

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

House File 359

February 24, 1947.
Social Security.

By NELSON of Woodbury.

A BILL FOR

An Act to establish a system of civil service administration for the municipal corporations, counties, departments and special districts of the state of Iowa which are not included within the provisions of Chapter three hundred sixty-five (365), Code 1946, as amended.

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 to
2 bring under Civil Service administration the municipalities,
3 counties, departments and special districts of the state of Iowa
4 which are not included within the provisions of Chapter three
5 hundred sixty-five (365), Code 1946, as amended, and to build up a
6 department with a Civil Service Board which shall have the power to
7 employ all proper officials, make rules for the classifications of
8 positions, for compensation schedules, for competitive entrance and
9 promotional examinations, for certifications and appointments, for
10 probationary service periods and rejections therein, for demotions,
11 promotions, re-employments, suspensions, transfers, leaves of
12 absence, sick leaves and vacations, for lay-offs when necessary
13 according to seniority, for suspensions, demotions and separations
14 from the Service by discharge for cause, for hearings for
15 reinstatements and for establishing status of incumbent employees.

5 (b) All board members and commissioners who are by
6 statute required to be appointed by the governing body of any
7 subordinate unit of government.

8 (c) All election officials.

9 (d) The teaching staffs in the public schools.

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 in the various subordinate units of
4 government which are made subject to the provisions of this act.
5 Wherever the position of personnel officer has been created, such
6 rules shall be prepared by him for adoption by the Civil Service
7 Board. The Civil Service rules shall provide for:

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

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

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

20 (d) The preparation of promotion lists and original
21 entrance employment lists for various classes of positions in the

22 service upon which eligibles shall be ranked in the order of
23 ratings earned in prepared tests.

24 (e) The conduct of competitive promotional and original
25 entrance examinations of candidates who meet established
26 requirements.

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

34 (g) The use of a service probationary period of six (6)
35 months.

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

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

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

43 (k) Vacation leaves with pay, and sick leaves with pay
44 for permanent employees.

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

47 (m) Suspensions without pay for cause, demotions and

48 discharges for cause, whenever necessary, only when causes or
49 reasons therefor are written and signed by the employing officer,
50 served upon the affected employee, and filed with the Civil
51 Service Board; the obligation of the Civil Service Board upon
52 application of the affected employee to give open public hearing
53 on the charges or reasons for the action taken or to be taken
54 and to render decision in all such matters including the right
55 to restore pay and position and to reimburse for lost pay, which
56 decision and order shall be binding upon the parties concerned.

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

59 (o) Accrediting with Civil Service standing without
60 examination all employees who have been in the service of
61 various units of government subject to the provisions of this act
62 for a period of five (5) years or more when such employees shall
63 file with said Civil Service department the necessary personnel
64 and employment data required by the Board.

65 (p) Such additional rules as may become necessary from
66 time to time.

1 Sec. 8. The Civil Service Board shall, subject to the
2 provisions of this law and the rules made hereunder, employ all
3 necessary administrative and technical staff.

1 Sec. 9. 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
4 shall have the right of appeal to the Civil Service Board and

5 thereafter to the district courts of the state of Iowa and to
6 the Supreme Court of the state of Iowa.

EXPLANATION OF H. F. 359

This bill provides for the establishment of a system of civil service administration in special districts in the State of Iowa. It provides for the establishment of a Civil Service Board and for classification of positions, compensation schedules and the defining of promotions, suspensions, re-employment, transfers, leaves of absence, seniority, demotions and separations.