

Reported Recommending .....  
Ind. Postponed .....  
Passed House .....  
Failed to Pass House .....  
Passed Senate .....  
Failed to Pass Senate .....

House File 353

February 24, 1947.  
Social Security.

By NELSON of Woodbury.

## A BILL FOR

An Act to establish a system of civil service administration  
for state employees of the state of Iowa.

*Be It Enacted by the General Assembly of the State of Iowa:*

1 Section 1. The purpose of this act is to make it possible  
2 to bring under Civil Service administration the various departments  
3 of the government of the state of Iowa and to build up a department  
4 with a Civil Service Board which shall have the power to employ all  
5 proper officials, make rules for the classification of positions,  
6 for compensation schedules, for competitive entrance and pro-  
7 examinations, for certifications and appointments, for probational  
8 service periods and rejections therein, for demotions, promotions,  
9 re-employments, suspensions, transfers, leaves of absence, sick  
10 leaves and vacations, for lay-offs, when necessary according to  
11 seniority, for suspensions, demotions and separations from the  
12 Service by discharge for cause, for hearings for reinstatements  
13 and for establishing status of incumbent employees.

1 Sec. 2. There is hereby established a Department of Civil  
2 Service with a Civil Board of three (3) members with  
3 powers and duties hereinafter set forth and such Board may employ  
4 all proper officers and employees, including administrative or

5 technical staff, subject to provisions hereinafter contained.

1 Sec. 3. The Legislature shall make appropriations to enable  
2 the Civil Service Department to carry out effectively the provisions  
3 hereof.

1 Sec. 4. The Civil Service Board shall be appointed by the  
2 Governor of the state of Iowa and with the consent of the  
3 Senate. The members of the Civil Service Board shall hold office  
4 one (1) until the first Monday in the month of July of the second  
5 year, one (1) until the first Monday of July of the fourth year,  
6 and one (1) until the first Monday of July in the sixth year after  
7 such appointment, whose respective successors shall be appointed  
8 for terms of six (6) years each. The members of the Civil  
9 Service Board must be citizens of the state of Iowa and for more  
10 than five (5) years next preceding their appointment and they  
11 shall serve without compensation. No person while a member of  
12 said Board shall hold, or be a candidate for any office of public  
13 trust.

1 Sec. 5. The Civil Service Board may appoint, compensate, and  
2 remove, subject to the provisions of this act, all proper  
3 officials and clerks, including a personnel officer. The personnel  
4 officer shall be the administrative and executive director of the  
5 Civil Service Department and shall be vested with the powers and  
6 duties of a secretary and chief examiner. The personnel officer  
7 shall be in sympathy with the application of merit principles to  
8 public appointments. He shall be appointed only after he shall  
9 have passed an examination to determine his or her fitness for

10 the position and shall be removed only for cause in accordance  
11 with the provisions of this act. The position of personnel officer  
12 may be either a part-time or full-time position, but it shall be  
13 included within the classified service.

1 Sec. 6. All state officers and employees shall be selected  
2 and hold their positions pursuant to this act with the following  
3 exceptions:

4 (a) All officers elected by the people

5 (b) All Board members and Commissioners whose  
6 appointments are otherwise provided for by  
7 the statutes of the state of Iowa.

1 Sec. 7. Rules for the administration of Civil Service in  
2 accordance with the provisions of this act shall be adopted by  
3 the Civil Service Board on the recommendation of the personnel  
4 officer. The Civil Service rules provide for:

5 (a) The development and maintenance of classifications  
6 for all positions subject to this law.

7 (b) The development and maintenance of compensation  
8 schedules providing salary ranges for all classes of positions  
9 with minimum and maximum pay allowances and for systematic  
10 advancements within the schedules so established.

11 (c) The maintenance of re-employment lists which shall  
12 contain the names of persons who have been regular employees and  
13 who have been separated from their employments without fault or  
14 delinquency on their part. The order in which names shall be  
15 placed on such lists shall be according to seniority earned in

16 the service.

17 (d) The preparation of promotion lists and original  
18 entrance employment lists for various classes of positions in the  
19 service upon which eligibles shall be ranked in the order of  
20 ratings earned in prepared tests.

21 (e) The conduct of competitive promotional and original  
22 entrance examinations of candidates who meet established  
23 requirements.

24 (f) The certification of names of the highest ranking  
25 candidates, whenever vacancies occur, in the following order: re-  
26 employment lists, promotional lists, and original entrance  
27 employment lists. The number of names certified from re-employ-  
28 lists shall be equal to the number of vacancies to be filled, and  
29 the number of names certified from other lists shall be Two  
30 (2) greater than the number of vacancies to be filled.

31 (g) The use of a service probationary period of six  
32 (6) months.

33 (h) Provisional employments, when necessary, because of  
34 lack of eligibles for periods not to exceed ninety (90) days.

35 (i) Temporary employments, when necessary, of persons  
36 on eligible lists but without regard to rank for a period not  
37 to exceed sixty (60) days.

38 (j) Emergency appointments without regard to eligibility  
39 for periods not to exceed ten (10) days.

40 (k) Vacation leaves with pay, and sick leaves with pay  
41 for permanent employees.

42 (l) Lay-offs when necessary in inverse order to length  
43 of service.

44 (m) Suspensions without pay for cause, demotions and  
45 discharges for cause, whenever necessary only when causes or  
46 reasons therefor are written and signed by the employing officer,  
47 served upon the affected employee, and filed with the Civil Service  
48 Board; the obligation of the Civil Service Board upon application  
49 of the affected employee to give open public hearing on the  
50 charges or reasons for the action taken or to be taken and to  
51 render decision in all such matters including the right to restore  
52 pay and position and to reimburse for last pay, which decision and  
53 order shall be binding upon the parties concerned.

54 (n) Service standards to be used only in connection with  
55 promotions, suspensions, demotions, and discharges.

56 (o) Accrediting with Civil Service standing without  
57 examination all state employees who have been in the service of  
58 the state for a period of five (5) years or more when said employees  
59 shall file with the Civil Service Board the necessary personnel and  
60 employment data required by the Board.

61 (p) Such additional rules as may become necessary from  
62 time to time.

1 Sec. 8. Any employee or any department head or employing  
2 officer affected by any action taken or any ruling made by the  
3 personnel officer employed under the provisions of this act shall  
4 have the right of appeal to the Civil Service Board and thereafter

5 to the district courts of the state of Iowa and to the Supreme

6 Court of the state of Iowa.

EXPLANATION OF H. F. 353

This bill provides to set up a system of civil service for the employees in the state of Iowa. It sets up a Civil Service Board with classification of positions and compensation schedules for all state employees. It provides for seniority, suspensions, demotions and promotions.

This bill establishes a three man board and appropriations are made for setting up the board.