

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

**Senate File 283**

February 18, 1947.  
Passed on File.

By MERCER, CLEM, REILLY, AND WATSON.

## **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  
3 departments of the government of the State of Iowa and to  
4 build up a department with a Civil Service Board which shall  
5 have the power to employ all proper officials, make rules for  
6 the classification of positions, for compensation schedules,  
7 for competitive entrance and promotional examinations, for  
8 certifications and appointments, for probationary service  
9 periods and rejections therein, for demotions, promotions,  
10 re-employments, suspensions, transfers, leaves of absence,  
11 sick leaves and vacations, for lay-offs, when necessary  
12 according to seniority, for suspensions, demotions, and  
13 separations from the Service by discharge for cause, for  
14 hearings for reinstatements and for establishing status of  
15 incumbent employees.

1 Sec. 2. There is hereby established a Department of Civil  
2 Service with a Civil Service Board of three members with powers

3 and duties hereinafter set forth and such Board may employ all  
4 proper officers and employees, including administrative or  
5 technical staff, subject to provisions hereinafter contained.

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

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

1 Sec. 5. The Civil Service Board may appoint, compensate,  
2 and remove, subject to the provisions of this act, all proper  
3 officials and clerks, including a personnel officer. The  
4 personnel officer shall be the administrative and executive  
5 director of the Civil Service Department and shall be vested  
6 with the powers and duties of a secretary and chief examiner.  
7 The personnel officer shall be in sympathy with the application

8 of merit principles to public (appointments). He shall be  
9 appointed only after he shall have passed an examination to  
10 determine his or her fitness for the position and shall be  
11 removed only for cause in accordance with the provisions of  
12 this act. The position of personnel officer may be either a  
13 part-time or a full-time position, but it shall be included  
14 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 shall provide for:

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

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

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

21 (d) The preparation of promotion lists and  
22 original entrance employment lists for  
23 various classes of positions in the  
24 service upon which eligibles shall be  
25 ranked in the order of ratings earned in  
26 prepared tests.

27 (e) The conduct of competitive promotional  
28 and original entrance examinations of  
29 candidates who meet established require-  
30 ments.

31 (f) The certification of names of the highest  
32 ranking candidates, whenever vacancies  
33 occur, in the following order:  
34 re-employment lists, promotional lists,  
35 and original entrance employment lists.  
36 The number of names certified from re-  
37 employment lists shall be equal to the  
38 number of vacancies to be filled, and

39 the number of names certified from other  
40 lists shall be two greater than the  
41 number of vacancies to be filled.

42 (g) The use of a service probationary period  
43 of six months.

44 (h) Provisional employments, when necessary,  
45 because of lack of eligibles for periods  
46 not to exceed 90 days.

47 (i) Temporary employments, when necessary, of  
48 persons on eligible lists but without  
49 regard to rank for a period not to exceed  
50 60 days.

51 (j) Emergency appointments without regard to  
52 eligibility for periods not to exceed  
53 10 days.

54 (k) Vacation leaves with pay, and sick leaves  
55 with pay for permanent employees.

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

58 (m) Suspensions without pay for cause,  
59 demotions and discharges for cause,  
60 whenever necessary, only when causes  
61 or reasons therefor are written and  
62 signed by the employing officer,  
63 served upon the affected employee, and  
64 filed with the Civil Service Board;

65 the obligation of the Civil Service  
66 Board upon application of the affected  
67 employee to give open public hearing  
68 on the charges or reasons for the  
69 action taken or to be taken and to  
70 render decision in all such matters  
71 including the right to restore pay and  
72 positions and to reimburse for lost pay,  
73 which decision and order shall be binding  
74 upon the parties concerned.

75 (n) Service standards to be used only in  
76 connection with promotions, suspensions,  
77 demotions, and discharges.

78 (o) Accrediting with Civil Service standing  
79 without examination all state employees  
80 who have been in the service of the state  
81 for a period of five years or more when  
82 said employees shall file with the Civil  
83 Service Board the necessary personnel and  
84 employment data required by the Board.

85 (p) Such additional rules as may become necessary  
86 from 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  
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.

1     Sec. 9. This Act, being deemed of immediate importance,  
2 shall be in full force and effect from and after its passage  
3 and publication in the.....,  
4 a newspaper published in....., Iowa, and in the  
5 ....., a newspaper published in  
6 ....., Iowa.