislative--Fiscal--Bureau,--and Computer--Support-Bureau,--the-leave-shall-not-be-granted-during-a legislative-session-except-under-dire-circumstances.

(2) For the-first-thirty-days-of-a leave without pay of thirty days or less, the state's share of insurance benefits employee shall continue to--receive--all-benefits and the employee shall accrue seniority as if the employee had not taken the leave. The employee shall not accrue vacation or sick leave.

(3) With the approval of the director, the employee need not have exhausted sick leave with pay and accrued vacation in order to be granted leave without pay.

ab. Sick leave Without Pay

After all sick leave with pay has been exhausted, the director may, upon written request, grant sick leave without pay to an employee for a length of time the director determines is

appropriate. ~~At--any--time~~ If an employee requests to use sick leave without pay in excess of thirty days, the director ~~may--ask--for--written--verification--of--the--need--for--the--sick--leave--from~~ shall consult the employee's attending physician or other licensed practitioner. The employee may be terminated or must return to work immediately if the director determines that any of the following are true:

- (1) The employee fails or refuses to supply the requested verification information about the illness within a stated time.
- (2) The employee does not show sufficient continued reason to prevent the performance of duties.
- (3) The employee is performing work or activity incompatible with the purpose for which sick leave was granted.

3. Leaves which may be With Pay or Without Pay

a. Educational Leave

(1) Educational leave may be granted at the discretion of the director for the purpose of assisting employees to develop skills that will improve their ability to perform their present job responsibilities or to provide training and development opportunities for employees that will enable the agency to better meet staffing needs. Educational leave with pay requires the approval of the Service Committee. Education financial assistance shall be as provided for executive branch employees.

(2) Length of leave. Educational leave shall be requested for a period not to exceed twelve consecutive months. Accrued vacation or compensatory leave need not be exhausted before educational leave is granted. The determination to require the exhaustion of any or all accrued leave rests with the director. The director may grant an extension of the original leave for an additional twelve months.

(3) Selection of applicants. While the selection of applicants is at the discretion of the director, all qualified employees shall be offered an equal opportunity to be considered for educational leave within the limitations imposed by agency staffing requirements.

(4) Educational institutions. An employee on educational leave may take course work at any accredited educational institution within the state. Attendance at out-of-state institutions may be provided if there are geographical or educational considerations which make attendance at institutions within the state impractical.

(5) Notification. The director shall notify the Legislative Council of all educational leaves within 15 days following the granting of the leave.

(6) Agency report. The Annually, the director shall report to the legislative council, ~~not later than October 1 of each year,~~

the direct and indirect costs to the agency of educational leave granted to employees during the preceding fiscal year.

b.--Administrative-Leave

At-the-director's-discretion, administrative-leave-may-be-granted with--or--without--pay--for--such--reasons--as--severe--weather, transportation--problems, unsafe--working--conditions, equipment malfunction,--and--related-reasons-provided-written-documentation is-made-of-the-amount-and-reason-for-any-such-leave.

b. Severe Weather Leave

OPTION--A: An--employee--may--elect--to--use--earned--compensatory leave,--vacation,--or--leave--without--pay--during--a--severe--weather emergency--rather--than--working--scheduled--hours,--Employees--may make--up--lost--time--within--the--same--workweek--with--the--approval--of the--director,---An--employee--who--reports--to--work--within--one--half hour--following--the--scheduled--reporting--time--will--be--assumed--to have--reported--on--time,---An--employee--who--reports--to--work--later than--one--half--hour--following--the--scheduled--reporting--time--shall be--credited--with--one--half--hour--of--the--day--plus--all--hours--actually worked.

OPTION--B: The provisions relating to severe weather leave contained in the rules of the Department of Personnel apply.

c. Rights of Return

All persons on any form of leave without pay, provided that they return within the specified period of time, will be returned to the vacant position in the classification held prior to the leave or to the class in the same pay grade for which the employee qualifies. However, for military leave without pay, the right of return applies for five years and 90 days after honorable discharge. Failure to return within the specified period of time shall result in demotion or termination.

4. Maternity Leave (DRAFT LANGUAGE FOR DISCUSSION)

a. All permanent, fulltime female employees are eligible for maternity leave benefits regardless of their length of service at the Legislature.

b. Any request for leave shall be in writing by the employee reasonably in advance of the leave, unless a planned leave is precluded by an unforeseen circumstance. The request for leave shall state the purpose of the leave, the expected duration of absence, and the intention of the employee to return to work following completion of the leave. Arrangements for reduced working hours in lieu of leave shall be agreed to by the employee and the employee's supervisor.

c. Maternity leave is the period of time that a pregnant employee is absent from work due to physical disability related to pregnancy and childbirth. This period of physical disability is presumed to include eight weeks. A physician's statement is

required to extend the length of absence due to disability beyond this period. An employee may choose to take a shorter maternity leave than the eight weeks provided here or reduced working hours, by mutual agreement with supervisor.

d. Pregnant women shall use sick leave to cover the period of maternity disability. If the employee has accrued insufficient sick leave to cover the period of maternity disability, she is entitled to use any of the following options:

- (1) use vacation time or compensatory time when accrued sick leave is reduced to forty hour or less.
- (2) use an unpaid leave of absence when sick leave is reduced to forty hours or less.
- (3) reduced time working schedule, by mutual agreement with supervisor, when sick leave is reduced to forty hours or less.

e. The employee's benefits and seniority, while on maternity leave, continue as though the employee had not taken leave. Upon return from maternity leave, the employee is guaranteed the same position and rate of pay, if possible. Otherwise a similar position at the same rate of pay is guaranteed; the employee retains the right to return to his or her former position if it subsequently becomes available.

4-5. Maternity Family Leave (DRAFT LANGUAGE FOR DISCUSSION)

~~TO-BE-DRAFTED~~

a. All permanent, fulltime employees are eligible for family leave benefits regardless of their length of service at the Legislature. Family leave may be used for care of immediate family members, including adoptive children, in circumstances where care needed is in excess of five working days.

b. Following is a description of family leave benefits available to permanent full-time legislative employees under this policy. Any request for leave shall be in writing by the employee reasonably in advance of the leave, unless a planned leave is precluded by an unforeseen circumstance. The request for leave shall state the purpose of the leave, the expected duration of absence, and the intention of the employee to return to work following completion of the leave. Arrangements for reduced working hours in lieu of leave shall be agreed to by the employee and the employee's supervisor.

c. Family leave shall not exceed eight weeks in duration. Employees using family leave may use accrued sick leave. If the employee has accrued insufficient sick leave to cover the period of family leave the employee is entitled to use any of the following options:

- (1) use vacation time or compensatory time when accrued leave is reduced to forty hours or less.
- (2) use an unpaid leave of absence when accrued sick leave is reduced to forty hours or less.

(3) reduced time working schedule, by mutual agreement with supervisor, when accrued sick leave is reduced to forty hours or less.

d. The employee's benefits and seniority, while on family leave, continue as though the employee had not taken leave. Upon return from family leave, the employee is guaranteed the same position and rate of pay, if possible. Otherwise a similar position at the same rate of pay is guaranteed; the employee retains the right to return to his or her former position if it subsequently becomes available.

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Chapter 7 - Hiring

A. General Authority

Each director has discretionary hiring authority for all authorized and funded vacant positions within the agency of the director, provided such hiring is at the entry level salary. Such hirings shall be reported at the time of hiring to the Service Committee and the Legislative Council. Placement of a new employee at higher than entry level salary requires the prior approval of the Service Committee. Entry level salary is step one of the specified grade level of the position for original appointment or, for reappointment of former employees to the same position, the step determined by cumulative prior experience.

B. --Vacancy-Notices

In the event of a vacancy, the director shall post the vacancy according to the following guidelines set forth by the Legislative Council on September 19, 1985:

"All job openings shall be posted within the office in which a vacancy occurs advising current employees of a vacancy. The posted notice shall advise the employees that applications for the position must be filed in writing with the administrative head of the agency. The notice to all employees shall contain a description of the job and duties and responsibilities. Current employees shall be required to follow the same procedure specified for any other applicant for the position."

This provision establishes the minimum notice requirement. At the option of the director, more extensive notice may be provided.

B. Affirmative Action - Equal Employment Opportunity

It is the policy of the Legislative Council that equal employment opportunities be provided to all qualified employees and applicants for employment regardless of race, religion, color, sex, national origin, age, or physical or mental disability. Each agency shall adopt a program of affirmative action designed to provide employment opportunities on the basis of individual capabilities, motivation and merit, and also designed to encourage women and minorities to seek employment and promotion on these bases. The director of each agency is responsible for that agency's efforts to provide equal employment opportunity. Each agency shall comply with the Iowa Civil Rights Act contained in Chapter 601A of the Code. Each agency shall seek qualified applicants and assist underqualified persons to become qualified within the job classifications of the agency. An agency shall seek applications from qualified women and minorities when vacancies or new positions are filled.

An agency shall adopt procedures to encourage the recruitment,

hiring and promotion of women and minorities. Position announcements shall be posted within the office area of the agency and in other appropriate areas of the capitol complex. The position may be advertised in an appropriate newspaper or newspapers based upon the period of time that has elapsed since a similar position announcement was last published.

The position announcement shall advise the employees that applications for the position must be filed in writing with the director of the agency and shall contain a description of the job and its duties and responsibilities.

Applicants may be asked to complete a questionnaire indicating their race or national origin, sex, age, and whether they have a physical or mental handicap disability. The questionnaire responses shall be used solely for periodic review to determine whether a well-qualified and diverse pool of applicants is being attracted.

An agency shall not favor or discriminate against any person in training, professional development, promotional opportunities, salary, or working conditions, because of race, religion, color, sex, national origin, age, or physical or mental disability.

Applicants or employees who believe they have experienced discrimination in hiring, promotion, termination, or other matters pertaining to employment may file a grievance with the Legislative Council. Any person aggrieved by the decision of the Legislative Council may initiate appropriate actions with the Iowa Civil Rights Commission under Chapter 601A of the Code.

C. Probationary Period

For the purposes of evaluating the performance of new employees (original appointment or reappointment of a returning employer employee to a permanent or temporary position), a six-month probationary period of-probationary-status will be implemented. The probationary period is, at the discretion of the director, the first six months of employment or the completion of a legislation session, whichever--is-longer. During this period, the employee will shall be ineligible for promotion or demotion. After the probationary period is over, either the director or the employee's supervisor will recommend to continue or terminate the employee. During the probationary period, employees may be terminated at will and the grievance procedure is not applicable to them.

Chapter 8 - Layoff and Recall

A. Layoffs and Order of Layoffs

1.1) A With the approval of the Service Committee, a director may, due to budgetary requirements or workload demands, lay off an employee. Layoff shall be by job classification in reverse order of seniority.

B. Recall List

1.2) Each director shall establish and maintain a recall list used for filling vacant positions. Recall lists will be established by job classification. These lists shall consist of the names of permanent employees who were separated by layoffs. Employees shall be placed on the list in order of seniority (years-months-days of continuous service prior to layoff).

2. Employees shall be removed from the list for any of the following reasons.

a.a) Failure by applicant to maintain a current address as evidenced by the return of a properly addressed letter.

b.b) Failure by applicant to respond to a written inquiry concerning availability for employment within five working days following the inquiry.

c.c) Receipt of a written request that the employee no longer wants to be on a particular list.

d.d) Declination to accept a position for which the employee is eligible.

3.3) If no recall list exists for a given job class, the director shall follow the procedure for filling vacancies.

Chapter8
db/dg/20

Chapter 9 - Performance Evaluations

Each agency shall adopt a performance evaluation form or forms to be used for its employees. Copies of the form shall be provided to the Service Committee and to each employee of the agency.

A review on at least an annual basis, using the evaluation form, shall be made of each employee's performance by the director or a supervisor designated by the director. Attention should be directed to areas of strength and weakness, areas of past improvement or needed future improvement, and suggestions or requirements for further training or development. ~~This report shall be kept in the employee's file.~~ Exit performance evaluations shall be conducted before the last day of employment covering the period between the last evaluation and the last date of employment. A copy of a completed employee's performance evaluation form, and other documentation, if any, shall be given to the employee at the time of the employee's evaluation. The form shall be signed and dated by both the employee and the supervisor or director. A copy of the signed evaluation form shall be placed in the employee's file. The employee may make a written response relating to the performance evaluation and the response will be placed in the employee's file.

Chapter 10 - Promotions

A. Applicability

This chapter is not applicable to cost-of-living adjustments and annual merit increases, which are governed by Chapter 4 of the guidelines.

B. Probationary Employees

Probationary employees shall be ineligible for a promotion during their probationary period.

C. Authority and Requirements for a Promotion

Each director shall have the discretion to promote an employee to either a vacant position or a new position when an employee meets the requirements of that position, with the prior approval of the Service Committee. A director may promote an employee to a higher classification and grade level within a job series of position classifications with the prior approval of the Service Committee for such reclassification. To be eligible for a promotion, the employee must at least receive satisfactory ratings on their current job assignment, and the employee must meet the minimum qualifications for the new position. A salary increase due to a promotion is in addition to any salary increase that an employee may receive under Chapter 4 of these guidelines. A promotion is a change in positions by an employee to a position that has been assigned a higher pay grade level.

D. Post Promotion

For current employees, a new probationary period ~~shall not~~ may be required. For pay purposes, when an employee is promoted, the employee's salary shall be adjusted to step one of the grade level of the new position. If that does not result in at least a one-step increase, then the employee's salary shall be adjusted to the pay step at the new grade level that results in a one-step increase. However, for promotions between classes with a three or more pay grade difference, the employee shall be given a two-step increase in pay or the employee's salary shall be adjusted to step one of the grade level of the new position, whichever is greater.

Chapter 11 - Demotions and Termination

A. Informal Review of Performance Shortcomings

The employee's director or immediate supervisor may at any time, in an informal manner, discuss concerns regarding any existing performance problem problems. The director or supervisor may note ~~shall--not--place--information--about--that--informal--meeting~~ in the employee's file the date and reasons for the meeting. The employee ~~will--be~~ is expected to address the specified concerns.

B. Formal Review of Performance Shortcomings

The employee's director or immediate supervisor may make a formal review of performance shortcomings by memorandum, letter of reprimand, annual performance evaluation, or documented discussion. A listing of the employee's shortcomings and any written material relating to the formal review shall be placed in the employee's file. The employee shall be provided time to prepare a written response and the response shall be placed in the employee's file. Failure by the employee to show sufficient progress in addressing the performance shortcoming may result in demotion or termination.

C. Suspension

A director has discretionary authority to suspend an employee with or without pay.

E- D. Demotion

A director may has discretionary authority to demote an employee for--failure--to--meet--performance--standards. Demotion may be in step or in grade. Demotion in step shall be a one-step reduction within the employee's current grade. Demotion in grade shall be to step 6 in the grade of the next lower classification in the employee's job series or career ladder. If that does not result in at least a one-step decrease in salary, then the employee's salary shall be adjusted to the pay step at the new grade level that results in a one-step decrease in salary. Demotions shall be reported to the Service Committee.

D- E. Termination

The director may has discretionary authority to terminate an employee,--if--the--employee--has--failed--to--meet--the--standards--of--performance--required--for--the--employee's--position.--Failure--to--advise--the--director--of--any--absence--of--three--or--more--days--is--deemed--a--resignation--by--the--employee. Written--notice--must--be--served--24--hours--prior--to--termination,--except--in--extraordinary--situations. All documentation regarding the termination shall be kept for at least two calendar years. Termination--procedures--initiated--against--an--employee--will--be--noted--in--the--employee's--file.

Chapter 11 2

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Chapter 12 - Grievance Procedures

~~Grievance-Procedures-for-Employees-of-the-Legislative-Service
Bureau, Legislative-Fiscal-Bureau, Computer-Support
Bureau, and-Office-of-the-Citizens'-Aide~~

~~Adopted-by-Legislative-Council, December, 1978
(Made-applicable-to-the-Computer-Support-Bureau-on
-----)~~

A. Grievance Procedures -- Authority.

Pursuant to sections 2 and 7 of House File 449, 1977 Iowa Acts, chapter 38, section 2.42, subsection 14, and section 601G.3, Code 1989, the following rules for hearing and acting upon appeals of aggrieved employees of the Legislative Service Bureau, Legislative Fiscal Bureau, Computer Support Bureau, and the Office of Citizens' Aide are established by the Legislative Council.

B. Definitions. Unless otherwise provided:

1. "Director" means the director of the Legislative Service Bureau, Legislative Fiscal Bureau, Computer Support Bureau, or the Office of Citizens' Aide.

2. "Employee" means a person employed by the Legislative Service Bureau, Legislative Fiscal Bureau, Computer Support Bureau, or the Office of Citizens' Aide. "Employee" does not include the director of the Legislative Service Bureau, the director of the Legislative Fiscal Bureau, the director of the Computer Support Bureau, or the Citizens' Aide.

3. "Committee" means the Service Committee of the Legislative Council.

4. "Council" means the Legislative Council.

C. Grievance Procedures -- Rules.

These rules shall constitute the procedures for resolving grievances or complaints of employees. Following their establishment by the Legislative Council the directors of the affected agencies shall circulate copies of the rules to all employees. The Legislative Council may amend these rules from time to time as the need arises. Time limits specified within these rules begin the working day following the day an action takes place or is required.

D. Filing of Grievance or Complaint -- Right of Employee.

An employee may file or submit a grievance or complaint with a director, the Committee, or the Council as provided in these rules without fear of jeopardizing the employee's position or

opportunities for advancement or salary increase. The employee involved in the proceeding shall cooperate with the employing authority so that there will be a minimum of interference with normal operation of the agency's work. Time limits provided in these rules may be altered by mutual agreement.

E. Initiation of Complaint or Grievance.

An employee shall file a grievance or complaint in writing with the director within five working days of the incident of the alleged grievance or complaint. The director shall transmit a written decision to the employee within five working days of receipt of the grievance or complaint.

F. Appeal to Committee -- Submission in Writing.

If the employee is not satisfied with the decision of the director, the employee may within five working days of receipt of the decision of the director file a grievance or complaint in writing with the chairperson of the Committee. A copy of the written grievance or complaint shall be filed with the director at the same time as the filing with the chairperson of the Committee. The director shall file a copy of the director's decision upon notification of the filing of the grievance or complaint with the Committee.

G. Consideration of the Written Grievance or Complaint by the Committee.

The Committee shall consider the written complaint or grievance either within thirty days of its receipt, at its next regularly scheduled meeting, at a meeting especially called for such purpose, or at a subsequent meeting as determined by the Committee. The Committee shall make a written decision in regard to the grievance or complaint on the day the complaint or grievance is considered. However, if the Committee desires additional information from any person it may continue the hearing and notify the employee and the director of its decision to continue the hearing. The Committee may then request the additional information from the director or the employee affected. A copy of the written decision shall be filed with the director and complainant employee.

H. Appeal to Council.

If the employee is not satisfied with the decision of the Committee, the employee may appeal the Committee's decision to the Council by filing a written appeal with the chairperson and vice chairperson of the Council. A copy of the appeal shall be filed with the director at the same time. The chairperson shall set a time for hearing the written appeal of the grievance or complaint. The hearing may be part of a regular meeting of the Council or may be held during a special meeting called for such purpose. The appeal to the Council must be filed within five working days of the decision of the Committee. The decision of the Council in regard to the grievance or complaint is final. A copy of the written decision shall be filed with the director and complainant employee.

I. Effect of Failure to Proceed.

If the employee fails to proceed with the grievance or complaint within the time limits set forth in these rules or special time limits agreed upon, it shall be assumed the grievance or complaint has been settled on the basis of the last decision reached or that the employee does not desire to pursue the matter further. If a director fails to comply with the time limitations, the employee may proceed immediately to the next step as if a decision has been reached with which employee was not satisfied.

J. Form and Content of Written Appeals.

The written appeal shall contain such specific information as will adequately inform a director, the Committee, or the Council of the incident from which the appeal arose. A director, the Committee, or the Council may request additional information and may request the information be presented in a specific form or letter and provided to all parties involved. An employee may request that a third person be present to give evidence or represent the employee, however the third person may decline to present evidence or represent the employee. All germane information presented at any hearing may be added to and shall become a part of an appeal.

All hearings shall be held in an informal manner. Any party, a director, the Committee, or the Council may call witnesses and consider documents and written statements which shall not be limited by legal rules of evidence. Witnesses may decline to participate in the hearing.

K. Notification of Hearing.

An aggrieved employee or any person affected shall be given reasonable notice of any hearing so that proper arrangements to attend the hearing can be made. An aggrieved employee shall be allowed time off with pay to attend the hearing.

L. Coercion of Employees.

A director or another supervisor shall not coerce an employee into not proceeding with a grievance or a complaint or appearing as a witness at a hearing. An act of coercion shall be considered as a reason for a grievance or complaint which may be combined with the original grievance or complaint.

M. Amendments.

A complaint or a grievance may be amended at any time prior to a decision. The amendment must relate directly to the original complaint or grievance and allowance of such amendments shall be within the discretion of the chairperson of the Committee or Council. The Committee or the Council may impose terms or grant

a continuance with or without terms as a condition of such allowance. A request for an amendment shall be submitted in writing either to the chairperson of the Committee or the Council, as the case may be, and a copy shall be filed with the affected director.

T-O-B-E-R-E-V-I-S-E-D

Chapter 13 - Nonpartisan Political Participation Guidelines

~~Policy-Established-by-the-Legislative-Council-Relating
to-the-Participation-in-Partisan-Politics-by-Employees
of-the-Legislative-Service-Bureau, Legislative-Fiscal
Bureau, Computer-Support-Bureau, and-Office-of-the
Citizens'-Aide~~

~~Adopted-by-the-Legislative-Council
July-15, 1982~~

~~{Made-applicable-to-Computer-Support-Bureau-on-_____}~~

In order to maintain fair and effective functioning of the Legislative Service Bureau, the Legislative Fiscal Bureau, the Computer Support Bureau, and the Office of Citizens' Aide, it is necessary that their employees not participate in partisan politics. ~~It-is-not-only-necessary-that-their-employees-actually
avoid---participation---in---partisan---politics,---but---it---is---also
necessary---that---such---employees---appear---independent-of-partisan
political---involvement---to---members---of---the-General-Assembly, if
confidence---in---the---functioning---of---the---agencies---is---to---be
maintained.~~

A. Participation in Partisan Politics Defined. Participation in partisan politics means and includes the following:

1. Organizing a political party or club.
2. Actively participating in or attending fund raising activities for a partisan candidate or partisan political party.
3. Becoming a partisan candidate for or campaigning for an elective public office.
4. Actively working in or managing the campaign of a partisan candidate for public office.
5. Initiating or circulating a partisan nominating petition or soliciting votes for a partisan candidate for public office.
6. Serving as a delegate, alternate, or proxy to a political party caucus or convention.
7. Speaking at political party meetings in support of a partisan candidate for public office or party office.
8. Giving or receiving money for partisan political purposes unless giving the money for political purposes will remain confidential such as is provided in the state income tax law.
9. Endorsing a partisan candidate for public office or political party office in a political advertisement, broadcast, or campaign.
10. Speaking to a political convention, caucus rally, or similar gathering of a political party except when providing information on an objective and

nonpartisan basis.

B. Identification as an Advocate. In addition employees must take care that the employee is not identified as an advocate or an opponent of an issue which is subject to legislative debate except as otherwise provided by law.

C. Allowable Political Functions. There are some political functions which can be exercised by legislative staff which will not inhibit the exercise of a person's election franchise or free speech and will not diminish the fair and effective functioning of the agencies. While the following is not intended to be a complete list, it can be used as a guideline regarding allowable political activities. An employee may do the following:

1. Vote at all elections and register as a member of a political party.
2. Discuss publicly legislative issues and matters of public interest so long as discussions are not directed toward party success or failure and so long as the discussion does not promote or downgrade a party or member of a party and lead other persons to believe that the employee favors one party or another.
3. Participate in nonpartisan elections or be politically active in issues which are not specifically identified with any national or political party.
4. Participate in public affairs if the participation does not materially imply that the employee favors one political party or another.
5. Attend political conventions or functions to which the public at large is invited if the employee does not take part in the convention or in the deliberations and refrains from a public display of partisanship.
6. Attend any political meeting such as where political candidates or political figures are attending if the public at large is invited and if the attendance will not result in the appearance to persons that the employee is engaging in a political activity with the result that confidence in that employee could be eroded.
- 7a. Participation in the precinct party caucuses for presidential candidate selection is permitted since it is the equivalent of voting in a primary election. Participation at a higher level, such as being a delegate to a county party convention, is not permitted.
- 7b. Behavior while participating in the precinct caucuses is governed by the guidelines, including the specific guidance given in regard to what are allowable activities and what are prohibited activities.

D. Application of Policies to Immediate Family. The policies established shall not apply to the spouse or children of an employee.

E. Consultation with Department Head in Case of Questions. An employee should exercise judgment in participating in any

activities that might be construed by others as partisan in nature and which might compromise the belief that the employee will work on a nonpartisan relationship. If an employee is in doubt about attendance at a particular function or a possible political practice, that employee should consult with the agency director prior to attending the function in order that the employee's right of free speech and association will be maintained and the efficiency and fairness of the offices will not be compromised as a result of a lack of confidence by the persons for whom the employee must work.

F. Penalties. Penalty for violation of any provisions may include a warning, reprimand, demotion, suspension, loss of reclassification, loss of salary increase, or termination of employment. The director shall determine the penalty to be imposed, however, no penalty, except a warning or reprimand, shall be imposed, until the violation and penalty are reviewed by the Service Committee. The Service Committee may change or modify the penalty through the grievance procedures. If a director violates these provisions, the Service Committee shall review the violation and impose the penalty, if any.

Chapter 14 - Gift Reporting Policy

GIFT-REPORTING-POLICY
Adopted-by-Legislative-Council-June-117-1980

The following rules shall apply to employees the-members of the legislative agencies of Citizens' Aide, Code-Editor, Legislative Fiscal Bureau, Computer Support Bureau, and Legislative Service Bureau:

1. As used in these rules the words "gift", "immediate family member" and "public disclosure" shall have the meanings provided in Acts--of--the--Sixty-eighth--General-Assembly,--1980 Session,--House-File-687,--section-6, chapter 68B of the Iowa Code and "person" has the meaning provided in section 4.1 of the Iowa Code.

2. Any person who makes a gift in any one occurrence calendar day which has a cumulative value in excess of fifteen dollars to an employee or an immediate family member of an employee shall file a report of the gift with that legislative agency. If more than one person shares in the expense of providing a gift or series of gifts which exceeds fifteen dollars in cumulative value in any one calendar day and which is required to be reported, each of the persons sharing in the expense shall report the gift to the agency as provided in section 68B.11 of the Iowa Code regardless of the amount of the person's share of the expenses.

A person who provides a gift or series of gifts to an employee or immediate family member shall report to the employee the value of each gift which is required to be reported by the employee by the fifteenth day of the month following the month in which the gift is provided.

3. An employee A--member--of--a--legislative-agency who receives or whose immediate family member receives a gift in any one occurrence calendar day which has a cumulative value in excess of fifteen dollars shall file a report of the gift with that legislative agency.

4. A report required to be filed by these rules shall be filed by the twentieth fifteenth of the month following the month in which the gift was made or received. The report shall show the donor, donee, nature, amount and date of the gift.

5. If-a-gift-is-made-to-a-member-of-a-legislative-agency-or an--immediate--family-member-and-others-which-cannot-be-precisely attributed-to-each-recipient-the-report-shall-average-the-cost-of the--gift--upon--all--of--the--recipients--if-the-average-exceeds fifteen--dollars-per-recipient.--The-fact-that-averaging-was-used shall--be--disclosed. An employee is prohibited from receiving a gift or series of gifts in any one calendar day which has a value

of thirty-five dollars or more. The determination of the value of a gift is governed by Chapter 68B of the Iowa Code.

6. Each director ~~The-head-of-each-legislative-agency~~ shall designate a custodian of the reports filed with that agency. The Legislative Council may request compilations on or copies of those reports ~~filed-with-a-legislative-agency--The-compilations on--reports--are--publie--records.~~ The reports are available for public inspection as provided in Chapter 22 of the Iowa Code.

Chapter 15 - Employee Conduct

Each director shall have the authority to define policies and procedures for the operations of their agencies within the context of these guidelines and each agency's operating requirements. The director shall compile these policies and procedures into an employee handbook that is provided to all employees of the agency.

Such policies and procedures may include, but are not limited to, those relating to dress code, smoking in the workplace, outside employment, and various operating procedures.

Such policies and procedures shall be filed with the Service Committee for its review and approval.

Chapter 16 - Personnel Records

The director or the director's designee shall maintain and be custodians of all personnel files on each employee of that agency. These files shall also include but not be limited to performance evaluation records and any disciplinary proceedings against the employee. An employee who is no longer employed by the agency, whether by resignation or termination, shall have the employee's file ~~sealed and kept in the agency~~ for a period not to exceed two years, then transmitted to the General Services Records Center. ~~Employees, subject to the proper authority to be absent from duty,~~ shall have the right to inspect and have copies made, ~~at their expense and not to exceed cost,~~ of their personnel files during regular business hours. All records shall be held as confidential in accordance with Iowa Code section 19A.15.

Chapter16
db/dg/20

Chapter 17 - Unauthorized Computer Access (Hacking)

Unauthorized computer access is the attempt, successful or unsuccessful, to access the Legislative computer system without proper authorization from the Legislative Computer Support Bureau. Unauthorized computer access includes but is not limited to: Attempting or using a sign-on belonging to another individual, attempting to access modes and data without proper authorization, or attempting to disrupt the computer system by intentionally causing the computer system to abort or terminate.

Unauthorized computer access is also any attempt to compromise data stored on a microcomputer (pc) within the capitol complex or belonging to the Legislature or any attempt to alter the hardware or software without authorization of the Computer Support Bureau.

Unauthorized access attempts will be monitored by the Legislative Computer Support Bureau and immediate notification will be made to the Secretary of the Senate, Chief Clerk of the House, and the directors of the central staff agencies.

The Legislative Computer Support Bureau will attempt to provide details to help determine where the unauthorized access was made and if possible the actual person or persons attempting the unauthorized access.

The Legislative Computer Support Bureau may disable the user-id of any employee found attempting unauthorized access and will restore the user privilege only at the direction of the Service Committee. The Legislative Computer Support Bureau shall notify the employee and the employee's director when a user-id has been disabled.

Penalties for unauthorized access or the attempt of unauthorized access of the Legislative computer system or microcomputers may include a warning, reprimand, demotion, suspension, loss of reclassification, loss of salary increase, or termination of employment, as determined by the employee's director. the penalty to be imposed. The Service Committee may change or modify the penalty through the grievance procedures prescribed in chapter 12 of these guidelines.

FILED

MAR 21 1989

CLERK SUPREME COURT

IN THE SUPREME COURT OF IOWA

IN THE MATTER OF A CHANGE)
IN THE IOWA RULES OF)
CIVIL PROCEDURE)

REPORT OF THE
SUPREME COURT

TO: MR. DONOVAN PEETERS, SECRETARY OF THE LEGISLATIVE
COUNCIL OF THE STATE OF IOWA:

Pursuant to Iowa Code sections 602.4201 and 602.4202,
the Supreme Court of Iowa has prescribed and hereby reports
to the Secretary of the Legislative Council an amendment to
Iowa Rule of Civil Procedure 144 attached as Exhibit "A".

Pursuant to Iowa Code section 602.4202(2), this change
is to take effect June 1, 1989.

Respectfully submitted,

THE SUPREME COURT OF IOWA

BY Arthur A. McGiverin
Arthur A. McGiverin, Chief Justice

Des Moines, Iowa

March 21, 1989

ACKNOWLEDGMENT

I, the undersigned, Secretary of the Legislative
Council hereby acknowledge delivery to me on the 23rd day
of March, 1989, the Report of the Supreme Court
pertaining to the Iowa Rules of Civil Procedure.

Donovan Peeters
Secretary of the Legislative Council

EXHIBIT "A"

144. Use of depositions. Any part of a deposition, so far as admissible under the rules of evidence, may be used upon the trial or at an interlocutory hearing or upon the hearing of a motion in the same action against any party who appeared when it was taken, or stipulated therefor, or had due notice thereof, either:

(a) To impeach or contradict deponent's testimony as a witness; or

(b) For any purpose if, when it was taken, deponent was a party adverse to the offeror, or was an officer, partner, or managing agent of any adverse party which is not a natural person; or

(c) For any purpose, if the court finds that the offeror was unable to procure deponent's presence at the trial by subpoena; or that deponent is out of the state and such absence was not procured by the offeror; or that deponent is dead, or unable to testify because of age, illness, infirmity, or imprisonment; or

(d) For any purpose, if it was taken of an expert witness specially retained for litigation; or the deponent was a health care practitioner offering opinions or facts concerning a party's physical or mental condition.

(e) On application and notice, the court may also permit a deposition to be used for any purpose, under

exceptional circumstances making it desirable in the interests of justice; having due regard for the importance of witnesses testifying in open court.

GENERAL ASSEMBLY OF IOWA



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IOWA CODE EDITOR

April 6, 1989

MEMORANDUM

TO: CHAIRPERSON HUTCHINS AND MEMBERS OF THE LEGISLATIVE COUNCIL
FROM: Donovan Peeters *DP*
RE: Pricing of the 1989 Iowa Code

Attached is the recommendation of the State Superintendent of Printing for the pricing of the 1989 Iowa Code. The recommended price is \$145.00 plus \$5.80 sales tax for the 1989 Iowa Code (compared to \$110.00 plus tax for the 1987 Iowa Code). The purchase price is for all three volumes and the index.

Section 17.22 of the Code requires approval of this proposed price by the Legislative Council. Since many persons are waiting to receive the publication, approval is being sought by polling the Council rather than waiting for the next Council meeting.

PLEASE REPLY AS SOON AS POSSIBLE ON THE ENCLOSED CARD. PLEASE HAVE A PAGE RETURN THE CARD.

Codepr
dp/dg/20



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF GENERAL SERVICES
JACK B. WALTERS, DIRECTOR

April 4, 1989

Donovan Peeters
Legislative Service Bureau
LOCAL

Dear Donovan,

We are ready to establish a selling price for the 1989 Code of Iowa. I have put together a compilation of the production costs, some of which are estimated because we are not finished with all operations, but they should be fairly accurate.

Typesetting and data entry costs	- \$ 21,000.00
Printing and binding costs	- \$380,000.00
Code Editor staff	- \$146,000.00
Packing and distribution	- \$200,000.00

Currently we are distributing approximately 3,450 codes cost free. I propose we offset this cost, as we have in the past, and set the price at \$145.00, plus \$5.80 sales tax. This price would reflect the increase in pages, and increases in paper and postage costs.

Please advise if the council agrees, we would like to begin the subscription process.

Thank you,

Kristi Little
Superintendent of Printing

APR 5

In regard to the recommended price of \$145.00
for the 1989 Iowa Code:

_____ I approve _____ I do not approve

Signed: _____

_____ Date

May 5, 1989

Mr. Gene Davis
Micrographics Section
Records Management Division
Department of General Services
215 E. 7th
LOCAL

RE: Anhydrous Ammonia and Methyl Chloroform Storage

Dear Sir:

These two products are not a flammable or Class I or II combustibile liquid. The flash point is non-existent for either product and both products have high ignition temperatures. Anhydrous Ammonia - 1204°F and Methyl Chloroform - AKA Trichloroethylene - 998°F both carry the same chemical data.

As long as these two products are all that is stored in this room, there is not a fire hazard; the ventilation of this room should be to the outside only; the room is now inside the building (see the last fire marshal inspection). Please note that the venting was asked for on both occasions.

Please find enclosed the data sheets for the two products and comparison sheet for Methyl and Ethyl Alcohols for reference.

Please contact us if you have any further questions.

Yours truly,

Wilbur R. Johnson
State Fire Marshal
and Building Code Commissioner



By: Roy F. Davis
Fire Prevention Inspector

RFD/drw

Enclosures

cc: State Ombudsman Office

*original forwarded 5/5/89
to Kathy Wellons.*