

FREQUENTLY ASKED QUESTIONS (FAQ) FOR EMPLOYEES

Regarding changes to Iowa Code chapter 20

Updated June 27, 2017

GENERAL INFORMATION

These FAQs are not an exhaustive discussion of state employment rules.

Q: What statutes, rules and policies apply to executive branch state employees as of July 1, 2017?

A: Several sources govern executive branch employees:

- Iowa Code sections 1C.2, 8.36A, 8.43, 8A.110, 8A.401, 8A.402, 8A.411-8A.418, 8A.431-8A.439, 8A.451-8A.459, 8A.512A, and Iowa Code chapters 19B, 20, 28D, 68B, 70A and 509A, as well as any specific code language applicable to the appointing authority's code chapter;
- an applicable collective bargaining agreement;
- Iowa Administrative Code chapters 11—43, 46, 50-68, and 71;
- the State of Iowa Employee Handbook;
- an agency's handbook and/or agency work unit policies and procedures.

To find a current copy of the Iowa Code, go here: <https://www.legis.iowa.gov/law/statutory>.

To find current copies of the applicable Collective Bargaining Agreements, go here: <https://das.iowa.gov/human-resources/collective-bargaining>.

To find a current copy of DAS' administrative rules, go here: <https://www.legis.iowa.gov/law/administrativeRules/agencies>.

To find a current copy of the State of Iowa Employee handbook, go here: https://das.iowa.gov/sites/default/files/hr/documents/SOI_EE_Handbook.pdf.

To find a current copy of your appointing authority's handbook or your work unit's individual policies and procedures please ask your supervisor or your agency Human Resources Associate (HRA).

Q: Which topics are covered by the DAS human resource management administrative rules?

Chapter 43 - Employee Payroll Deductions for Charitable Organizations
Chapter 46 – Payroll Deductions for Additional Insurance Coverage
Chapter 50 – Human Resource Definitions
Chapter 51 – Merit System Coverage and Exclusion
Chapter 52 – Job Classification
Chapter 53 – Pay
Chapter 54 – Recruitment, Application, and Examinations
Chapter 55 – Eligible Lists
Chapter 56 – Filling Vacancies
Chapter 57 – Appointments
Chapter 58 – Probationary Periods
Chapter 59 – Promotion/Transfer/Temporary Assignment/Reassignment/Voluntary Demotion
Chapter 60 – Separations, Discipline, and Reduction in Force
Chapter 61 – Grievance and Appeals
Chapter 62 – Performance Review

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Chapter 63 – Leave

Chapter 64 – Benefits

Chapter 65 – Political Activity

Chapter 66 – Conduct of Employee

Chapter 68 – Equal Employment Opportunity and Affirmative Action

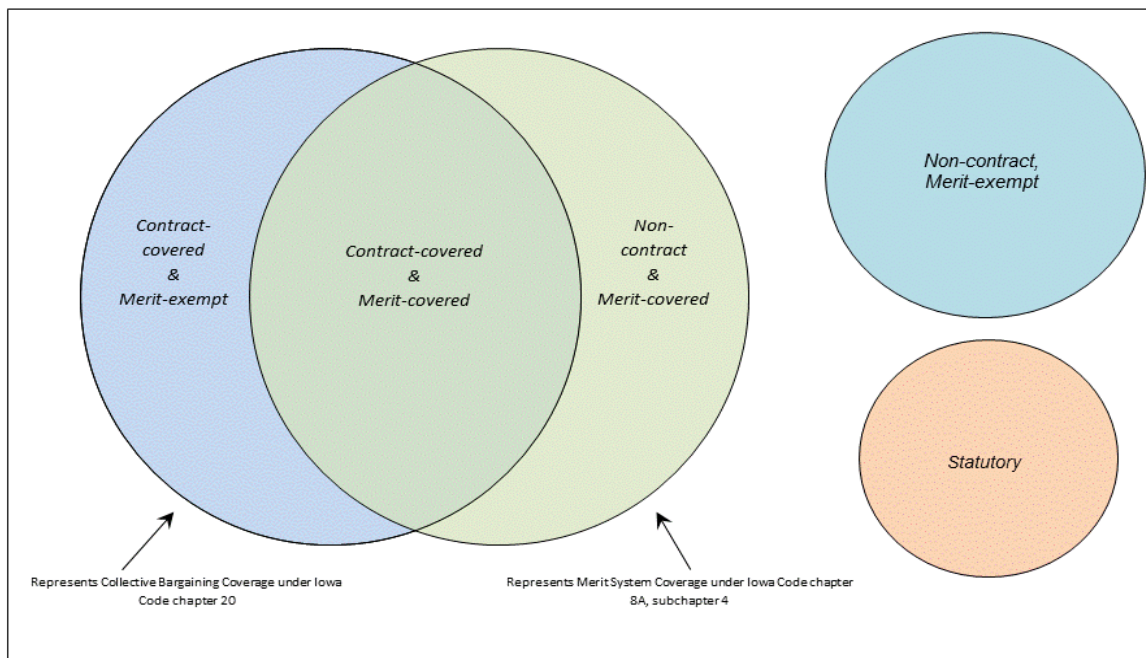
Chapter 71 – Combined Charitable Campaign

Provisions in statute, rule, or policy may apply to all employees or may only apply to a subset of all employees (e.g., only contract-covered employees, only merit-covered, etc.). In order to determine if a rule relates to all employees or a subset thereof, please read the provision.

Q: How many different kinds of permanent employees work in the executive branch?

There are five different types of permanent employees in the executive branch:

- contract-covered, merit-covered;
- non-contract, merit-covered;
- contract-covered, merit-exempt;
- non-contract, merit-exempt; and
- statutory.



Q: Is everyone becoming “at-will?”

A: No. The “just cause” standard continues to apply to all merit-covered disciplinary actions listed in Iowa Code section 8A.411. See also Iowa Administrative Code rule 11-60.2.

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Q: Who is merit-covered?

A: All executive branch positions are merit-covered, unless specifically exempted by statute. If you have questions as to whether your position is merit-covered, please contact your agency HRA.

Q. What does merit coverage provide?

A: The merit system governs the appointment, compensation, promotion, welfare, development, transfer, layoff, removal, and discipline of its civil employees and other incidents of state employment established pursuant to Iowa Code chapter 8A, subchapter IV.

GRIEVANCE PROCESS

Q: What will happen with current grievances?

A: Grievances arising under the 2015-2017 collective bargaining agreements (CBAs) will be processed in accordance with the dispute resolution processes (*i.e.*, grievance procedures) outlined in the CBAs, which are in effect through June 30, 2017.

Q: Will employees be able to file grievances as of July 1, 2017?

A: Yes. Employees (regardless of merit status) will continue to have the ability to file a grievance using the existing grievance procedure set forth in [Iowa Administrative Code Chapter 11—61](#) (*Grievances and Appeals*).

Q: How are grievances filed under DAS administrative rules?

A: Employees must utilize a DAS-authored [grievance form](#) to file grievances.

Q: What are the steps of the grievance procedure outlined in DAS administrative rules?

A: **Step 1** - An employee must file a grievance with his/her supervisor within 14 days from the date the employee knew or should have known of the existence of a grievable issue. The supervisor has 14 days from the date of filing to issue an answer to the grievance. The supervisor must provide a written copy of the answer to the employee and must also submit a copy of the answer to the hre-lrt.coordinator@iowa.gov inbox.

Step 2 - If not satisfied with the step 1 answer, the employee may appeal to step 2 within seven days from the date the step 1 answer was, or should have been, issued. The appointing authority designates a party it deems appropriate to answer the 2nd step grievance. The designee must issue an answer within 14 days from the date the grievance is received. The designee must provide a written copy the answer to the employee and must also submit a copy of the answer to the hre-lrt.coordinator@iowa.gov inbox.

Step 3 - If not satisfied with the step 2 answer, the employee may appeal to step 3 within seven days from the date the step 2 answer was, or should have been, issued. DAS Labor Relations is the designated party that considers grievances at step 3. For grievances involving suspensions (with or without pay), reductions in pay, demotions and discharges for merit-covered employees, grievances must be submitted directly to step 3 of the grievance procedure within seven days from the issuance of the disciplinary notice. DAS must issue a decision

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within 30 days from the receipt of the grievance.

If not satisfied with the step 3 answer, an employee may submit an appeal to the Public Employment Relations Board (PERB) within 30 days from the date the grievance was, or should have been, answered.

Q: If a grievance meeting is held, who is allowed to attend?

A: In addition to anyone management deems necessary to attend, an employee may be assisted at grievance meetings by a peer who is of the same bargaining status as the employee provided the peer's attendance would not constitute a conflict of interest or unreasonably interfere with the operations of the employing agency.

PAY (Overtime, Comp Time, Call Back, Standby, Shift Differential)

Q: Will my pay change?

A: For employees covered by CBAs, base wages are negotiated as part of the collective bargaining process. Any base wage changes, including across-the-board increases, are governed by those agreements.

Q: Will all pay grades remain the same with the passage of amendments to Iowa Code chapter 20?

A: Pay grades for contract-covered job classification which identify base wages will continue to be negotiated under the applicable CBAs. No pay grade changes were negotiated for FY18-19.

Q: Where can I find the most up-to-date pay plans?

A: Pay plans are located at the following link: <https://das.iowa.gov/human-resources/classification-and-pay/class-and-pay-plans>

Q: Will pay increases be tied to performance evaluations?

A: Yes, as of July 1, pay increases will not be automatic and will be tied to performance. For an eligible employee to receive a within-grade increase, a performance evaluation must be on file and completed within the last 12 months. The evaluation must indicate the employee achieved an overall rating of "meets expectations" or "exceeds expectations."

Q: How do the amendments to Iowa Code chapter 20 affect overtime?

A: Overtime eligibility is determined by DAS and is based on overtime provisions of the federal Fair Labor Standards Act (FLSA). Overtime-eligible positions are entitled to overtime at the premium rate of one-and-a-half times the employee's regular rate of pay. Such overtime is based on hours *actually* worked in excess of 40 hours in a given work week. Overtime entitlement cannot be waived by the employee. FLSA-exempt positions are generally not eligible for overtime.

Q: How do I know if my position is overtime-eligible?

A: The State of Iowa's [Classification and Pay Plans](#) include information on each job class' FLSA status and overtime eligibility. A given job class may have more than one classification number, and thus more than one set of codes, so it is important to refer to the correct class code. In

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addition to the FLSA status and overtime eligibility, the codes from these documents describe each job class' bargaining unit and status, pay plan, pay grade, and class code. More explanation of these codes may be found at:

https://das.iowa.gov/sites/default/files/hr/documents/class_and_pay/PayPlans/class_explanation.pdf.

Q: What job classes currently eligible for overtime due to a CBA provision will no longer be eligible for overtime as of July 1, 2017?

A: The following class codes and titles will no longer be overtime eligible.

04796 ACCOUNT CONSULTANT	04519 ENVIRONMENTAL SPECIALIST
00311 ACCOUNTANT 2	SENIOR
00312 ACCOUNTANT 3	00710 EXEC OFF 1
00309 ACCOUNTANT/AUDITOR 1	80710 EXEC OFF 1
02110 ACTIVITIES SPECIALIST 1	00711 EXEC OFF 2
82110 ACTIVITIES SPECIALIST 1	80711 EXEC OFF 2
02111 ACTIVITIES SPECIALIST 2	00712 EXEC OFF 3
82111 ACTIVITIES SPECIALIST 2	00713 EXEC OFF 4
00464 ACTUARIAL ASSISTANT	00714 EXEC OFF 5
00465 ACTUARY	00327 FIELD AUDITOR
00467 ACTUARY A.S.A.	05414 FORESTER 2
00790 ADMIN LAW JUDGE 1	04404 GEOLOGIST 2
00791 ADMIN LAW JUDGE 2	04407 GEOLOGIST 3
05134 AGRICULTURE MARKETING SPEC	04524 HEALTH FACILITIES OFFICER 1
00630 APPELLATE DEFENDER 1	04507 HEALTH PHYSICIST 1
00631 APPELLATE DEFENDER 2	04508 HEALTH PHYSICIST 2
00632 APPELLATE DEFENDER 3	04509 HEALTH PHYSICIST 3
20583 ARTS PROGRAMMER 1	01337 HISTORICAL PROGRAM SPECIALIST
20585 ARTS PROGRAMMER 2	04792 ICN BUSINESS DEVELOPMENT
20574 ARTS PROGRAMMER 3	MANAGER
00643 ATTORNEY 1	03093 INCOME MAINT WORKER 4
00644 ATTORNEY 2	03094 INCOME MAINT WORKER 5
00645 ATTORNEY 3	03095 INCOME MAINT WORKER 6
02138 AUDIOLOGIST	00754 INFO SPECIALIST 3
00721 BUDGET ANALYST 1	00160 INFO TECH ENTERPRISE EXPERT
00722 BUDGET ANALYST 2	00121 INFO TECH SPECIALIST 4
00723 BUDGET ANALYST 3	00122 INFO TECH SPECIALIST 5
00817 BUSINESS MRKTNG SPEC. WF	00447 INSURANCE COMPANY EXAM SPEC
DEVELOPMENT	00448 INSURANCE COMPANY EXAM SPEC
03310 CHAPLAIN	2
04414 CHEMIST	00445 INSURANCE COMPANY EXAM SR
07344 CLINICAL DIETITIAN	00444 INSURANCE COMPANY EXAMINER
00656 COMMERCIAL ATTORNEY	00454 INSURANCE COMPLAINT ANALYST
00640 COMPLIANCE OFFICER 1	00455 INSURANCE POLICY ANALYST
00641 COMPLIANCE OFFICER 2	00335 INTERNAL AUDITOR
00748 DATA WAREHOUSE ANALYST	00881 JOB INSURANCE QUALITY AUDITOR
00639 DEPUTY WORKERS COMP COMM	1
03178 DISABILITY EXAMINER SPEC ADV	00882 JOB INSURANCE QUALITY AUDITOR
00888 EMPLOYER LIABILITY SPECIALIST	2
05162 ENTOMOLOGIST	20639 JUSTICE SYSTEMS ANALYST
04513 ENVIRONMENTAL SPECIALIST	00905 KEY ACCOUNT EXECUTIVE

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00870	LABOR MARKET RESEARCH ECON 1	00841	RETIRE INVESTMENT OFFICER 1
00871	LABOR MARKET RESEARCH ECON 2	00842	RETIRE INVESTMENT OFFICER 2
00872	LABOR MARKET RESEARCH ECON 3	00843	RETIRE INVESTMENT OFFICER 3
00925	LOTTERY COMMUNICATIONS COORD	00844	RETIRE INVESTMENT OFFICER 4
00915	LOTTERY DISTRICT SALES REP	00343	REVENUE AUDITOR 2
00733	MANAGEMENT ANALYST 1	00344	REVENUE AUDITOR 3
00734	MANAGEMENT ANALYST 2	00350	REVENUE EXAMINER 1
00736	MANAGEMENT ANALYST 3	00351	REVENUE EXAMINER 2
00737	MANAGEMENT ANALYST 4	00357	REVENUE EXAMINER 3
04421	MICROBIOLOGIST	04113	RIGHT OF WAY AGENT 4
05340	NATURAL RESOURCES BIOLOGIST	00676	SAFETY INSPECTION COORDINATOR
02021	NURSE CLINICIAN	00761	SAFETY OFFICER
02027	NURSE PRACTITIONER	80761	SAFETY OFFICER
02026	NURSE SPECIALIST	00674	SENIOR INDUSTRIAL HYGIENIST
02045	NURSING STANDARDS REP	00531	SENIOR UTILITY ANALYST
02118	OCCUPATIONAL THERAPIST 1	03017	SOCIAL WORKER 4
02226	PHARMACIST	03018	SOCIAL WORKER 5
02228	PHARMACY CONSULTANT	03019	SOCIAL WORKER 6
02130	PHYSICAL THERAPIST 1	02135	SPEECH/LANGUAGE PATHOLOGIST 1
02131	PHYSICAL THERAPIST 2	02136	SPEECH/LANGUAGE PATHOLOGIST 2
02550	PHYSICIAN ASSISTANT	00743	STATISTICAL RESEARCH ANALYST 1
05160	PLANT PATHOLOGIST	00744	STATISTICAL RESEARCH ANALYST 2
14723	PRODUCER/DIRECTOR	00746	STATISTICAL RESEARCH ANALYST 3
04020	PROGRAM PLANNER 1	00600	TAX ATTORNEY
04022	PROGRAM PLANNER 2	00883	TAX PERFORM SYSTEM ANALYST
04023	PROGRAM PLANNER 3	00360	TECHNICAL TAX SPECIALIST 1
00367	PROPERTY APPRAISER 1	00361	TECHNICAL TAX SPECIALIST 2
00368	PROPERTY APPRAISER 2	00362	TECHNICAL TAX SPECIALIST 3
00369	PROPERTY APPRAISER 3	04793	TELECOMMUNICATIONS MARKETING ANALYST
00370	PROPERTY APPRAISER 4	04794	TELECOMMUNICATIONS MARKETING ANALYST SR
03245	PSYCHOLOGIST 1	04789	TELECOMM TECH ENT EXP
83245	PSYCHOLOGIST 1	04799	TELECOMMUNICATIONS SALES ENGR
03246	PSYCHOLOGIST 2	04781	TELECOMMUNICATIONS SPEC SENIOR
83246	PSYCHOLOGIST 2	04780	TELECOMMUNICATIONS SPECIALIST
03248	PSYCHOLOGIST 3	00685	TREASURY INVESTMENT OFFICER 1
83248	PSYCHOLOGIST 3	00686	TREASURY INVESTMENT OFFICER 2
00629	PUBLIC DEFENDER FELLOW	00528	UTILITY ANALYST 1
00633	PUBLIC DEFENDER 1	00529	UTILITY ANALYST 2
00634	PUBLIC DEFENDER 2	00532	UTILITY SPECIALIST
00635	PUBLIC DEFENDER 3	05138	VETERINARIAN
02430	PUBLIC HEALTH DENTAL HYGIENIST	02576	VOCATIONAL REHABILITATION SPEC
00210	PURCHASING AGENT 1	00809	WORKFORCE PROGRAM COORD
00211	PURCHASING AGENT 2		
00212	PURCHASING AGENT 3		
02020	REGISTERED NURSE		
82020	REGISTERED NURSE		
02569	REHABILITATION COUNSELOR		
02572	REHABILITATION COUNSELOR SPEC		
31305	RESOURCE MANAGER		

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Q: Can I receive compensatory time for hours worked over 40 in any given workweek as of July 1?

A: Only employees who are designated as “overtime-eligible” under Iowa Administrative Code section 11—53.11(2) will be able to receive compensatory time as of July 1. Overtime-exempt employees will no longer be eligible to earn comp time as of July 1. Iowa Administrative Code section 11—53.11(5) allows “overtime-eligible” employees to accrue up to 80 hours of compensatory time.

Compensatory time can be paid out at any time, but it must be paid out if the employee separates, transfers to a different agency, or moves to a class with a different overtime eligibility code. Like overtime paid as cash, compensatory time will be earned at the premium (time-and-a-half) rate.

An agency may require the compensatory time be paid in cash; and at the agency’s discretion, compensatory time payouts may be paid to employees at any time.

Q: What happens to my compensatory time balance after July 1, 2017?

A: Employees who have a compensatory time balance will be allowed to carry over their balance pursuant to an applicable 2015-2017 CBA or will have their comp time balance paid out at their hourly rate of pay as of June 29, 2017. Management may elect to pay out overtime eligible employees’ comp time balances at any time per Iowa Administrative Code subsection 11—53.11(5).

Your HRA received a Fiscal Year End Processing Memo that provides more detailed information concerning comp time. That memo is available at the following link:
https://das.iowa.gov/sites/default/files/hr/documents/pre_audit/2017FiscalYear-EndProcessing.pdf.

Q: Will supervisors still have to equalize overtime or distribute it in a particular manner as of July 1?

A: There is no Iowa Administrative Code chapter that requires or prescribes overtime equalization, nor do the rules require overtime be distributed in a particular manner.

Q: Will I continue to get shift differential, standby or callback pay if I am currently receiving it?

A: Shift differential applies to shifts in which the employee working the shift is in an overtime-eligible position and the employee is scheduled to work four or more hours of the shift between the hours of 6:00 p.m. and 6:00 a.m. for two or more consecutive workweeks, or is regularly assigned to rotate shifts. The differential rates are set by DAS and are currently as follows:

- 6 p.m. to midnight - \$0.60/hour
- Midnight to 6 a.m. - \$0.65/hour

Employees who work in both time periods shall be paid at the rate applicable to the period in which the majority of hours are worked. Employees who work equal amounts in both time periods shall be paid at the higher rate. The differential shall be in addition to the employee’s regular base pay and shall be paid for all hours in pay status.

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Employees in overtime-eligible classes will continue to be eligible for standby and callback. Employees in standby status receive 10 percent of their hourly rate of pay for each hour in standby status. An employee called back to work receives a minimum of three hours pay.

INSURANCE & OTHER BENEFITS

Q: Will my insurance change?

A: State of Iowa employees staying in their same jobs will continue to have their current health insurance benefits through the end of this calendar year (December 31, 2017). Any job-related change as of July 1 (transfer, promotion, reclassification or demotion) may require an employee to change plans. The benefits enrollment and change period will take place again this fall and, as in previous years, any plan changes or updates will be included in that process.

Watch for more information to come.

Q: Will existing insurance out-of-pocket rates for current AFSCME-covered employees continue through December 31, 2017?

A: Yes. Plans and rates will remain the same for calendar year 2017. State of Iowa employees staying in their same jobs will continue to have their current health insurance benefits through the end of this calendar year (December 31, 2017). Any job-related change as of July 1 (transfer, promotion, reclassification or demotion) may require an employee to switch plans.

Q: What changes will happen to my health and dental insurance options next year?

A: Insurance plan changes for calendar year 2018 have not been determined. Open enrollment for 2018 insurance will take place in the fall, as it normally does. As in previous years, any plan changes or updates will be included in that process.

Q: How will changes affect IPERS?

A: Changes to Iowa Code chapter 20 did not affect IPERS. IPERS is provided for in Iowa Code chapter 97B. For further information, please contact IPERS directly.

Q: Will the deferred compensation employer match continue after July 1?

A: Yes. Non-contract, IUP, and AFSCME employees will receive \$1 of employer match for every \$1 of employee contributions, up to \$75 a month. Per the SPOC collective bargaining agreement, SPOC covered employees will receive \$1 of employer match for every \$2 of employee contributions, up to \$75 a month.

VACATION / HOLIDAYS / SICK LEAVE /SLIP

Q: Will vacation accruals be affected by changes to Iowa Code chapter 20?

A: Vacation accruals based on Iowa Code chapter 70A and Iowa Administrative Code chapter 11—63 will not change; the accrual will continue to be based on time spent in continuous state employment.

Employees earn vacation for continuous state employment as follows:

- Two unscheduled holidays to be added to the vacation accrual each year.
- Two weeks of vacation during the first and through the fourth year of employment.
- Three weeks of vacation during the fifth and through the eleventh year of employment.
- Four weeks of vacation during the twelfth year and through the nineteenth year of

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employment.

- Four and four-tenths weeks of vacation during the twentieth year and through the twenty-fourth year of employment.
- Five weeks of vacation during the twenty-fifth and all subsequent years of employment.

Q: How will vacation be approved as of July 1?

A: Granting vacation under Iowa Administrative Code section 11—63.2(2) is subject to the approval of the employee's appointing authority and the parameters of Iowa Code chapter 70A. Appointing authorities must approve vacation so as to maintain the efficient operation of the agency; take into consideration the vacation preferences and needs of the employee; and make every reasonable effort to provide vacation to prevent any loss of vacation accrual. Agencies are encouraged to develop policies or guidelines for granting vacation.

Note: The SPOC CBA continues to contain provisions regarding vacation.

Q: Will the State continue to offer holiday leave to its employees?

A: Yes. Holiday leave is covered by Iowa Code section 1C.2 and Iowa Administrative Code rule 11—63.8. State of Iowa employees receive nine scheduled holidays plus two unscheduled holidays or leave days accrued as vacation.

Q: How is sick leave affected by changes to chapter 20?

A: Sick leave accrual is covered by Iowa Code chapter 70A and Iowa Administrative Code rule 11—63.2. With the exception of SPOC-covered employees (whose CBA contains specific provisions), state employees accrue sick leave as follows:

—0 to 750 hours	1-½ days / month (12 hours)
—Over 750 hours to 1,500 hours	1 day / month (8 hours)
—Over 1,500 hours	½ day / month (4 hours)

Sick leave can be used for personal illness and medical and dental appointments.

Employees may also use accrued sick leave not exceeding a total of 40 hours per fiscal year for the following purposes (see Iowa Administrative Code section 11—63.3(11) for additional information):

- When a death occurs in the immediate family
- For temporary care or necessary attention to members of the employee's immediate family.

Q: Do any of the changes affect SLIP?

A: The SLIP program is covered in Iowa Code chapter 70A. Employees who retire during the 2017 calendar year will be able to choose from applicable collectively bargained plans. However, SLIP retirees must choose from the same insurance plans of existing employees. The benefits enrollment and change period will take place again this fall and, as in previous years, any plan changes or updates will be included in that process.

Watch for more information to come.

Q: Will IUP Personal Leave carryover continue?

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A: Employees covered by the 2015-2017 IUP Social Services agreement may carry over up to 40 hours of personal leave, which must be used during Fiscal Year 2018.

LAYOFF / BUMPING / RECALL / TRANSFERS / SENIORITY

Q: If a layoff occurs, how will the layoff order be determined?

A: For merit-covered employees, the order for a reduction in force is determined by retention points per Iowa Administrative Code subrule 11—60.3(3). Retention points are a combination of length of service and job performance. Employees will receive one point for each month of continuous service within the executive branch and one point for each month of service with a performance evaluation with an overall rating of “meets” or “exceeds” expectations.

Q: How will bumping work if there are layoffs?

A: Iowa Administrative Code subrule 11—60.3(5) provides a process for bumping during layoffs. Employees affected by a layoff may exercise their bumping rights. Bumping must occur in the layoff unit. The layoff unit is determined by the appointing authority. A bump can be to a lower class in the same series or to a formerly held class.

Q: Can supervisory employees bump into positions held by junior employees?

A: Supervisory employees, with the exception of supervisory employees of the department of public safety, may not bump or replace junior employees who are not being laid off. For purposes of this subrule, “junior” employee means an employee with fewer retention points than a supervisory employee. See Iowa Administrative Code subrule 11—60.3(5) for more information.

Q: Does an employee still have a right to recall if laid off (reduction in force)?

A: Iowa Administrative Code rule 11—60.3 allows for an employee who has been laid off under those rules to be recalled to a position within the layoff unit in the class from which the employee is laid off.

Q: What happens to my current transfer request that is on file?

A: As of July 1, 2017, transfer requests that were on file will no longer be applicable. If you would like to transfer to another position, you will need to apply for an open vacancy.

Q: What happens to my seniority?

A: The date you began employment with the State will continue to be important. There will be no changes to an employee’s designated seniority date in HRIS. However, the use of seniority as a factor in determining leave, and other issues may change depending on your appointing authority’s policies. Use of service time to determine layoff is still part of the process as set forth in Iowa Administrative Code rule 11—60.3.

OTHER ITEMS

Q: Will the attendance policy of my organization change?

A: This is up to your agency. There is no Iowa Administrative Code chapter which governs the implementation of an attendance policy.

Q: Will employees still be eligible for reimbursement of protective equipment (including safety shoes and glasses); cold weather gear; or uniforms as of July 1?

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A: Employees will still be reimbursed for items as required by law. Reimbursement for other items will be subject to agency discretion within the following parameters set forth in DAS-SAE policy:

Cold weather gear – up to \$100 every two years;

Safety glasses/goggles – up to \$100 every two years;

Safety shoes/boots – up to \$150 every two years;

Uniforms – the employer will provide a uniform, if one is **required** by the employer. Reimbursement for cleaning/laundrying uniforms is at the discretion of the employer up to \$200 per year.

DAS-SAE policies are available at the following link: <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual>

Q: When will my last payment for union dues be taken from my state paycheck?

A: The final payroll dues deduction will occur with your June 23, 2017 warrant. After that date, union dues will not be deducted from a State employee's paycheck.