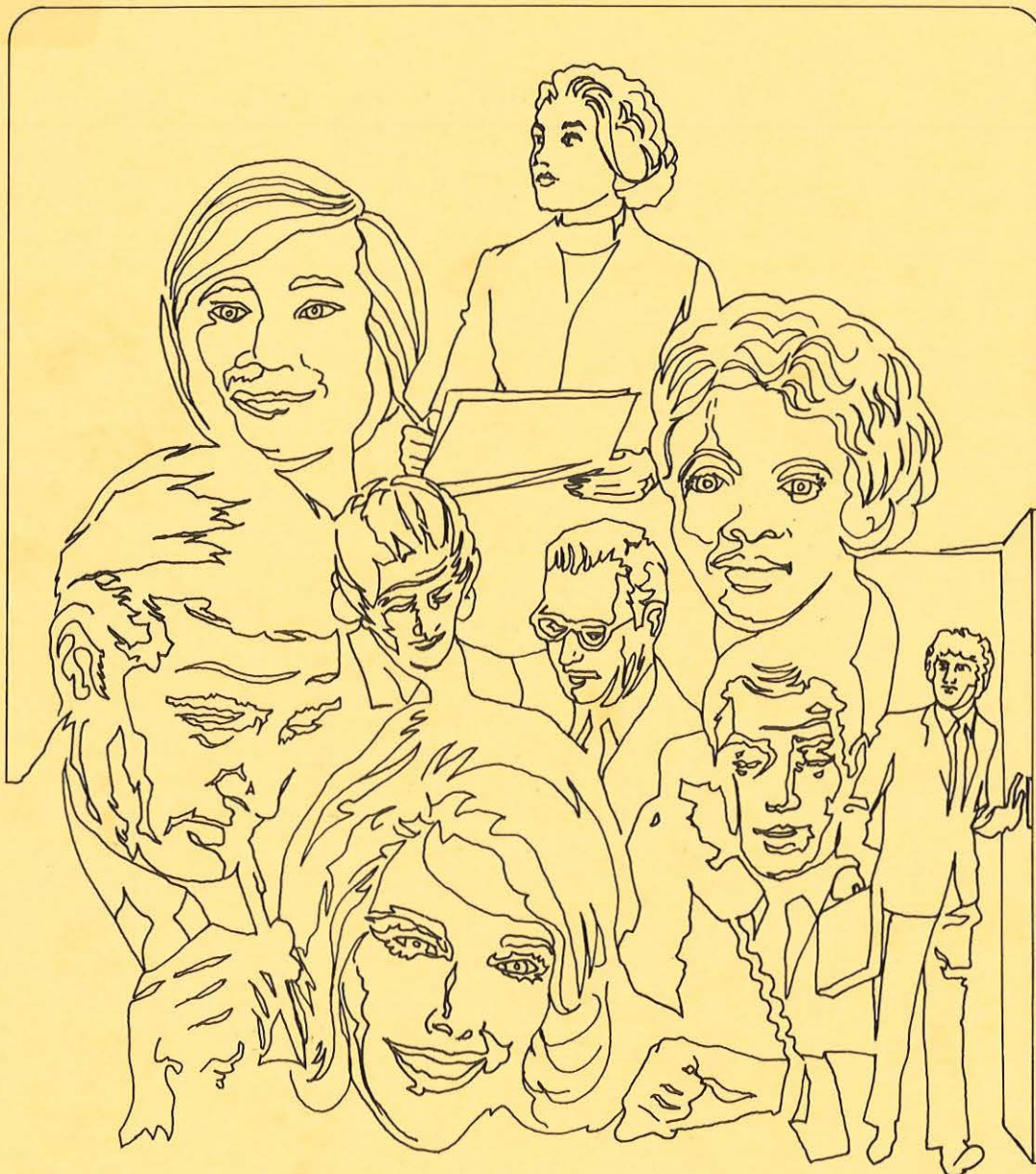


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EMPLOYEE HANDBOOK



State of Iowa

Department of Public Instruction

3-1307

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

STATE BOARD OF PUBLIC INSTRUCTION

Susan M. Wilson, President, Waterloo
Robert G. Koons, Vice-President, Clinton
William N. Cropp, Des Moines
Jolly Ann Davidson, Clarinda
Karen K. Goodenow, Wall Lake
Mary E. Robinson, Cedar Rapids
John E. van der Linden, Sibley
Harold R. Yeoman, Monticello
Vacancy

ADMINISTRATION

Robert D. Benton, State Superintendent, and Executive Officer
of the State Board of Public Instruction
David H. Bechtel, Administrative Assistant
James E. Mitchell, Deputy State Superintendent

School Administration Branch

L. N. Jensen, Associate Superintendent

Office Services

M. L. Vaughn, Coordinator
Floyd A. Sievers, Personnel Officer

March 1980

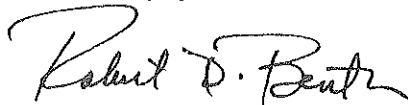
Dear Staff Member:

The Department of Public Instruction is primarily a service agency which furnishes leadership in assisting to improve educational opportunities for the citizens of Iowa. Of course, the staff of the Department is the resource which brings this improvement through the activities and the many programs. Each of you has an important role to play in making these services available. It is a very important function that we have and certainly worthy of our best efforts.

At times, the days are long and the work unending, but I am very proud of the Department staff. You are a very competent staff and one capable of delivering the level of services to meet the State's high expectations.

It is important that the place we work be a warm and friendly environment--a pleasant place to be. We must continually be sensitive to ways to improve and enhance cooperation and communication and the interpersonal relations among the staff of the agency. To this end, this Handbook has been prepared particularly to help you understand the Department, its roles and responsibilities, procedures, and your responsibilities as a member of the staff. Only as we maximize our collective capabilities, may we render the ultimate service to education in this State.

Sincerely yours,

A handwritten signature in cursive script that reads "Robert D. Benton".

Robert D. Benton, Ed.D.

State Superintendent of Public Instruction

RDB/bse

EQUAL OPPORTUNITY POLICY

Pursuant to the provisions of Title VI, Civil Rights Act of 1964; the Iowa Civil Rights Act of 1965; Title IX, Educational Amendments of 1972; Title V, Vocational Rehabilitation Act of 1973, and section 504 of the Rehabilitation Act of 1973, the educational programs and personnel policies administered by the State Board of Public Instruction through the Department of Public Instruction are to be non-discriminatory, and no applicant or employee shall be denied rights because of race, sex, color, national origin, age, and physical or mental handicapping conditions.

The Department has an affirmative action plan through which equal employment opportunity is achieved and maintained. A copy of this plan can be secured from the personnel officer.

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INTRODUCTION TO THE DPI HANDBOOK

The Department of Public Instruction is a dynamic organization. The laws, policies, rules and administrative procedures under which it operates are subject to frequent change. Changes are brought about by decisions of the Executive Departments of State Government, the State Board of Public Instruction, and by Department administration. This Handbook is an attempt to communicate this information to the Department staff.

Any employee with suggestions and concerns for any section should submit comments, in writing, to their supervisor. Your comments are appreciated and will receive due consideration for inclusion in Handbook modification. The Department has recognized the need for frequent revision by choosing a loose-leaf binding and a flexible format.

The Department is indebted to all the staff who has been involved in the revision and updating of this Handbook.

Section I - THE STATE BOARD AND THE DEPARTMENT OF PUBLIC INSTRUCTION

STATE BOARD OF PUBLIC INSTRUCTION

HISTORY

The State Board of Public Instruction, established by Section 257.1, Code of Iowa, is the governing body for the Department of Public Instruction.

The first such board was created by Article IX of the Constitution of Iowa. It was known as the Board of Education and became effective with the adoption of the Constitution September 3, 1857. The Board consisted of the lieutenant governor, who was to be the presiding officer, and one member from each of the judicial districts of the state. The governor was an ex officio member.

The Board had "full power and authority to legislate and make all needful rules and regulations in relation to common schools." That power and authority, however, did not extend to levying of taxes or appropriating money. In fact, the acts of the Board could be amended or repealed by the General Assembly and when so amended or repealed could not be re-enacted by the Board. The Board was required to appoint a secretary who would serve as executive officer of the Board. The original State Board held three sessions between 1858 and 1861, but on March 23, 1864 it was abolished.

The present State Board has evolved from an act passed by the 55th General Assembly of Iowa in 1953. As originally constituted, the Board consisted of one member elected from each of the eight congressional districts as they existed at the time of the enactment in 1953, plus a member-at-large appointed by the governor. The district representatives were originally chosen at a convention made up of delegates named by local and county school board members.

Following action of the 61st General Assembly, these conventions nominated two members in each district, and the governor chose one of the two for membership on the Board. The 62nd General Assembly further revised this procedure to our present procedure of giving the governor full power to appoint all nine members as the individual positions become vacant. The members are appointed for six-year terms.

It should be noted that the State Board of Public Instruction constitutes three additional boards given specific status and authority in the Code. These are: 1) Board of Educational Examiners, 2) State Board of Vocational Education, and 3) State Board for Vocational Rehabilitation.

GENERAL POWERS AND DUTIES

General powers and duties of the Board included the following:

1. Determine and adopt such policies as are authorized by law and are necessary for the more efficient operation of any phase of public education.

2. Adopt necessary rules and regulations for the proper enforcement and execution of the provisions of the school laws.

3. Adopt and prescribe, within statutory guidelines, any minimum standards for carrying out the provisions of the school laws.

4. Perform such duties prescribed by law as it may find necessary for the improvement of the state system of public education in carrying out the purposes and objectives of the school laws.

SPECIFIC POWERS AND DUTIES

Specific powers and duties include the following:

1. Employ adequate clerical help to keep records and proceedings of the Board.

2. Direct the distribution of all moneys under the provisions of the law for the distribution of various state and federal aids to schools.

3. Adopt and transmit to the state comptroller on or before September 1 prior to the meeting of each regular session of the General Assembly, estimates of expenditures requirements for all functions and services of the Department of Public Instruction.

4. Advise and counsel with the State Superintendent of Public Instruction and other school officials and citizens concerning the school laws and the rules and regulations adopted pursuant thereto; and review the record and decision of the Superintendent of Public Instruction in all appeals heard and decided by him.

5. Authorize, approve, and require to be used such forms as are needed to promote uniformity, accuracy, and completeness in executing contracts, keeping records, and performing accurate pupil and cost accounting.

6. Approve plans submitted by the State Superintendent of Public Instruction for cooperating with the federal government and provide for the acceptance and the administration of funds, subject to the approval of the legislature, which may be appropriated by Congress and apportioned to the state for any or all educational purposes relating to the public school system.

7. Approve plans submitted by the State Superintendent for cooperating with all other agencies, federal, state, county, and municipal, in the enforcement of laws for which the State Board and such agencies are jointly responsible.

8. Adopt a long-range program for the state system of public education based upon special studies, surveys, research, and recommendations submitted by or proposed under the direction of the State Superintendent of Public Instruction.

9. Constitute a continuing research commission as to public school matters in the state and cause to be prepared and submitted to each regular session of the General Assembly a report containing such recommendations as to revisions, amendments, and new provisions of the law.

10. Constitute the State Board for Vocational Education and exercise the powers and perform the duties imposed upon said Board under the provisions of Chapters 258 and 259, including both vocational education and vocational rehabilitation.

11. Constitute the Board for the Certification of Administrative, Supervisory and Instructional Personnel for the public school systems of the state; prescribe types and classes of certificates to be issued, the subjects and field and positions which such certificates shall cover, and determine the requirements for certificates; establish standards for the acceptance of degrees, credits, courses, and other evidences of training and preparation from institutions of higher learning, junior colleges, normal schools, or other training institutions, both public and private, within or without the state, for the certification of their students. Exercise all the powers and perform all the duties imposed upon the Board of Educational Examiners under the provisions of Chapter 260.

12. Prescribe such minimum standards and rules and regulations as are required by law or recommended by the State Superintendent of Public Instruction.

13. Arrange for the purchase of group or individual annuity contracts for any of its respective employees.

14. Approve, coordinate, and supervise the use of electronic data processing by local school districts, area education agencies, and merged area school corporations.

15. Approve the salaries for area education agency administrators set by the area education agency boards.

Acting as the State Board for Vocational Education and Vocational Rehabilitation, the Board is empowered and required to:

1. Cooperate with the Federal Board for Vocational Education in the administration of federal vocational education laws.

2. Establish standards for teachers of vocational subjects in approved schools.

3. Establish standards for schools, departments, and classes applying for federal and state moneys under provisions of the vocational education acts.

4. Administer the use of all funds provided by the federal government and this state for the vocational rehabilitation of persons disabled in industry or otherwise and their return to civil employment.

5. Make investigations relating to the vocational rehabilitation of disabled persons.

The State Board, under section 257.11, Code of Iowa, appoints the State Superintendent to a four-year term with the approval of said appointment delegated to the Senate of the Iowa Legislature. The State Superintendent is the executive officer of the State Board.

DEPARTMENT OF PUBLIC INSTRUCTION

HISTORY

Early historical accounts of education in Iowa use the terms "Office of the State Superintendent of Public Instruction" and "State Department of Public Instruction" somewhat interchangeably. The reason, no doubt, is that the Superintendent virtually was the Department for a number of years.

The Office of the State Superintendent of Public Instruction in Iowa was created in 1841 by the Territorial Legislature. It has twice been discontinued and subsequently re-established. Through legislative enactment, it has at times been an appointive office and at other times an elective office. The following chronology gives this information in detail:

<u>Year</u>	<u>Status of the Office</u>	<u>Length of Term</u>
1841	Office created by the Territorial Legislature with superintendent appointed by the governor and confirmed by the council	3 years
1842	Office legislated out of existence (considered needless expenditure)	
1846	Office re-established as an elective office	3 years
1858	Office again discontinued	
1864	Office recreated as an elective office	2 years
1913	Office made appointive by governor	4 years
1917	Office made elective	4 years
1953	Office made appointive by Board of Public Instruction with appointment to be confirmed by the State Senate	

In 1841, it appears to have been the intent of the General Assembly to make the state superintendency largely an advisory office. As late as 1910, the Office of the State Superintendent of Public Instruction consisted of only three positions, that of the state superintendent, a deputy superintendent, and a stenographer. A Department of Public Instruction was created by the legislature in 1913. The responsibilities and supervisory functions of the Department gradually grew over the years with most of the growth coming as a result of state and federal educational legislation.

The advisory function of the Department has not diminished over the years. The legislature has assigned significant responsibility to the Department to keep it informed and apprised of the status and issues of education. Some of the same responsibilities are directed to the executive branch of state government. On the other hand the agency is charged with

carrying out the overall policy positions of the state by administering the educational laws passed by the General Assembly. Within this function are certain specific regulation requirements. The major impact of the agency, however, involves the leadership it can provide to local school districts, area education agencies and area school corporations that goes beyond the regulatory function of compliance with state statute or Departmental rules. Iowa does not have a state school system structure. It has a structure of local school districts, area education agencies and area school corporations all governed by elected lay member policy boards. In working through this structure the Department has the capacity to influence the implementation of significant changes in the educational program of the state.

During its early history, much of the work and service performed by the state education agency (consisting of the State Board of Public Instruction, the State Superintendent, and the staff) was done by separate boards. For many years the licensing or certification of teachers was handled by the Board of Educational Examiners. The State Board for Vocational Education was created by the legislature in 1917. The work of these three boards was coordinated through legislation providing that the state superintendent also serve as chairman of the Board of Educational Examiners and of the State Board of Vocational Education.

FUNCTIONS OF THE DEPARTMENT

Services and functions of state education agencies vary widely among the states, each system being based on its own constitution, laws, and regulations. Thus, while the Iowa Department of Public Instruction has many features in common with other state departments, it has an individuality which reflects the will of the Iowa citizenry and the educational beliefs of those who have given leadership to the Department.

The Department believes that:

1. School exists for the learner. All learners are entitled to be educated to the limits of their capacities in the abilities required:

- to speak, read, listen, write, and calculate;
- to make choices in individual, family, and community matters based on sound knowledge, consistent with democratic ideals and worthy human relationships;
- to live a personally satisfying and socially useful life;
- to understand and practice sound health habits;
- to take part in and enjoy watching sports and other recreational activities;
- to earn a livelihood in work as a producer and to be an intelligent consumer;
- to assume the duties and responsibilities of citizenship essential to the preservation and growth of American democracy.

2. The state has the responsibility of providing schools with sufficient financial resources to maintain the educational program.

3. Public education should be supported by all the citizens of the state in proportion to their financial abilities.

4. All schools should be free to teach the truth without bias or prejudice.

5. Every citizen should have opportunities to quality educational programs in adequate school facilities and under the direction of highly qualified staff. There should also be opportunities to continue in educational programs throughout adult life. The educational programs should be planned with regard to student needs and have provisions for career or vocational education.

6. A nutritious food service should be available for all students.

7. Individualized services should be available to all exceptional children, both gifted and handicapped.

8. Safe and efficient transportation should be provided to eligible students.

9. All nursery schools, or schools of similar nature having supervision of children prior to entrance to a regular public school should be under the supervision of certificated personnel.

The functions and services of the Iowa State Department of Public Instruction are classified into three major categories: regulatory, operational, and leadership. The discussion of functions will illustrate the intended mission of the Department.

Regulatory Functions

1. Basis for Regulation

Regulatory functions are a direct consequence of state responsibility for education. While the state has delegated broad authority to local school districts for the management and operation of educational programs, it also established safeguards to guarantee minimum performance. These safeguards serve as standards and apply throughout the state. Standards are either established by statute, by the State Board, or the DPI pursuant to a statutory grant of authority.

2. Purposes of Regulation

Standards, rules, and regulations are established to carry out the intent of the law. Among the major purposes of these standards, rules, and regulations are to:

- a. Provide for the protection of life and health in the school environment.
- b. Insure minimum instruction and service programs, both in scope and quality.
- c. Promote efficiency in organization within the framework of the statute, which provides for the organization of local school administrative units.
- d. Promote efficiency in school administration.

- e. Require proper accounting and economy in the use of public funds, to insure that funds are spent for the purposes for which they are appropriated.
- f. Insure the availability of educational opportunities to all.

3. Principles Concerning Regulation

- a. Standards and regulations should be developed by the DPI in cooperation with educational personnel, school board members, and the lay public.
- b. Standards for attainment represent minimum rather than maximum requirements. The DPI should endeavor to develop initiative in local leaders so they will desire to exceed the minimum requirements.
- c. Services provided by the DPI should assure that the administration and operation of the local educational program will remain the primary responsibility of the local school. Procedures for the exercise of regulatory controls by the DPI should be planned to prevent inroads into areas not intended by law.
- d. In any area, in which another agency is concerned in the establishment and enforcement of regulations as provided by statute, there should be an official cooperative agreement which sets forth the specific responsibilities of each. Standards should be developed jointly, and these should be prescribed by the agency or agencies responsible for administering the service.
- e. Legal procedure to bring about compliance should be used only as a last resort. Positive, dynamic leadership, if exercised wisely by the DPI, should not only reduce the number of violations, but should stimulate improvement in local administrative policies and practices.

Operational Functions

The state itself is the logical unit for operation for certain kinds of educational institutions or programs. One example of this is in the case of vocational rehabilitation, where contacts are made directly with disabled individuals as well as through local schools or other agencies. The responsibility for administration of the Rehabilitation Division in Iowa has been given to the Superintendent of Public Instruction and the State Board.

Operational services should conform to the following principles:

- 1. The services should be statewide in their availability.
- 2. If local agencies cannot adequately provide the necessary services, they should be provided by the state.

Leadership Functions

Leadership should be an important function of the Department of Public Instruction. While regulation offers one important means for

achieving quality in education, leadership goes far beyond regulation because it relies upon voluntary efforts rather than upon compliance with prescribed standards. It causes people to improve their own education. It carries school systems beyond mere conformity to dynamic efforts to be better than required.

School districts are charged with operating many phases of the school program. It is imperative that such operation be efficient, forward looking and conducive to excellence in local school systems. However, more than efficient operation is required if local school systems are to be challenged to new levels of accomplishment. This can come only through inspired leadership.

A democratic society is based upon a belief in the dignity and worth of the individual, asserts that individual problems can be solved through one's own intellectual efforts, and places reliance on cooperative group action for the solution of common problems. Educational leadership in a democracy should operate on this principle.

Improvement of community and state educational programs is the outcome of effective leadership services by the DPI to local school units, educational institutions, other state agencies, and the public. Some important leadership functions of the DPI are:

1. Inservice Education

Inservice educational programs are equally desirable for the professional staff of the DPI and for the educational forces served by the staff. Typical educational forces served by the staff are: administrators, supervisors, teachers, school lunch personnel, custodians, and bus drivers.

Some basic principles underlying this function are:

- a. Leadership and source materials should be provided to encourage inservice programs on the local level.
- b. The DPI should assume leadership in planning clinics, conferences, and workshops for groups which need specialized skills and understandings.
- c. The DPI should seek the cooperation of teacher education institutions and other agencies in developing these programs.
- d. Inservice education should be continuous and subject to constant evaluation.
- e. All available resources should be utilized to provide a strong program of inservice education for the staff of the DPI, such as: conferences, leaves of absence for special study, and teaching assignments.

2. Consultative

Consultative services of the DPI constitute one of its most important functions. Newer and better methods and procedures in education and facilities for them are constantly being developed. The diffusion of these better practices can be greatly accelerated through well-organized consultative services.

Consultative services from the DPI should be available to individuals, groups, and organizations which request these services. When consultative services are made available to groups or organizations, these services should be channeled through the duly constituted officials.

3. Planning

Cooperative planning processes are appropriate means by which resources may be most effectively utilized. It is in the use and development of these processes that the Department has a fundamental function to perform. Some principles underlying planning functions are:

- a. Educational plans should be based on local, state, and national needs.
- b. Local initiative and responsibility should be encouraged and stimulated. DPI services should supplement rather than supplant local planning.
- c. The statewide planning should involve participation of representative groups and individuals.
- d. Long-range planning should be a continuous process.
- e. Short-term programs should be component steps emerging from and contributing to the long-range planning.
- f. The entire staff of the DPI should participate in the planning process. Appropriate materials and resources should be made available for this purpose.

4. Research

The purpose of research in education is to evaluate the effectiveness of the educational program and to determine methods of improving this program. Research involves the gathering, analyzing, and interpreting of school data which are basic to educational development.

Some principles underlying the research functions are:

- a. Research should be a basic function of the DPI in evaluating and developing policies and programs.
- b. Its scope should be determined by the relative importance of all needed studies and availability of cooperative assistance from other sources.
- c. The DPI should coordinate the research activities of all agencies and individuals concerned with the state program of education in order to eliminate duplication of effort and to provide effective channels for the exchange of ideas and for effective dissemination of data.
- d. Research activities of the DPI should coordinate with similar activities of other organizations concerned with education.
- e. The DPI should stimulate local school authorities, colleges, and universities to conduct research by providing for consultative services.

5. Coordination

Coordination as it relates to state school administration seeks to insure a balanced and harmonious state program of education. Its goal

is the elimination of gaps in educational service, the prevention of overemphasis on particular services, and the elimination of duplication of effort. It leads to the discovery and resolution of conflicting beliefs and practices.

Basic principles underlying these services are:

- a. The DPI should be charged with the responsibility of coordinating the total state program of education.
- b. The DPI should work in close cooperation with other agencies, with mutual recognition that services primarily educational in nature should be provided by the DPI, while those chiefly non-educational should be provided by other agencies.
- c. Federally sponsored educational programs should be coordinated with the educational programs within the state by requiring that all agreements concerning education between the federal government and the state, or its instrumentalities, be made with or approved by the appropriate state education agency.
- d. The DPI should assume leadership in coordinating the efforts of voluntary groups, associations, and individuals seeking to improve the state program of education.
- e. Public relations programs of the DPI must be characterized by integrity of intent and execution, comprehensive in nature, and continuous in application.
- f. Relationships of mutual confidence and respect must be maintained with representatives of the press, radio, television, and all other channels of communication through which the school may be interpreted to the public.

6. Information and Public Relations

The DPI has the responsibility for providing strong leadership in the development of public understanding of the schools.

Some principles underlying the public relations functions are:

- a. The DPI should take the initiative in planning and maintaining a balanced public relations program.
- b. Each member of the DPI should recognize that the public relations program is an integral part of the total educational program and that each professional or official act or contact reflects an attitude to the public.
- c. The channels for public relations activities of the DPI should provide for a constant two-way flow of information between the Department and the public.
- d. There should be a broad base for lay and professional participation and cooperation in the planning, development, and evaluation of the state educational program.

ORGANIZATION

The state superintendent of public instruction has the authority to organize, staff, and administer the Department in order to render the

greatest service to public education in the state; to exercise general supervision over the state system of public education; and to provide educational supervision over the nonpublic schools to the extent necessary to ascertain compliance with state and federal laws.

In order to efficiently carry out the functions of the Department and to provide educational services to the people of the state, an organizational structure has been developed and is illustrated on page .

Certain staff members within this structure, meeting as a group with the deputy state superintendent, form the "Cabinet." The purposes of the Cabinet are: (1) to serve as an advisory group to the state superintendent; (2) to formulate policies and objectives for the Department; and (3) to facilitate communication and coordination of departmental activities. Cabinet members are: the administrative assistant to the state superintendent; the administrative consultant handling legislative matters of concern for the Department; and the associate superintendent of each Branch. The Department is organized under the Central Administration with five branches. A brief discussion of the mission of these units follows.

Central Administration is responsible for administering the Department and the areas directly supervised by the state and deputy state superintendents, such as school law, school legislation, budgets, publications, personnel, word processing, supply, accounting, and the statewide computer network.

The School Administration Branch is responsible for furnishing leadership to local schools and area education agency administrators in the areas of finance, school business, reorganization, facilities, child nutrition, driver education, and bus transportation; other administrative and regulatory functions as specified by the Code; and the data processing in the Department.

The Instruction and Professional Education Branch is responsible for upgrading the quality of instruction in local schools through the development and application of school standards, preservice and inservice consultative leadership, implementation of selected federal programs, and the development and application of certification standards for Iowa teachers.

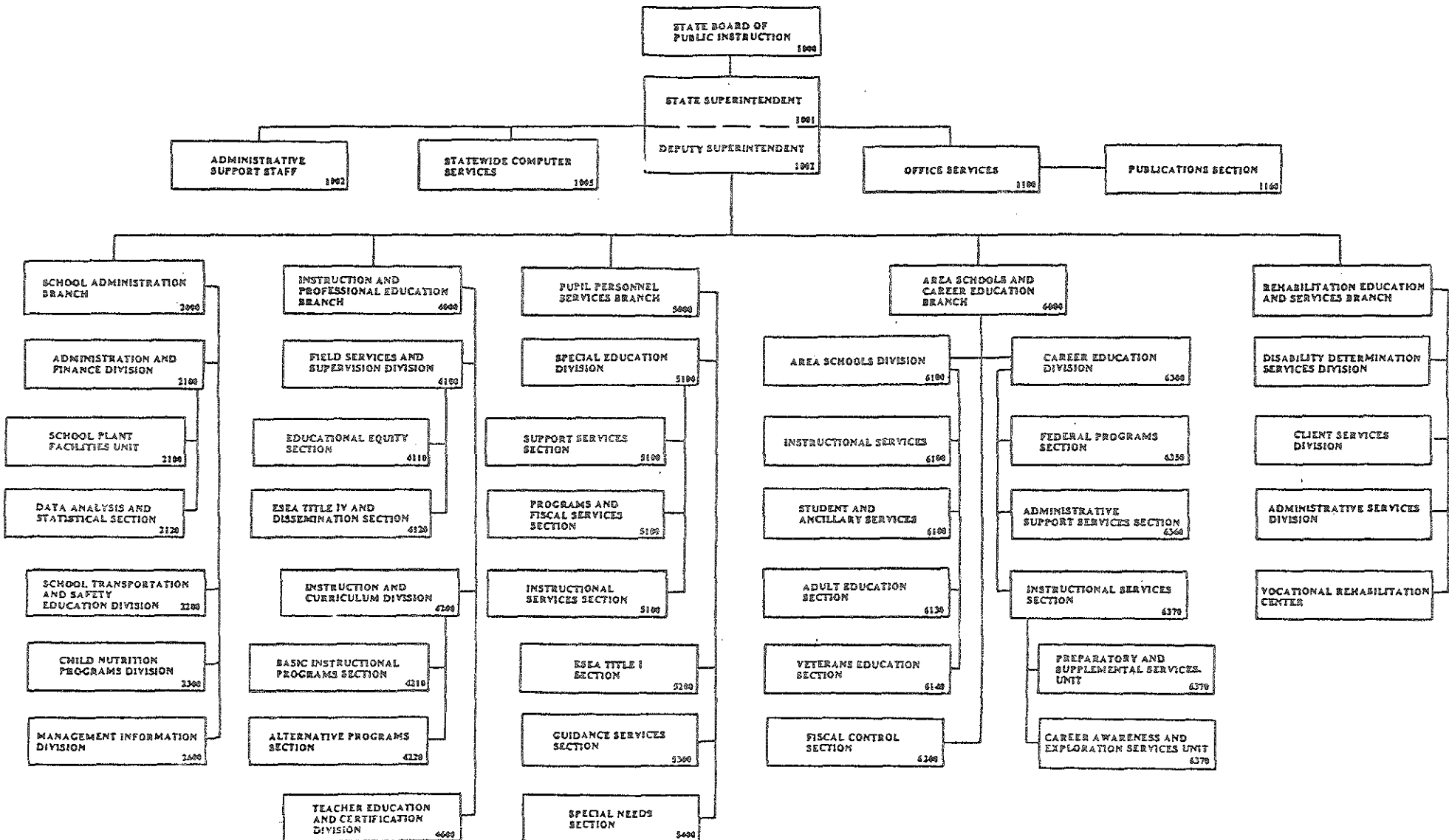
The Pupil Personnel Services Branch is responsible for upgrading the quality of instruction for both the handicapped and the educationally disadvantaged child. This Branch is also charged with providing leadership for the development of guidance programs and services at the elementary-secondary and area education levels.

The Area Schools and Career Education Branch is responsible for furnishing leadership, administering, and regulating the merged area vocational schools and community colleges as outlined by the Code. This Branch also administers the jointly funded (state and federal) career and vocational educational programs for elementary-secondary and two-year post-secondary schools.

The Rehabilitation Education and Services Branch is responsible for providing comprehensive vocational services to disabled Iowans through diagnostic testing, evaluation, counseling, placement training, maintenance, transportation, physical and mental restoration, and other services.

Iowa Department of Public Instruction

Table of Organization



SECTION II
REGULATIONS, POLICIES
AND PROCEDURE

ABBREVIATIONS AND DEFINITIONS

"Central Administration": Consists of the state superintendent and the deputy state superintendent.

"Certificated" employee: An employee holding a position which requires a teaching certificate.

"Classified" employee: A person employed in a position classified by the Iowa Merit Employment Department.

"Code of Iowa": Laws as set forth by the General Assembly. Available for use from an Associate Superintendent or Central Administration.

"Department of Public Instruction": Referred to as "DPI."

"Merit Employment Department" (MED): State agency responsible for rules and regulations covering classified employees.

"Merit Rules and Regulations": Set of written rules and regulations governing personnel activities on positions in classified service. These are available from the Personnel Office.

"Permanent status": Refers to classified employees who have completed a specific probational period.

"Probational status": Refers to probationary period of new employees. Classified employees have a six-month probational period. Certificated staff have a probational period of one year.

"Supervisor": The person to whom other employees are directly responsible. This person may be a certificated or a classified employee."

ATTENDANCE AND WORKING HOURS

Regular office hours for state agencies, as set by the State Executive Council, are 8:00 a.m. to 4:30 p.m., with one half hour for lunch and two fifteen minute coffee breaks, Monday through Friday. While most state employees work these hours, there are exceptions. For classified employees, these exceptions are explained in other sections of this handbook under the titles, "Compensatory Time" and "Flexible Work Schedules."

Certificated employees are not always able to keep regular office hours because their work does not fit into such scheduling. Their positions require planning, consulting, and administrative responsibilities. Furthermore, many consultants will be involved with travel, both in and out of the state, which makes it impossible to hold regular office hours. When not traveling, regular working hours in office are expected.

Supervision of attendance and work hours is the responsibility (within the framework of regulations and policies) of the immediate supervisor.

BUDGET

Finances for the Department are controlled under Chapter 8, Budget and Financial Control Act, Code of Iowa. While most of the financial management is the responsibility of the deputy state superintendent, each division or section must submit an estimate of its needs for the coming budget period, detailing the responsibilities and duties performed by that unit.

Budgeting is an important consideration in choosing the major responsibilities and standards/results to be listed for the performance appraisal process. Planning the major responsibilities and the standards/results expected must be closely related to budget requests and budget control.

After the budget is approved by the State Board of Public Instruction, it is the responsibility of the state superintendent to submit the budget request to the General Assembly for necessary appropriations. The governor and state comptroller exercise general supervisory control over the fiscal operations of the departments of state government.

CARE OF MATERIALS AND PROPERTY

It is expected that employees will take proper care of supplies, furniture, and equipment.

Office machines are the responsibility of the person to whom they are assigned. They should be kept clean and treated as though they were personal belongings.

Any office machine not working properly should be reported to the Equipment and Supplies Unit where arrangements for repairs will be made. Having repair control in one area makes it possible to: (1) Maintain a repair record of all equipment under contract, and (2) to arrange for ordering repair service on equipment not under contract.

CHANGE OF ADDRESS

All employees should report any change in home address and/or telephone number to the immediate supervisor who will forward the information to the Accounting Unit. Correct addresses and telephone numbers are particularly important when the Department needs to contact the employee or a member of the employee's family for emergencies or administrative actions.

COMMUNICATIONS

It is the policy of the Department to make every effort to inform employees of all activities, policies and procedures which affect the routine of the Department or the job performance of employees.

Although supervisors will make every effort to keep employees informed of pertinent activities, employees should make a habit of reading the bulletin boards and departmental publications.

The Department encourages freedom of communication so that employees, through their supervisors, might feel free to make suggestions for improvements.

BULLETIN BOARDS

Bulletin boards are used for a variety of purposes throughout the Department. The personnel officer is responsible for approving bulletin board communications and for maintaining these boards in an orderly manner. A portion of a bulletin board is reserved for those bargaining units officially organized.

NEWS OF THE WEEK

The News of the Week is distributed each Friday to all employees. This publication highlights happenings within the Department and reports other education activities.

CONFLICT OF INTEREST

The Department of Public Instruction is a service agency maintained by the state to strengthen and advance the cause of public education.

Members of the staff in the Department are employed on a full-time basis and are paid by the state for full-time service. Therefore, staff members may not accept payment for services rendered to public or private educational organizations within the state, nor from lay groups or organizations concerned directly or indirectly with promoting public education.

The Department policy prohibiting staff from accepting payment for outside services covers the following types of activities:

1. Acting as an instructor, a consultant to, advisor to, or speaker for programs held and sponsored by public or private schools in the state, including elementary, secondary, and collegiate.
2. Acting as a consultant to, advisor to, or speaker for lay groups in the state engaged in promoting educational programs.
3. Acting as an official for public or private school athletic, scholastic, or other competitive activities.
4. Directly receiving payment of travel expenses for in- or out-of-state travel. Out-of-state travel must receive prior authorization and reimbursement deposited with the Accounting Unit.

Section 68B.4, Code of Iowa, provides that no official or employee or any regulatory agency shall sell, either directly or indirectly, any goods or services to individuals, associations, or corporations subject to the regulatory authority of the agency of which he is an official or employee.

Section 79.1, Code of Iowa, provides that ". . . all salaries. . . shall be paid according to provisions of Chapter 91A and shall be in full compensation of all services, including any service on committees, boards, commissions or similar duty for Iowa government. . . ."

COPYRIGHT

The ownership of all publications by the Department remains with the Department. It is the position of the Department that publications be made available to other agencies for ready and proper use with appropriate credit given for the Department's original work.

Under the new copyright law, all publications of the Department after January 1, 1978 are automatically covered by the copyright law when publication is released. The Department may publish all material with appropriate notice of copyright and, when beneficial to the Department, may register the copyright with the proper authorities. A copyright, registered or not, is the right of ownership of the product.

DATA ACQUISITION

The Department will collect only such data as are required to fulfill its obligations; collect that data but once; and continually review the informational needs of the Department with the intention of reducing the data burden on local and nonpublic school districts, area education agencies, and merged area schools.

The Department will act as the intermediary between LEA's and agencies/organizations with collection instruments addressed to LEA's.

The Department will continually review its collection forms and involve LEA's in this process. Management Information Division will be responsible for the control of forms used to acquire data from LEA's.

DEPARTMENT-WIDE SERVICES

ADDRESSING SERVICES

These services provide high speed addressing for repetitive mass mailings. Arrangements for this service must be made with the Equipment and Supplies Unit. Lists of special groups are limited to a maximum of 100 plates.

Labels for mass mailings are available from the Management Information Division for selected lists of addressees.

COMPUTER SERVICES

Data processing and information retrieval services are available to each unit in the Department. Assistance in using these services can be obtained from the employee's immediate supervisor.

CONFERENCE ROOMS

Reservations for DPI conference rooms, Capitol Complex rooms or outside conference rooms for a given month are maintained on a calendar-style bulletin board near the receptionist's desk (second floor). Reservations need to be made as far in advance as possible. Advise the receptionist if a reservation needs to be cancelled. This frees the room for use by others.

Users must always determine the availability of space in the Capitol Complex before requesting rental of outside facilities. Conference rooms located outside the DPI can be arranged through the immediate supervisor.

CONTRACTING SERVICES

Services to be provided by individuals, institutions, or organizations outside the DPI for compensation of any kind must be arranged by contract so payment for such services can be handled in an orderly procedure.

"Procedures for Contracting Services" is a pamphlet on the "how to" of preparing such contracts and may be obtained from supervisors, the Accounting Unit or the coordinator of Office Services.

COPIERS

Copiers are located on the second floor. There is a limit of nine copies per original, pursuant to Section 18.28, Code of Iowa.

DUPLICATOR

A spirit fluid duplicator is located on the second floor for copying material to be used or disseminated within the Department. Spirit duplicated copies are not to be distributed outside the DPI.

MAIL SERVICE

The Department receives incoming mail twice a day. Deliveries and pickups are made by the mail clerk in the morning and in the afternoon. At 3:45 p.m. a final pickup is made of outgoing first class mail.

The address of the Department is not to be used for personal mail.

PRINTING

Printing requests are processed by the Equipment and Supplies Unit. Each request needs to have an "Approval Request for Printing," (green form) fully completed and attached to the proofed copy for printing.

All printing requests for forms, including the use for data collection, as well as reruns must be approved by Forms Control in the Management Information Division. It is important to consult with Forms Control during the preparation or revision stage of a form.

Requests for printing must have the approval of the respective supervisor, after which it is delivered to the Office Services coordinator for transmitting to the General Services Department for printing. Publications, newsletters, and news releases must be approved by the chief of the Publications Section.

PUBLICATIONS SECTION

This section provides technical assistance to Department employees in the planning and production of informational projects such as newsletters, publications, brochures, programs, and news releases. Graphic art and photographic services are also available. In addition, the section has specialized equipment and supplies which employees may use.

PURCHASING AND CENTRAL SUPPLY

The general supplies used in this Department are requisitioned from the Equipment and Supplies Unit. Each division/section/unit has one person responsible for procurement of supplies. Supplies are obtained between 8:00 a.m. and 9:30 a.m. on Tuesday and Friday. However, in cases of emergency, the Equipment and Supplies Unit will process requisitions on other work days.

A list of available supplies is furnished each person responsible for ordering. Using this list when typing the requisition will save time for the person placing the order and the supply clerk.

Requests for equipment and supplies not kept in the Equipment and Supplies storeroom are initiated through the immediate supervisor to the respective associate superintendent and then to the Office Services coordinator for approval. There the steps of going through the "General Services" procedures begin. These are generally dependent upon prior budget approvals.

A request that is not approved will be routed back through regular channels with accompanying explanation.

RESOURCE CENTER

The Resource Center has educational materials, including print and nonprint, to support Department-wide needs. Resource Center staffers are available for assistance.

Study areas, as well as tables for small group meetings, are available. Tables may be reserved in advance through Resource Center personnel.

Audiovisual and miscellaneous supportive equipment is available and may be reserved for use as needed. Preview rooms are located in the Center.

TRAVEL INFORMATION AND EXPENSE REIMBURSEMENT

Employment in the Department may require travel. The policies and rules of the state comptroller include procedures for reimbursement of travel expenses. Receipts are not necessary for meals, airport limo service, telephone calls and certain miscellaneous expenses. Receipts are required for lodging, parking, air transportation, and emergency costs. Immediate supervisors have detailed information available.

Reimbursements of meal costs for in-state travel depends upon departure and time of return. Specifically, departure before and after 7:00 a.m., return before 12:00 noon and return before or after 6:00 p.m. control whether one, two, or three meals per day can be claimed. While lodging costs have pre-established maximum allowances, there are options employees can exercise. Supervisors can furnish information about these options. Employees should always request state rates.

State-owned vehicles (car pool or DPI) are recommended for official business travel. The Code of Iowa prohibits the use of state cars for personal driving. Personal car use can be authorized within policies for authorized car use. (See Guidelines - State and Personal Cars Used on Official Business.) Employees are reimbursed at a rate-per-mile set by the General Assembly. Miles between specific points are audited against the official mileage table on page 5 of the "State and Personal Cars Used on Official Business." (Copies of this publication are available from the Office Services coordinator.) Any additional driving done because of detours or because of area driving should be explained on the claim vouchers.

For travel out-of-state, a request must be filed through the supervisor at least three weeks prior to the date of departure. This is necessary as all out-of-state travel requires prior approval by both the DPI and the Executive Council (two weeks' prior to the conference date for the Executive Council). Requests for out-of-state travel to attend meetings are to include an agenda or program and a listing, outlining or detailing the purposes of the meeting. Summaries of the meeting may be requested by the Executive Council if travel is approved.

Employees traveling out-of-state are not limited to a pre-determined per day allowance but all expenses must be fair and reasonable before reimbursement claims will be approved.

The Department will not reimburse employee expenses within the official domicile (Polk County) except for special situations which require prior approval from the Comptroller's office.

The Coordinator, Office Services, will request prior approval from the Comptroller under the following conditions: 1) meal expense for a pre-planned, sit-down meal at a uniform charge for those participating in the conference (meals for which the employee has a selection as to menu and cost are not included; 2) registration required to participate in a workshop or conference. Reimbursement for attendance at meetings of professional organizations is contingent upon membership in that organization; 3) requests for prior approval accompanied by program, agenda, or other official notification of costs for meals and registration where applicable and submitted in advance of the conference and coordinated within the Department for a prior approval request for a single meeting.

TRAVEL AT THE EXPENSE OF ANOTHER PUBLIC AGENCY OR PUBLICLY FUNDED PROJECT

When travel is authorized and expenses are to be reimbursed by another public agency or publicly funded project, the employee shall file this travel claim with the DPI just as is done in all state of Iowa authorized travel. Then when the "other public agency" or "project" reimburses the employee, the reimbursement check is to be returned to the DPI. The out-of-state travel request must state: All money and reimbursement received will be deposited with the Department's Accounting Unit. (See Conflict of Interest item 4)

WORD PROCESSING CENTER

The Word Processing Center provides high speed typewriting services, plus typesetting of brochures, newsletters, reports, and publications (camera-ready copy).

Frequently used paragraphs may be stored and reference coded for efficient responses to inquiries to the many facets of the Department.

A PBX system is available twenty-four hours a day for dictating into the Center. Each telephone in the Department may be used with the PBX system. Instructions for using the PBX system are available from the Word Processing Center supervisor.

DISCIPLINARY PROCEDURES

INTRODUCTION

Employees failing to observe set procedures may be subject to disciplinary action. Causes for such actions include: failure to perform assigned duties, failure to follow policies and established procedures, inadequacy in performance of assigned duties, narcotic abuse, unrehabilitated alcoholism, negligence, insubordination, conduct which adversely affects the employee's performance, conviction of a crime involving moral turpitude, conduct unbecoming an employee of the Department, or any other just and good cause.

The Department uses progressive discipline after personal consultation with the following steps. In serious offenses, one or more of these steps may be eliminated.

Personal consultation is a method which may be used by the employee's supervisor in attempting to explain and interpret certain situations so the employee will understand the necessity of proper procedures. It is the duty of the supervisor to maintain a written record of consultation sessions.

Oral reprimand differs from consultation in that consultation is meant to be a sharing and clarifying experience. An oral reprimand is a device used in cases of minor infractions or inap-

propriate activities to advise an employee of the seriousness of conduct and possible repercussions. It is the duty of the appropriate supervisor to record advisement sessions.

Written reprimand will be used by the supervisor for more serious or repeated infractions. After a discussion and interpretation of the problem by the supervisor with the employee, a written report shall be signed by the supervisor and the employee. One copy of the report shall be retained by the supervisor and copies distributed to the employee, personnel officer, and appropriate associate superintendent. This report shall be made a part of the employee's personnel file until there is mutual agreement concerning its removal. Repeated infractions of the same rule or policy shall subject the employee to more serious disciplinary action.

Suspension of an employee may be enacted by the state superintendent without pay for such length of time as is considered appropriate, but in no individual case to exceed 30 days. Such suspension is usually upon the recommendation of the affected supervisor, appropriate associate superintendent and deputy state superintendent.

A written statement showing the reason for the suspension shall be delivered to the affected employee by the supervisor within 24 hours of the action with three copies to the personnel officer.

A classified employee may appeal the Department's action to the State Board of Public Instruction and, if not satisfied, may within 30 calendar days of suspension appeal to the Iowa Merit Employment Department for review of action.

A certificated employee may appeal such suspension under the grievance procedures.

Demotion and/or reduction within pay grade of employees of the Department may be made for good cause. A written statement setting forth the justification for such action shall be delivered to the employee by the supervisor within 24 hours following the action. For classified personnel, copies shall be delivered to the personnel officer and director of the Iowa Merit Employment Department. For certificated personnel copies shall be delivered to the personnel officer, the appropriate associate superintendent, and the deputy state superintendent.

Any permanent classified employee may, within 30 calendar days, appeal such demotion and/or reduction to the Iowa Merit Employment Department for review.

A classified probationary employee does not have the right to appeal a demotion unless there is a feeling that discriminating practices are involved. In that case, demotion can be appealed to appropriate state or federal agencies.

The right of appeal of such demotion by the affected certificated employee is set forth in "Grievance Procedures" found on pages ~~28~~ 29, 30, & 31.

Discharge may result from continued unsatisfactory work performances or for serious or repeated infractions of rules, regulations, or policies construed as sufficient cause for the discharge of any employee of the Department.

A written statement by the state superintendent citing the justification for discharge shall be delivered to the employee with copies filed with the personnel officer, the appropriate associate superintendent and deputy state superintendent.

The classified employee may file an appeal to the Merit Employment Department within 30 calendar days following notification of discharge. Certificated employees may appeal discharges using procedures set forth in Sections 257.24 and 279.27, Code of Iowa.

EMERGENCY PREPAREDNESS

The Des Moines area has developed an air warning system that is used when disaster conditions are probable and would affect the lives and safety of those in the area. Sirens have been strategically placed throughout the area. Their sound is distinctively different from regular emergency vehicles. A long blast by the city warning system means emergency preparedness is recommended. A series of short blasts is a signal to seek adequate shelter. The shelter area for employees in the Grimes Building is in the tunnel between the Grimes and Lucas State Office Buildings. The tunnel entrance is in the basement and is clearly marked. Handicapped employees may use the elevators but all others are to use exit stairs nearest their work area. Radio and television stations will also give instructions on emergency preparedness actions.

In case of bomb threats or other emergencies occurring within the Grimes Building, the Department has a plan to be followed as shown in appendix A. Consult with your immediate supervisor for additional information.

Of primary importance during any emergency is that an aura of calmness and attentiveness to instructions must prevail. Quiet orderly actions are advantageous to personal safety and the safety of fellow workers.

EMPLOYEE BENEFITS

ANNUITIES

There are two types of annuity programs available through payroll withholding: (1) Deferred Compensation and (2) Tax Sheltered Annuities. Both programs emphasize preparation for retirement security and neither is subject to state or federal taxes until time of withdrawal.

Under Deferred Compensation the state withholds the portion of salary which the employee elects not to receive on the current basis. With few exceptions this money, plus earned interest, cannot be withdrawn by the employee until retirement.

The Tax Sheltered Annuities may be arranged with independent companies and payments made through payroll deductions. They may be cashed by the employee according to the terms of the contract.

CREDIT UNION

The State Employees Credit Union is open to membership for all employees of the Department. Employees interested in membership may contact the Credit Union. Deposits or loan payments may be made through payroll deductions.

EMPLOYEE DISABILITY INSURANCE

Disability insurance is designed to provide some economic security resulting from a disability, accident or illness. This insurance guarantees a monthly benefit until the employee is able to return to work or reaches age 65. The amount of that benefit is determined by the employee's salary and years of employment. Benefits are as follows:

During first year of employment - 20 percent of monthly salary
During second year of employment - 40 percent of monthly salary
During subsequent years of employment - 60 percent of monthly salary

The program takes over from the employee's sick leave benefits if continuously disabled beyond 90 working days or expiration of sick leave whichever is greater. In addition, the insurance supplements any Workmen's Compensation and Social Security Benefits.

FLOWER AND TERMINATION FUND

A VOLUNTARY contribution is made by interested employees to maintain a flower and termination fund.

The voluntary contribution suggested is \$3 for classified employees and \$5 for certificated employees. These funds are used for participating employees upon their retirement or in the event of hospitalization or death of an employee, or designated members of the employee's family.

The appropriate associate superintendent or designee will be responsible for notifying the state superintendent's secretary when there is a need for sending flowers.

When an employee is terminating, the appropriate associate superintendent or designee will determine funds accumulated and arrange for the purchase and presentation of a gift.

The maximum amount that will be expended for a gift or for flowers for each occurrence exclusive of sales tax, telephone calls, and florist's telegraph delivery will be as follows: hospitalization - \$10, death - \$15, termination - \$5 for the first full year of employment plus \$2.50 for each additional full year of employment not to exceed a total of \$52.50.

Flowers are sent for the following occurrences: Hospitalization of employee and for the death of employee, employee's spouse, child living at home, or parent.

HEALTH INSURANCE

Employees are eligible to participate in state-contracted health insurance plans.

The Department pays the cost of single-person coverage if the employee works 30 or more hours per week and one-half the cost of single-person coverage if the employee works between 20 and 30 hours a week. Employee costs for additional coverage are handled by payroll deduction. Employees participating in state health insurance plans who are on leave-without-pay-status must arrange with the Accounting Unit for continuation of premium payments.

Claims for health or accident coverage must be initiated and filed by the employee. Questions regarding coverage and claims should be directed to the Accounting Unit.

An employee or spouse eligible for Medicare should contact the Accounting Unit approximately 45 days prior to the first of the month during which age 65 is reached for changes in health insurance.

IOWA OCCUPATIONAL SAFETY AND HEALTH ACT (IOSHA)

IOSHA requires that all job-related injuries, illnesses and/or deaths be reported to the State Comptroller's Office. Staff members, when aware of a job-related injury, illness and/or death of an employee, must notify the personnel officer without delay.

This act also requires safe working conditions. Any unsafe conditions should be reported to the supervisor for appropriate, corrective action.

LIFE INSURANCE

Employees in permanent positions and working 30 hours a week or more are insured under the State Group Life Insurance Plan. Basic coverage is \$10,000 to age 65, \$6,000 from age 65 to age 70, and \$2,200 for those age 70 and over. The plan carries double indemnity in case of accidental death. Employees must designate their beneficiaries.

Employees can purchase \$5,000 in additional coverage without proof of insurability if application is made within the first 30 days of employment. They may also, at any time, apply for another \$5,000 in coverage, however, proof of insurability is required and physical examinations can be requested by the company.

Premiums on additional coverage are paid by payroll deduction. Any employee on leave-without-pay must contact the Accounting Unit relative to payment of premiums.

Insurance coverage terminates at end of the month an employee ceases employment with the state unless provision is made with the carrier for converting to an individual contract.

RETIREMENT

A. Federal Insurance Contribution Act (FICA)

All employees contribute to FICA, better known as Social Security. Contributions, which the Department matches, of gross wages are set by law. Total contributions are used to determine Social Security benefits.

Increases in the rate of contribution and the amount of earnings subject to deduction are legislated at the federal level. Employees will be advised of such changes.

Whenever there is a change in name, a "Request for Change of Social Security Records" form should be secured from the personnel officer.

Employees within a year of retirement should contact the Social Security Office in preparation for securing benefits.

B. Iowa Public Employees Retirement System (IPERS)

State employees, with few exceptions, are members of IPERS. Employees contribute 3.7 percent of gross wages up to and including \$20,000 per calendar year. The Department's contribution is 5.75 percent of covered wages. This rate is set by the Iowa General Assembly and may change. The Iowa Department of Job Service, 1000 East Grand Avenue, Des Moines, Iowa, administers the IPERS program.

An employee, upon leaving public employment, may withdraw the contributions made to IPERS plus accrued interest.

The Accounting Unit will help with questions relative to retirement benefits -- and before terminating, an employee should be certain he understands options available.

SAVINGS BONDS

Employees may arrange with the Accounting Unit for payroll deductions to purchase United States Savings Bonds. Bonds will be mailed after the first of each month to the employee by the issuing bank. Payroll deductions for bonds may be made from the first and/or second pay check of each month. When the deduction is less than the cost of the bond, the deductions will be accumulated to the purchase price.

UNITED WAY CAMPAIGN

United Campaign contribution pledges are made on a VOLUNTARY basis once each year. Pledges may be paid immediately by billing or by payroll deduction. Payroll deductions continue until changed by the employee.

WORKMEN'S COMPENSATION

All state employees are covered by Workmen's Compensation. Information may be obtained through the personnel officer. It is important that job-related injury, illness, and death be reported to the personnel officer without delay.

EMPLOYEE ORGANIZATIONS

State of Iowa employees have the right to join or refrain from joining employee organizations and/or professional associations. Dues are paid by the employee. Materials which explain benefits provided are usually available from the appropriate organization and/or associations.

EMPLOYMENT PROCEDURES

Section 257.21, Code of Iowa, states:

"The State Superintendent shall appoint all employees, with due regard to their qualifications for the duties to be performed, designate their titles and prescribe their duties. If deemed advisable, the State Superintendent may for cause effect the removal of an employee from the State Department of Public Instruction."

". . . . appointment, promotion, demotion, change in salary status or removal for cause of any employee shall be subject to the approval of the State Board."

Criteria used as a basis for job selection and promotion of employees are: skills, knowledge, and ability of applicants together with education, training, and experience, as these fulfill the job requirements set forth in the job description.

Classified personnel will not be assigned to a branch, division, section, or unit without consultation with both the supervisor to whom the employee will be directly responsible and the concerned associate superintendent.

Provisional classified appointees must meet Merit Employment requirements before they can be appointed to a position.

NOTIFICATION OF VACANCIES

Every effort is made to keep staff informed of vacancies on which the Department is actively recruiting.

Employees interested in any vacant position should make application to the personnel officer.

OUTSIDE EMPLOYMENT

Acceptance of any outside employment that alters work assignment must be approved by employee's supervisor.

FLEXIBLE WORK SCHEDULES

The Governor's Executive Order Number 25, issued July 13, 1977, directed each state agency in the executive branch of Iowa government to submit a plan outlining the use of flexible work schedules and a schedule of implementation. Flexible work schedules are often referred to as "flex time." Simply defined, it allows the employee, if eligible and with Department approval, to arrange for arrival and departure times which are different from the regular office hours.

Participation in "flex time" is outlined in the plan adopted by the Department and copies are available from the personnel officer.

FORMS CONTROL

Forms Control is the designation for the unit in the Management Information Division that is authorized to disapprove the collection of data, the need for which cannot be fully justified. In the event Forms Control declines to approve a particular collection instrument or a data element of a collection instrument, appeal may be made to the deputy state superintendent.

Forms Control will maintain a data element dictionary and a forms calendar. A forms calendar for the upcoming school year will be distributed to LEA's prior to the beginning of the school year. At least once each year, Forms Control will review with appropriate staff members the need for each form and each data element thereon.

GRANT APPLICATION

In planning federal grant applications, be sure sufficient lead time is scheduled to accommodate the different procedural requirements necessary prior to sending the application to Washington.

The state comptroller has a special form "Federal Funding Pre-Plan or Pre-Application Questionnaire" (associate superintendents have copies) for use with grant applications. This form must show the endorsement of the appropriate associate superintendent, the accounting supervisor, the deputy state superintendent and state superintendent before it goes to the Comptroller's Office for approval. After approval of the comptroller, the form is sent to the Office of Planning and Programming for its endorsement.

These steps will assure the orderly handling of forms, once the project has been funded.

GRIEVANCE PROCEDURES

The following steps are to be used in handling employee grievances or complaints. The term "employee" is to also be interpreted to mean "employees" where applicable.

Step One

The initial filing of a grievance may be given in writing by the employee to the immediate supervisor. A grievance related to an alleged act or occurrence involving a position, decision or judgment of other employees of the Department shall be made within five working days of the alleged act or occurrence. The supervisor shall, within five working days of personal receipt of the grievance, give a written decision to the employee. An employee assigned to the administrative support staff will file any grievance with the deputy state superintendent.

Step Two

If an employee is not satisfied with the decision in Step One, a written appeal may be made within five working days to the associate superintendent of the branch to which the employee is assigned. Employees who are assigned to positions under the direct supervision of the deputy state superintendent will make their appeal to that office. This appeal shall be accompanied by a copy of the initial grievance and a copy of the initial decision of the supervisor. The associate superintendent or deputy state superintendent shall, within 10 working days of personal receipt of such appeal, affirm, modify or reverse the initial decision with a written copy to the employee and the employee's supervisor.

An informal hearing may be convened by the associate superintendent or deputy state superintendent with all parties concerned, prior to or at the time of the decision. Administrative support staff members, if they disagree with a decision at Step One, will omit this step and appeal as outlined in Step Three.

Step Three

If the employee is not satisfied with the decision of Step Two, an appeal may be filed in writing within 10 working days to the state superintendent with copies to the immediate supervisor, associate superintendent, deputy state superintendent, and the personnel officer. The state superintendent will convene a hearing within 20 working days of the date of the employee's appeal. All parties involved with the grievance and the decisions provided through Step One and Step Two will be present at the hearing. Within 20 working days, the state superintendent shall in writing affirm, modify, or reverse the previous decision with this determination being final. Classified employees may, however, request the Iowa Merit Employment Department to review the findings of the Department. Procedure in this instance is explained in Chapter 15, Section 15.3, Step Four of the Rules of the Iowa Merit Employment Department. A copy of the Rules is on file with each immediate supervisor or personnel officer. After all appeal procedures are exhausted, staff can resort to the appropriate court(s) for further action.

General

If the employee does not comply within the time limits of the appropriate step, it is assumed that the grievance was settled at

the point of the last decision. Failure on the part of a supervisor to comply within time limits will automatically move the procedure to the next step.

All written appeals shall state time and place of alleged grievance procedure followed to date and corrective action desired. Third parties are allowed but must be identified in written appeals.

All hearings are to be informal with all interested parties notified far enough in advance (at least five working days) as to date and time so proper arrangements can be made to attend hearings.

Any employee who feels that actions resulting in the filing of a grievance were discriminatory can also file a complaint with the Iowa Civil Rights Commission or U. S. Office of Civil Rights. Complaints can be filed without fear of reprisal, but must be filed within prescribed time limits set by the appropriate state or federal agency.

INFORMS

The Iowa Network for Obtaining Resource Materials for Schools (INFORMS) is an integral part of the Resource Center. The Educational Resources Information Center (ERIC) microfiche collection is available in the Center for staff use.

ITINERARIES

Certificated employees are required to file an itinerary with their supervisors. This shows the person's schedule for a two-week period. Itineraries should be immediately updated when changes are necessary.

LEAVE PROVISIONS

Employees of the Department of Public Instruction are entitled to leave benefits as explained in the following paragraphs. Employees under bargaining agreements, however, are governed by the terms and conditions of their particular contract for leave benefits.

ADMINISTRATIVE LEAVE

Certificated employees may be granted one administrative leave with pay not to exceed five working days per calendar year, for the purpose of attending professional meetings, workshops, and conferences. Administrative leave may be requested only when employees pay their own expenses, are not reimbursed from other sources, and do not receive honorariums. This leave request must be in writing, channeled through immediate supervisors to the state superintendent. Approval is at the discretion of the state superintendent of public instruction.

EDUCATIONAL ASSISTANCE PROGRAM

General Purpose:

The state educational assistance program is designed to accomplish the following objectives:

1. To provide for agency needs, in relation to areas of staff development which will aid the agency in better accomplishing its objectives.
2. To provide employees with necessary knowledge and skills to fill critical positions or to increase potential in current assignment.
3. To provide added incentive to supervisory personnel to maximize their management potential. For purposes of this program, supervisory personnel are those positions excluded from bargaining units due to their supervisory or management responsibilities.

The Educational Leave program will be used by the Department to upgrade needed skills for individuals in selected positions. This program will include seminars, workshops, conferences, as well as more formal training at colleges and universities in some cases. The Department will generally reimburse expenses and registration fees, but will not include regular tuition fees. Employees will normally be assigned to the appropriate educational program and the State Superintendent has approval of all requests and assignments.

Employees must have Department approval before engaging in educational programs which would require an adjustment of the work schedule.

Acceptable Courses of Study and Educational Institutions:

This program is exclusively designed for agency related courses of study. An acceptable course of study must be in an area which has a relationship to the tasks accomplished within the agency, the requirements of the position the individual currently holds, and/or provides opportunity to learn skills for which the Department has need.

Each individual agency shall work out a curriculum for basic courses and degrees needed by the agency in order to fulfill its missions.

An employee may, under this program, attend any accredited institution of higher learning within the state. Attendance at out-of-state institutions may be approved on a limited basis provided there are geographical or educational considerations which make attendance at a state institution impractical. In this statement "accreditation" refers to accreditation as an educational institution and the specific program of study is approved or accredited by the profession as meeting the standards of the "state of arts."

Part-time Educational Leave:

1. Tuition reimbursement courses, part-time agency related courses.
 - (a) Employees are required to first seek enrollment in evening and Saturday classes; tuition reimbursement may be granted for a maximum of six credit hours at one time.

- (b) If the necessary courses are not available during evenings and Saturdays, leave and tuition reimbursement may be granted for a maximum of six credit hours at any one time.
- (c) When leave is granted, the individual's work schedule will be modified to the extent feasible to accommodate class hours. However, as much as possible, the individual will be expected to make up the time.

Full-time Educational Leave:

Without pay: At the discretion of the state superintendent a permanent employee may be granted educational leave without pay to attend an accredited institution for courses that are agency-related.

- 2. With stipends: The agency may grant a stipend for an individual who is on leave without pay to attend an accredited educational institution for agency-related courses. Stipend is defined as a specific sum of money sufficient to cover the cost of tuition, books, and other course-related materials.
- 3. With pay: The agency may, at the discretion of the state superintendent, approve applications for full-time leave-of-absence, with pay, for a limited number of employees based on agency needs and the availability of funds.

Leave with pay for both merit and certificated staff will be defined as "a maximum salary or Step of Pay Grade 22."

Full-time educational leave may be granted for a period of one year, but may be extended, upon request of the applicant, subject to the discretion of the state superintendent, and based upon agency needs, availability of agency funds, and academic performance. (See Section 14.7, Merit Rules and Regulations)

Reimbursement for Educational Leave:

- 1. An employee will be reimbursed for tuition and fees upon submission of an original paid receipt from the academic institution to the designated agency representative.
- 2. Prior to reimbursement, an employee must provide proof of his or her successful completion of the course.
 - (a) Successful completion of undergraduate course shall require attainment of at least a "C" grade.
 - (b) Successful completion of a vocational or correspondence course shall be recorded by submittal of an official certificate or diploma.

- (c) Successful completion of a graduate course shall require attainment of at least a "B" grade.

Selection of Applicants:

While the selection of applicants is at the sole discretion of the state superintendent, it is the express policy of the state to offer all qualified applicants an equal opportunity to participate in the educational assistance program within the limitations imposed by the availability of funds and agency staffing requirements. Agencies will also encourage continued education by allowing employees flexible work schedules and unpaid leaves of absences whenever possible consistent with the efficient administration of government.

Agency Employment Requirements:

Any staff member who receives reimbursement for tuition shall agree to remain in the active employment of the Department after the receipt of such benefit for a period of one month for every unit of credit earned.

Employees who are attending school under the "full-time educational leave with pay" category shall agree to remain in the active employment of the agency for two months for every month of school.

ENFORCED LEAVE (EMERGENCY LEAVE)

The Department shall grant a classified or certificated employee time off from duties with pay, exception listed below, for absence necessary or reasonable in accordance with Section 14.4, Merit Rules and Regulations:

"a. Not to exceed three working days for each occurrence of death in the immediate family."

b. Not to exceed one working day for each occurrence for service as pallbearer at the funeral of a person not a member of an employee's immediate family.

c. Not to exceed five working days total in a calendar year for the temporary emergency care of ill or injured members of the employee's immediate family for the time necessary to permit the employee to make other arrangements.

"Said enforced leave shall be charged against the employee's active sick leave and shall not be granted in excess of accrued sick leave."

"Immediate Family" is interpreted to include: wife, husband, children, foster children, parents or parents-in-law, grandchildren, grandparents, brothers or sisters, brothers-in-law, sisters-in-law, aunts, uncles or corresponding relatives of spouse or other relatives of employee or spouse residing in employee's immediate household.

HOLIDAYS

Holidays established by Section 33.2 Code of Iowa and subsequent amendments are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day, and two additional holidays as determined by the Executive Council. The holiday schedule for each calendar year is posted on bulletin boards and listed in the News of the Week.

Personal holiday credit is accrued as vacation to each employee at a rate not to exceed 16 hours per calendar year. The personnel officer can explain this accrual in more detail.

JURY LEAVE

When in obedience to a subpoena or direction by proper authority, an employee, appearing as a witness or jury member in any public or private litigation, is entitled to leave of absence without loss of compensation.

Employees in pay status when performing court and jury service shall reimburse to the Department all fees received by the employee less mileage allotments and parking fees.

MILITARY LEAVE

All employees of the Department who are members of the National Guard, organized reserves, or any division of military service who are ordered to active duty are entitled to a leave of absence for the duration of duty. The employee will continue to receive pay during the first 30 calendar days of such absence.

All employees of the Department who enlist in military service are entitled to a leave of absence for the duration of duty. The employee will continue to receive pay during the first 30 days of such absence.

A copy of the military order issued to the employee must accompany attendance records when the days being paid indicate employee is or was on military leave.

LEAVE OF ABSENCE WITHOUT PAY

A classified employee, upon application in writing, may be granted leave without pay for any reason deemed satisfactory to the Department. Such leave shall not be granted for more than 12 months. The Department may grant extensions if it serves the interest of the Department. Such extension shall not be for more than a year.

Failure on the part of the employee to report immediately at the expiration of any leave of absence shall be considered as a resignation.

Certificated employees must make application to the state superintendent of public instruction via supervisory chain of command. Provisions for leave are the same as enumerated above.

See "Sick Leave Without Pay" for information concerning continuance of health insurance.

SICK LEAVE

Employees, excluding emergency and temporary personnel, are entitled to sick leave. Sick leave accrual and usage is shown on the pay warrant stub. Upon retirement, accrued days of sick leave of the employee shall be credited to the employee who then may receive a cash payment of up to \$2,000 for unused sick leave. Entitlement amount is the product of the unused hours and the employee's hourly rate of pay.

The following rules shall apply for sick leave:

1. Sick leave shall apply to a period in which the employee is incapacitated by sickness or injury, for medical, surgical, dental or optical examination or treatment or where by reason of exposure to a contagious disease, the employee's presence at work would jeopardize the health of others.
2. Sick leave shall not be taken in advance of accrual.
3. Sick leave accrual shall not exceed 18 working days per year unless the appropriate collective bargaining agreement stipulates otherwise.
4. Sick leave shall not accrue during leave without pay.
5. Sick leave shall be charged as used on a minimum amount of one half hour or increments thereof. Holidays falling within a period of sick leave shall not be charged to sick leave.
6. If an absence for illness or injury extends beyond the sick leave accrued, the additional time will be charged to vacation. If all sick and vacation leave is used, employees may be granted sick leave without pay by making arrangements with the appropriate supervisor and personnel officer.
7. In any instance of sick leave usage, the supervisor or Department may require an employee to provide a physician's certificate or evidence from another authorized practitioner to substantiate the sick leave or to clearly show there was sufficient disability to preclude said employee from performing work. In the event of a failure or refusal to supply such a certificate, the sick leave shall be treated as other appropriate leave.
8. Permanent part-time employees shall accrue sick leave at a ratio that relates to regular employee work hours.
9. Pregnancy shall be treated as any other temporary disability.

SICK LEAVE CONVERSION

Employees who:

- (a) do not use any sick leave during a calendar month;
- (b) have a current balance of at least 30 days (240 hours) in their sick leave account;
- (c) are not covered by a collective bargaining agreement negotiated under the Public Employee Bargaining Act (Chapter 20, Code of Iowa);
- (d) apply in writing, either for permanent conversion in eligible months, or on a monthly basis (by the 10th of the month following the one in which the employee did not use sick leave);

will receive four hours vacation time in lieu of the 12 hours sick leave normally received.

SICK LEAVE WITHOUT PAY

Upon written application of an employee or a representative of the employee, filed with the supervisor, sick leave without pay may be granted by the Department after both sick leave and vacation leave have been exhausted. Application of the employee or representative for employee must be in writing and must be supported in accordance to item eight of the subsection on Sick Leave.

Continuation of health insurance is possible. If cessation of active work is due to illness or injury, the employee's health insurance may be continued at the group rate for a period of 12 months from the date that an individual has used up accrued sick leave if the employee continues to pay both the employee and the state share. The premium payment to the State Office Financial Section must be paid on or before the first day of the month for which the insurance coverage is in force.

This policy relates only to Leave of Absence Without Pay because of illness or injury. For all other Leaves of Absence Without Pay, the employee may be continued for health insurance coverage for a period not to exceed three months. (See Accounting Unit for more information)

RIGHTS UPON RETURN

A properly executed leave without pay shall accord the employee the right to be returned to the position previously held, or one of like nature which is vacant as stated in Sec. 14.8 of the rules of the Iowa Merit System.

VACATION LEAVE

"All employees of the state shall earn two weeks vacation per year during the first year of employment and through the fourth year of employment, and three weeks' vacation per year during the fifth and through the eleventh year of employment, and four weeks' vacation per year during the twelfth year through the nineteenth year of employment, and four and four-tenths weeks' vacation per year during the twentieth year through the twenty-fourth year of employment, and five weeks' vacation per year during the twenty-fifth and all subsequent years of employment, with pay." -- Code of Iowa 1979 as amended by the Sixty-Eighth General Assembly, 1979 Session.

Vacation leave is shown on the pay warrant stub and is accrued in terms of hours. Check with the Accounting Unit if there are questions.

Vacation and personal holiday accrual stops when an employee reaches twice the annual entitlements.

1. Vacation leave may not be taken in excess of hours accrued.
2. Vacation leave will be charged as used.
3. Vacation leave must be applied for in advance by the employee and may be used only when approved by the employee's supervisor.
4. Officially designated holidays falling within a period of vacation leave will not be counted against vacation time.
5. Consideration is given to the efficient operation of the Department in the scheduling of vacation leave. The employee's supervisor may request that vacation leave be taken at a date other than that first selected by the employee if the change is in the best interest of the Department. However, the employee is not required to reduce accumulated vacation leave to less than one week and the change must not penalize or work undue hardship on the employee.
6. Part-time employees will accrue vacation leave on a prorata basis.
7. No vacation leave shall accrue to an employee while on leave without pay.
8. Vacation leave is based upon continuous service. When an employee terminates employment with the state and at a later date resumes employment with the Department or with any other state agency, the employee will not be allowed to credit previous state employment toward vacation benefits. However, if an employee transfers to another

state agency and is on continuous service, unused vacation leave is transferred.

9. Upon termination employee is paid for unused vacation.

OFFICE CLOSED (INCLEMENT WEATHER)

As directed by the State Executive Branch, the following policy will prevail for state employees during inclement weather:

Employees must make every effort to get to work. When the employer closes the facility, employees may elect to work their regularly scheduled hours even though the state facility is closed to the general public. If employee chooses not to go to work, employee has a choice of using vacation or leave of absence without pay.

Because of unforeseen difficulties in getting to work during inclement weather, an employee reporting within one half hour of regular reporting time will not be charged with leave time.

When the facility is not closed, employees who do not report to work may use vacation or leave of absence without pay as they may elect.

LEAVE PROVISIONS (OTHER)

CANDIDATE FOR PARTISAN ELECTIVE OFFICE

An employee of the Department wishing to become a candidate for a paid, partisan elective office, should check with the personnel officer regarding procedures for arranging for a leave without pay.

RELIGIOUS OBSERVANCE (VACATION)

Department supervisors will make reasonable accommodations for the religious needs of employees who wish time off for religious observances. Such time off shall be charged to the employee's accrued vacation leave, unless the State Executive Council has approved other procedures.

LEGISLATIVE LIAISON

Personnel are assigned by the state superintendent to work with the legislature and United States Congress. The legislators are informed of personnel assigned as liaisons. Employees are not to contact legislators about Department-related legislation unless assigned to such work. However, requests for assistance and/or information received from legislators should be honored. When providing such assistance, the staff member should inform the Department's legislative representative.

OFFICE WORK AREA

An orderly working area makes each job easier, safer, and increases overall efficiency. Supervisors are responsible for the overall appearance of the areas under their supervision.

PERFORMANCE APPRAISAL

The most important tool the employee and the supervisor can use to improve job performance is performance evaluation. This process provides an opportunity to discuss constructive methods to maximize and improve performance, to provide growth and development opportunities for the employee, and to increase job satisfaction.

Directors, chiefs, and supervisors are responsible for the performance appraisals of employees under their supervision. The employee and the supervisor will sign all copies of the evaluation forms. Distribution is explained on the forms, however, the "Merit Copy" is sent to the personnel officer.

Probationary employees are given a performance evaluation before the end of six months of employment. In this way, employees are kept aware of how well they are doing: the quantity and quality of their work with the appropriateness of their attitudes and work habits.

Please refer to your handbook "Iowa Employee Guidelines, Preparing for Your Performance Planning and Evaluation" for more detailed explanation of performance evaluation.

A. Classified Employees

The rating period for employees in permanent positions is at a minimum of once a year though more frequent periods may be used as agreed to by the supervisor and the employee. Prior to the employee's anniversary, the supervisor will complete a performance evaluation in discussion with the individual employee.

The employee should be prepared to discuss job accomplishments as well as problems encountered.

B. Certificated Employees

Certificated employees will be evaluated at least annually in conference with the immediate supervisor.

One of the main purposes of this evaluation is to set goals and objectives for the upcoming term as these relate to the job description for the position. These goals and objectives will build on previous objectives, progress achieved and future potential.

PERSONNEL FILES

The Department provides certain basic information, upon request and with approval of the employee, to various credit agencies, banks, etc. As a general rule, these inquiries are a result of an employee's application for loans, credit cards, credit ratings, etc. Information furnished includes verification of employment, income, social security number, and the potential of continued employment with the Department. Any request for information of a more personal nature will be brought to the attention of the employee for approval before release.

The contents of the individual's personnel file are confidential and open only to the employee, the employee's supervisors, and the personnel officer.

POSITION CLASSIFICATION, MOBILITY, AND EVALUATION

JOB CLASSIFICATION PLAN

Under Merit, positions with the classified services are grouped so those with similar duties, degrees of difficulty, and responsibility are included in the same class. The classified services consist of positions within the Department that are covered by the Iowa Merit System.

The classification plan sets forth for each class of position a class title, definition, examples of work performed, minimum qualifications, and special requirements that are necessary for satisfactory performance in the class. Personal qualifications commonly required of an employee such as good citizenship, honesty, loyalty, sobriety, industriousness, receptiveness to supervision, and willingness to cooperate with associates are imperative.

JOB DESCRIPTIONS

There is a written job description for every position in the Department which defines the duties and responsibilities of that position.

It is important that a classified individual's job description be accurate. The supervisor is responsible for notifying the personnel officer when significant changes occur in the duties and responsibilities of a position. The personnel officer initiates action to revise the job description.

The certificated employee's job description is reviewed during performance appraisals and/or when duty changes are made. The supervisor, after the associate superintendent approves changes in a job description, must send a revised copy to the personnel officer.

POSITION ALLOCATION

To obtain authorization for a new classified position, the supervisor and personnel officer will develop a job description and other appropriate materials and route through proper authority for evaluation by the Merit Employment Department. That agency will determine proper classification. The requested position must be approved by the deputy state superintendent, state superintendent and State Board of Public Instruction before being submitted for the approval of the Executive Council and state comptroller. The Department will be notified of the action taken.

The creation of a new position for a certificated employee does not involve the Merit Employment Department. Like the procedures for obtaining a new classified position, however, it must be supported by justification and a complete job description. The personnel officer will assist in preparing job description with material substantiating the need for such position. Such report shall be submitted to the deputy state superintendent.

If approved by the deputy state superintendent, the request shall then be submitted to the state superintendent for recommendation to the State Board of Public Instruction. Upon approval by the Board, the personnel officer will take steps to secure applicants for the position.

PROMOTION

All permanent classified employees are encouraged to take promotional examinations as a step to being eligible for positions for which they are qualified. When the tests are passed, an employee can request to be listed on the Merit Employment register as a candidate for the higher classified position. It is important that such an employee read recruitment bulletins to keep informed of positions available. These bulletins are a major source of information about promotional opportunities.

Promotions set new review dates for merit pay increases.

All certificated employees may make application for vacancies occurring within the Department. Applicants must complete the necessary forms for updating their personnel file. The final determination on such changes will be made by the state superintendent.

REALLOCATION OF POSITIONS

Reallocation is the process of reassigning a position to a different classification. When a position is reallocated, salary adjustments may be necessary. The personnel officer will advise those concerned of any adjustments.

SPECIAL DUTY APPOINTMENTS FOR CLASSIFIED PERSONNEL

Merit Employment Department rules make provision for special duty assignments for classified employees. When the services of an employee are temporarily needed in a position other than the position assigned, that employee may be detailed, with MED approval, to perform duties of the other position for a period of up to three months without change in title or status. This other assignment may be approved for an additional three months by MED. During the term of this special duty assignment, the employee will be paid at an appropriate step of the pay range for the classification to which he or she is assigned. This appointment shall not cause a decrease in pay.

TRANSFER

Transfer requests, by classified employees between branches, divisions, or sections of the Department, are considered in relation to vacancy needs. An employee may be transferred if a comparable vacancy exists and the transfer is approved. Detailed information regarding transfer is available from the personnel officer.

Transfers may be made to another position in the employee's present classification, or to a different class of position having the same pay grade. The employee must possess the qualifications for the new class and complete any performance examinations that may be required. The transfer must be approved by MED.

Request for transfer by classified and certified employees must be made by letter to the personnel officer.

VOLUNTARY CHANGE IN POSITION

A permanent employee may, in writing, request a change in position.

A classified employee must be certified by the director of the MED as eligible for the position.

A certificated employee may be granted a change of position upon recommendation of the state superintendent and approval of the State Board of Public Instruction.

PROBLEM DRINKING AND/OR DRUG ABUSE

Any employee whose job performance is adversely affected by the consumption of alcoholic beverages and/or misuse of drugs must (1) accept the fact that there is a problem and (2) seek competent, professional help to resolve it. The Department will request that the employee investigate the help available. Information on this help can be secured from the personnel officer.

The Department's initial actions will be to seek cooperation of the employee in a corrective program. Continued involvement in problem drinking and/or drug abuse by an employee will result in disciplinary measures. Termination procedures will be carried out if the problem persists.

PUBLIC RELATIONS

Employees of the DPI have contacts with people in various ways -- face to face, telephone, or written communication. Courteous and clear communication, by whatever method, is essential for the successful operation of the Department.

PUBLICATIONS DISTRIBUTION

The 68th Iowa General Assembly authorized the establishment of the Document Depository Program to be operated by the State Library Commission.

The purpose of this program is to make state publications accessible to the public by placing them in selected depository libraries around the state.

Therefore, deliver 10 copies (except items for internal use only) of everything printed by Copy Center, Centralized Printing, and State Printing (commercial) to Equipment and Supplies. The 10 copies include those for in-house filing and those for the Depository Program.

Publications are available to educators and the public as a service of the DPI. Most of the publications are free, but for special productions, a charge may be assessed. Information on availability of publications may be obtained by contacting the Publications Section.

The DPI Dispatch is distributed to all employees of the DPI and local schools plus other interested persons associated with education programs.

The Iowa Educational Directory is distributed to employees of the DPI and the administrators of public agencies in Iowa. Copies are available on request by others, for the cost of printing.

School Laws of Iowa are updated annually and reprinted in their entirety periodically. These are distributed to administrators of public agencies. Employees will find copies in the Resource Center and the offices of associate superintendents.

Publications of the Department pertinent to specific activities or projects are available to interested employees. Obtain these from the Publications Section located in the southwest area on the second floor.

SALARY INFORMATION

AUTOMATIC DIRECT DEPOSIT

Automatic direct deposit, when authorized by the employee, makes automatic deposit of paychecks to personal bank or savings accounts. Information on this and authorization forms can be obtained from the Accounting Unit.

COMPENSATORY TIME

Compensatory time off is a method of payment for properly authorized overtime. (See Overtime)

OVERTIME

Classified personnel in supervisory positions and certificated staff are not eligible to earn overtime. Overtime is that time an employee actually works in excess of 40 hours per work period which is a regular re-occurring period of 168 hours in the form of seven consecutive 24-hour periods.

Because of budgeting limitations, it is the position of the Department to avoid overtime. Any use must be authorized, in advance, by the state or deputy state superintendent. Branches are to consider work schedule changes whenever possible; however, these changes cannot be made arbitrarily.

When overtime is properly authorized, payment should be made in either cash or compensatory time, but the recommended procedure is to utilize compensatory time off in lieu of cash payment for overtime. Overtime shall be compensated at a rate of one and one-half times the employee's regular hourly salary rate or an hourly equivalent in compensatory time off. The personnel officer has additional information on procedures and restrictions.

PAYCHECK AND EARNINGS STATEMENT

Pay warrant stubs contain valuable data. They show, among other things: gross earnings for pay period and year-to-date; deductions; net earnings for pay period and year-to-date; sick leave used and accrued; vacation used and accrued. Contact the Accounting Unit regarding questions about any of the entries.

PAY DAY

Employees are paid every other Friday for the bi-weekly pay period ending on Thursday of the preceding week. If the pay day is a holiday, pay day will be the first preceding work day.

If an employee feels a mistake has been made on a paycheck, the Accounting Unit should be notified. If there is an error, appropriate corrective action will be taken by the Accounting Unit.

SALARY ADJUSTMENTS

Salary adjustments for classified employees, unless excluded by bargaining agreements, are not automatic. Step increases on the same pay ranges, sometimes referred to as merit pay increases, must be substantiated by satisfactory performance evaluations. Dates of merit pay increases are determined by date of employment, date of promotion, or effective date of position reallocation. All pay increases are effective the beginning of a bi-weekly pay period.

While a majority of the salary adjustments for classified staff are merit increases, Chapter 4 of the Rules of the Iowa Merit System does explain other salary adjustments. These are: lead worker pay; promotional pay increases; exceptional meritorious service increases; pay increases for special duty assignments; pay adjustments incident to pay grade reassignments; and differential pay.

Salary adjustments for employees under collective bargaining agreements are stipulated in the terms of the agreement. Copies of the agreements are available from the specific bargaining unit.

Salary adjustments for certificated employees must also be substantiated by satisfactory performance evaluations. These adjustments are subject to approval of the State Board of Public Instruction.

The Iowa legislature has provided state employees with annual cost-of-living increases for several years. That increase has been reflected in the first paycheck in July.

Less than satisfactory work evaluations and/or disciplinary action can result in delayed step-to-step increases or even demotions. If and when such actions are necessary, employees are advised of appeal rights.

SALARY SCHEDULES

Job titles and previous experience determine placement on salary schedules. Classified employees are on one of several merit pay plans depending on whether the position is or is not under a bargaining agreement.

Certificated employees are on one of two salary schedules developed by an appointed study committee and approved by the State Board of Public Instruction. Assignment to a salary schedule is determined by job title, and placement is by level of education, experience or administrative recommendation.

Copies of applicable salary schedule are on file in the Personnel Office. If additional information about your pay assignment is desired, contact the personnel officer.

SELLING - SOLICITING

Nothing other than material required in the operation of state government shall be distributed free or offered for sale in the Department.

SMOKING POLICY

Chapter 98A, Code of Iowa, 1978, states that there shall be no smoking in public buildings except as designated. In complying with this, the following policy is in effect:

1. The regular work station of an employee may be designated as "smoking permitted" area by that employee.
2. Conference rooms are generally "non-smoking" areas, but may be designated as "smoking" by the person reserving the space.
3. Other enclosed areas where ventilation is lacking, materials and fluids are inflammable, etc., have been designated as "non-smoking" -- restrooms, elevators, and stairwells.

DATE: September 23, 1983
TO: All Staff
FROM: Floyd Sievers
SUBJECT: Changes, Page 46/47 of Employee Handbook

As recommended by Ed Heim, Accounting Supervisor, the following correction on page 47 in section, PAYMENTS DUE TO THE DPI, is in order. The second paragraph should read as follows:

"The only exceptions to this rule are:

Teacher Certification Fees
High School Equivalency Fees
Sales of Publications by Publication Section

Staff responsible for these shall endorse all negotiable instruments as soon as mail is opened with an endorsement stamp supplied by the Accounting Unit."

Another correction on page 46 is necessary. Please correct second paragraph, second line of section RELIGIOUS OBSERVANCE (VACATION), to read: "in his/her absence".

Please place this memorandum between pages 46/47 of the Handbook.


F.A.S.

This policy should be implemented with discretion. It is not intended that every work station permit smoking. It is intended to permit smokers to smoke at their work station, and smokers should restrict this privilege to one's own desk area. Remember, unless an area is designated as "smoking" it is a "non-smoking" area.

As for meetings and conferences less than an hour in duration, we should move toward "no smoking" in consideration of the feelings of others. The Department desires to provide leadership and demonstrate good health habits and conditions.

STAFF DEVELOPMENT

An important facet of any employee's job or position is to develop skills, knowledge, and abilities that enhance higher levels of performance and increase promotional opportunities. Such development programs are provided by various branches, divisions, sections, units, staff meetings, conferences, and workshops.

Employees are expected to adjust their work schedule to attend scheduled meetings. Those having a conflict in schedules should clear absences with their immediate supervisor.

Orientation meetings for new employees are arranged and conducted periodically by the personnel officer. Department-wide meetings are usually for certificated staff and are scheduled as needed--though tentatively scheduled once a month September through May.

The Governor's Policy Committee on State Employee Training and Development provides workshops for state employees at different times during the year.

TELEPHONES

The State of Iowa has a telephone CENTREX system for use by the Department. This system is to be used for Department business and the staff should not accept collect calls. The procedure should be to inform the operator that the Department does not accept collect calls and ask for a number so the call may be returned by the appropriate individual.

The State's CENTREX system uses the prefix "281" plus a four-digit number.

Refer to the Capitol Complex Telephone Directory for further information about telephone usage, including departmental listings and alphabetical employee listings.

Employees, except when absolutely necessary, should not use an office phone for personal calls. Please notify family and friends not to call at work unless an emergency arises.

TELEPHONE PROCEDURES

Telephone procedures differ somewhat from general face-to-face communication because of the nature of voice-to-voice conversation and the mechanical impression you give over the telephone will reflect -- positively or negatively -- on you and on the people for whom you work. Developing your telephone personality will require careful thought and effort.

Answer promptly. Answer all calls promptly and pleasantly. The telephone should be answered on the first ring. Hold the mouthpiece about an inch from your lips and speak directly into the telephone in a normal conversational tone.

Identify yourself. A telephone conversation cannot really begin until the caller knows the right number has been reached. Identify yourself by Department or unit name.

TRANSFER OF A CALL. If reached in error, ask for needed information to have the connection transferred. Transfer of calls can be accomplished by depressing the receiver button momentarily, dial desired number and depress the receiver button.

COVERAGE OF TELEPHONES. When incoming calls to the Department are not answered promptly, it indicates bad management. The reputation of the Department as a public service agency is of utmost importance. Employees need to keep others in the unit informed during absences and when their return may be expected.

TERMINATIONS

ABANDONMENT OF POSITION

Any employee who is absent from duty for three consecutive work days without properly notifying his supervisor shall be considered as having resigned.

DISCHARGE

The services of an employee of the Department may be terminated for unsatisfactory work or for any other just and reasonable cause. Termination differs from resignation in that termination procedure is initiated by the supervisor.

After discussion with the appropriate administrative staff and the personnel officer, the supervisor initiating the action may decide: (1) to proceed with termination action or (2) to set a "trial period" for further study of the employee's work and/or work habits. A written report of the decision shall be made by the person initiating the action. Copies of this report are forwarded to the employee, personnel officer, associate superintendent, deputy state superintendent and state superintendent.

When a classified employee's work is evaluated as unsatisfactory, the supervisor shall decide: (1) to start termination proceedings or (2) to allow an additional "trial period" for work improvement. In either case, a written report of the decision shall be made by

the supervisor with copies forwarded to the employee, the personnel officer, the appropriate associate superintendent, the deputy state superintendent and the state superintendent.

The affected classified employee has the right to file an appeal within 30 days to the Merit Employment Department for a review of the case.

If termination procedures against a certificated employee are necessary, the appropriate director, chief, supervisor, associate superintendent or the deputy state superintendent shall initiate the action.

If the termination procedure is continued and finalized by the state superintendent, his action is subject to the approval of the State Board (Section 257.21, Code of Iowa). The certificated employee has up to 30 days in which to file an appeal to the State Board of Public Instruction for a review of the termination.

EXIT INTERVIEWS

All terminating employees participate in an exit interview with the personnel officer. This interview covers but is not restricted to the following topics: Reason(s) for separation; disposition of last paycheck(s); continuance of insurance coverages; paid leave disposition; appropriate re-employment rights; retirement benefits where applicable; and concerns about the refund of retirement contributions.

RESIGNATION

Resignation shall be initiated by the employee and must be in writing. The original copy of the written resignation is filed with the immediate supervisor with copies directed to the associate superintendent and personnel officer.

For certificated employees, this resignation shall be filed at least 30 days prior to the proposed date of termination; for classified employees, such notice, as set forth in Merit Rules and Regulations, shall be submitted at least 14 days (if possible, an earlier notification would be appreciated) in advance of leaving.

The time restrictions set forth in the above paragraph do not preclude an earlier release date if mutually satisfactory arrangements can be arranged between employee, personnel officer and supervisor.

RETIREMENT

While the normal age of retirement for employees of the Department shall be considered to be age 65, the retirement termination of each employee shall not be required until the employee reaches 70 years of age. This does not preclude the State Board, acting on the recommendation of the state superintendent, from requesting that the employee consider continued employment with the Department beyond the age of 70.

STAFF REDUCTION

It is the policy of the Department to, where possible, let resignations and retirement provide for any required reduction in staff. However, a restricted operating budget in either federal or state funds, a shortage of work, a material change in staff duties or Department organization, or the abolishment by State Board action of one or more positions may lead to reduction of either certificated or classified personnel. In the case of classified staff, reduction shall be done in compliance with Merit System Rules.

TERMINATION WITH ACCRUED VACATION

Upon termination, the employee shall be paid for all accrued vacation. No vacation time can be charged to any work days after the last day of work.

APPENDIX

D P I

TEMPORARY EMERGENCY PROCEDURES
FOR BOMB THREAT

I. IF YOU RECEIVE A TELEPHONE CALL REPORTING A BOMB. . .

FIRST: TELEPHONE THE OFFICE OF DISASTER SERVICE AT 3231.

REPORT: 1. NATURE OF THREAT

2. CALLER'S VOICE (DESCRIPTION)

3. BACKGROUND NOISE, IF ANY

SECOND: TELEPHONE DR. BENTON'S OFFICE, 5294.

II. IF THE DPI IS NOTIFIED OF BOMB THREAT, YOU SHOULD FOLLOW THIS
PROCEDURE. . .

A. SEARCH SIGNAL - INTERMITTENT BLAST ON AIR HORN --

SEARCH IMMEDIATE AREA FOR STRANGE OR FOREIGN
OBJECTS OR PACKAGES -- REPORT TO SUPERVISOR OR
DESIGNATED PERSON AFTER SEARCH.

B. IF WE NEED TO EVACUATE THE BUILDING:

1. SIGNAL - CONTINUOUS BLAST ON AIR HORN.

2. ROUTE - USE DOORWAY TO STAIRWAYS CLOSEST TO
YOUR DESK FOR ORDERLY DEPARTURE.

3. DO NOT USE ELEVATORS - ELEVATORS WILL BE USED
FOR ASSISTING HANDICAPPED PEOPLE.

C. THE BASIC EVACUATION AREA WILL BE THE DPI PARKING LOT.
YOU WILL BE NOTIFIED OF THE ALL CLEAR.

SUPERVISORS

ASSOCIATES, DIRECTORS, CHIEFS, AND SUPERVISORS HAVE IMPORTANT RESPONSIBILITIES DURING TIMES OF EMERGENCIES. THEY MUST DEVELOP DETAILED LISTS OF PEOPLE AND PROCEDURES TO ASSURE THE APPROPRIATE ACTION UNDER EMERGENCY CONDITIONS:

1. APPOINT BACK-UP PEOPLE WHO CAN TAKE CHARGE OF RESPONSIBILITIES IN CASE OF YOUR ABSENCE.
2. DESIGNATE PERSON TO ASSIST HANDICAPPED WORKERS EVACUATE THE BUILDING IMMEDIATELY ON NOTICE OF BOMB THREAT.
3. HAVE STAFF CONDUCT ORDERLY SEARCH OF ENTIRE WORK AREA.
4. HAVE EACH SUPERVISOR OR DESIGNEE REPORT FINDINGS IN PERSON TO THEIR ASSOCIATE SUPERINTENDENT'S OFFICE.
(OFFICE SERVICES REPORT TO DEPUTY SUPERINTENDENT'S OFFICE, AND ADMINISTRATIVE SUPPORT TO THE SUPERINTENDENT'S OFFICE.)
5. AFTER ALL REPORTS ARE IN, EACH ASSOCIATE SUPERINTENDENT OR DESIGNEE REPORT IN PERSON TO SUPERINTENDENT'S OFFICE.
6. AWAIT FURTHER INSTRUCTION - EVACUATION OR RETURN TO WORK.

APPENDIX B

AGREEMENTS

All contractual Agreements to be made which involve employees of public educational agencies in Iowa (LEA's, AEA's, MASC's, and state universities) are to be made with the agency rather than the individual. All payments will then be made to the educational agency and the agency may reimburse the individual.

The Agreements must be signed by an authorized representative of the educational agency. Official signatures of the following are acceptable for Agreements with Iowa Regent Institutions:

University of Iowa	Iowa State University	University of Northern Iowa
Randall P. Bezanson or	Wayne R. Moore or	Harold J. Burris
Ray Mossman	Richard E. Hasbrook	Gary B. Shontz or
		Robert D. Stanbury

No Agreement will be binding upon the Department until signed by the Coordinator, Office Services. Therefore, no services under the Agreement should be started until the Coordinator's signature has been secured. Agreements must be submitted to Office Services at least 15 working days prior to the date contractual services are to start. If a Pre-contract Questionnaire is needed, you will be asked to prepare it for the Deputy Superintendent's signature. If approved by the Deputy, the Pre-contract questionnaire will be sent to the Comptroller by the Deputy's secretary. If approved by the Comptroller, the contractual agreement will be processed by Office Services.

The types of Agreements which must have a Pre-contract Questionnaire are those that add to DPI resources, either with personnel or products or which bring professionals into the Department to assist or consult with staff. Agreements through which the Department pays travel or per diem to individuals from outside the Department for training purposes do not need a Pre-contract Questionnaire. However, for individuals who are members of public educational agencies in Iowa, reimbursement must go to the individual's employer and the agency may reimburse the individual.

Agreements submitted to Office Services after contract services have started will not be processed for approval. The person(s) allowing such services to be performed without Department approval will be liable for any costs incurred.

(Insert in Employee Handbook as page 53. Refer to page 19 in the Handbook for related information.)

ADDENDUM C

CARS (p. 21)

Arrangements for use of cars on official business (pool, DPI, or personal) are made through the Resource Center. The telephone number is 3475.

All pink tickets for pool cars should be turned in promptly to Accounting even though a voucher has not been prepared for payment. Check the pink copies for accuracy and record the number of miles driven if needed for the Unit supervisor.

When a pool car is turned in after hours, the pink ticket will be sent to Accounting by the Vehicle Dispatcher's Office. Accounting will keep the pink ticket and send the driver a copy.

As in the past, if a trip is made for which no personal expenses are incurred, the driver should notify Accounting that no claim will be submitted.

CONFERENCE CALLS (pp. 47, 48)

The Capitol Complex telephone system provides for various conference call arrangements. Conference calls within Iowa, and involving not more than five telephone numbers, are very reasonable in cost.

A conference call involving not more than three telephone numbers can be originated from any telephone in the Department without operator assistance.

A conference call involving not more than five telephone numbers can be arranged through state operators by dialing "0." Allow one day in advance for making the hookup.

Conference calls involving more than five telephone numbers can be arranged through the telephone company. Dial "9" and "0" and ask for a conference operator; furnish the telephone numbers, date, time, etc. for the hookup. Costs for this hookup will be substantially greater than for other types of conference calls. Allow two days in advance for making the hookup.

It will be necessary for the person originating any conference call to give prior notice of pertinent information to those who will be connected in the hookup.

CONFERENCE ROOM TELEPHONES

The State Board Room is equipped with a speaker and one table microphone for providing group telephone conference arrangements.

Conference Rooms #1 (2nd floor, north) and #3 (3rd floor, southeast) are equipped with a jack to provide telephone conference (or single use) capabilities. The telephone may be checked out from Equipment and Supplies to individual staff members responsible for the conference rooms.

CORRESPONDENCE

1. Letters--Business letters written by DPI staff should convey a proper image of the Department and person signing the letter, while stating the intended message in concise and understandable language. The Gregg Reference Manual, Fifth Edition, is a recommended guide for preparing letters. A copy of the manual is available from secretaries for the State, Deputy and Associate Superintendents.

2. Memorandums

a. In-office memorandums are to be typewritten on plain white paper, using the following format:

DATE: September 1, 1980
TO: James E. Mitchell
FROM: Floyd A. Sievers
SUBJECT: Personnel Study

(BODY)

F. A. S.

FAS/ka

b. Out-of-office memorandums are set up in the same form as in-office, except they are usually typewritten on black letterhead stationery for printing. If multiple responses back to the Department are expected, it will be advantageous to use a typewritten, modified heading, with the appropriate Unit name on the third line.

A full signature block should be used according to individual wishes. For example:

Sincerely yours,

Donald V. Cox
Associate Superintendent
Instruction and Professional Education Branch

GRIMES OFFICE BUILDING PASSES

After hours passes are issued as needed to support staff by the secretaries to the State and Deputy Superintendents and also the Coordinator of Office Services. Professional staff members are issued numbered passes to use during their period of employment.

INVENTORY

A Department-wide inventory is taken each year as of June 30. Items to be included are office equipment and furniture.

The annual inventory is taken using guidelines established by the Equipment and Supplies Unit.

MAILBAG (p. 19)

The Department's approach to combined mailings is through the bi-weekly "Mailbag." (Every pay day). Including multiple enclosures in one envelope is cost saving and allows DPI mail to arrive in one package rather than separate envelopes.

Currently, 635 copies are needed for the Mailbag. The Mailbag is sent to the LEA's, AEA's, MASC's, State Board, DPI Administration and a special list established by the State Superintendent. If distribution is to include all DPI professional staff members, 797 copies are needed.

MEETING ROOMS

Every effort must be made to reserve space for meetings in public or other buildings without charges.

If it is impossible to secure such accommodations, send a request to Office Services for processing. Final approval must be secured by Office Services from General Services Administration.

MEMBERSHIP DUES

Following approval within the Department for NEW professional organization memberships for the Department, it will be necessary to schedule a staff member to appear before the Executive Council and furnish justification for the membership.

MODIFIED HEADING

Printing jobs authored in the DPI will not be processed without a proper heading. As the name implies, the heading must appear at the top of the page. Acceptable style for a modified heading is as follows:

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
School Transportation and Safety Education Division
Grimes State Office Building
Des Moines, Iowa 50319

OVERTIME (pp. 44, 45)

Overtime eligibility is designated by job class. Classified personnel in supervisory positions and certificated staff are not eligible for overtime. Overtime is that time an eligible employee works in excess of a regularly scheduled 8-hour working day or 40-hour week.

Because of budgetary limitations it is the position of the Department to keep overtime to an absolute minimum. Any use or need for overtime must be authorized in advance by the State or Deputy Superintendent.

Department supervisors are to consider work schedule changes whenever feasible in an effort to keep overtime to a minimum, however, these changes shall not be made arbitrarily.

When overtime is properly authorized, payment should be made in either cash or compensatory time, but the recommended procedure is to utilize compensatory time off in lieu of cash payment for overtime. Overtime shall be compensated at a rate of one and one-half times the employee's regularly hourly salary rate or an hourly equivalent in compensatory time off.

The immediate supervisor is to contact the Personnel Officer on procedures and/or restrictions for the scheduling of overtime.

PUBLICATIONS

Publications prepared by DPI staff must include a page for designating the State Board, Administration and appropriate Branch. Illustration of an accepted format appears hereinafter:

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

STATE BOARD OF PUBLIC INSTRUCTION

Susan M. Wilson, President, Waterloo
Robert G. Koons, Vice-President, Clinton
William N. Cropp, Des Moines
Jolly Ann Davidson, Clarinda
Karen K. Goodenow, Wall Lake
Mary E. Robinson, Cedar Rapids
John E. van der Linden, Sibley
Harold R. Yeoman, Monticello
(Vacancy)

ADMINISTRATION

Robert D. Benton, State Superintendent, and Executive Officer
of the State Board of Public Instruction
David H. Bechtel, Administrative Assistant
James E. Mitchell, Deputy State Superintendent

Pupil Personnel Services Branch

Drexel Lange, Associate Superintendent
J. Frank Vance, Director, Special Education
Carol Bradley, Chief, Instructional Services
Steve Maurer, Consultant, Severely and Profoundly Handicapped

RECORDS MANAGEMENT

Each state agency is responsible for its own records inventory. The State Records Management Division serves as a consultant in establishing retention schedules. Forms for adding or deleting a record series to the Records Management Manual are available in Office Services. The Deputy and Associate Superintendents and Coordinator of Office Services have reference copies of the Manual.

The Records Management Division also offers services for microfilming records which meet specified criteria.

TELEPHONES REPAIRS

Service requests to repair telephones should be made by the person to whom the telephone is assigned. Call 5450.

ADDENDUM D

CONFERENCE ROOMS

The DPI Receptionist (tel. 3191), located on the second floor, will assist staff with arrangements for conference meeting rooms in the Capitol Complex. There are five meeting rooms on the second and third floors of the Grimes Office Building. There is a larger space for meetings, in the Grimes Conference Room, which is located on the first floor; it can be divided into two separate areas.

There are twenty additional meeting rooms, plus a 300-capacity auditorium, available in the State Complex; with advance planning these can be reserved and there is no charge to the users.

The Department of Public Safety has meeting rooms available at their District Headquarters at no cost. The eleven locations, room capacities and telephone numbers are as follows:

<u>District</u>	<u>Capacity</u>	<u>Reservation Telephone</u>
1. Des Moines	50	(515) 281-5114
2. Osceola	35	(515) 342-2108
4. Denison	35	(712) 263-4621
5. Cherokee	35	(712) 225-5119
6. Spencer	75	(712) 262-1424
8. Mason City	20	(515) 424-3625
9. Cedar Falls	75	(319) 266-2677
10. Oelwein	35	(319) 283-5521
12. Davenport	35	(319) 359-0388
13. Mt. Pleasant	75	(319) 385-8715
14. Ottumwa	35	(515) 682-4589

Requests for meeting rooms in Polk County which require reimbursement must be approved by General Services Administration through Office Services.

Costs for "coffee breaks" or "refreshments" associated with meetings are considered to be personal discretionary expenses and not reimbursable. There is an exception; the costs for refreshments, such as coffee or soft drinks, may be allowed for meetings conducted by agencies for the benefit or input of citizens and other levels of government where those in attendance are not reimbursed for expenses or salaries for their participation.

ADDENDUM E

The Vehicle Dispatcher has issued a new form along with different procedures for requisitioning pool cars beginning August 1. Information from the requisition form will be transferred directly to a Comptroller-based computer via on-line terminals in the Dispatcher's Office. Therefore, it is essential that the forms be completed with accuracy. The Resource Center will continue to work with our users to arrange for vehicles and prepare the requisitions.

Primary changes with the new form and procedures are:

1. Requisitions must be prepared and mailed by the Resource Center to reach the Dispatcher at least three working days before the vehicle is to be checked out.
2. If a vehicle is to be used on a monthly basis, the three-part requisition form will be mailed to the Dispatcher by the Resource Center.
3. For uses of less than a month, the driver will need to take one copy (pink) of the requisition to the Dispatcher to pick up the vehicle.
4. Due to the scheduling by computer, it is important that the pool car be returned on time. If the car is needed for a longer period, the user must contact the Resource Center as soon as possible so that they may make the proper arrangements with the Dispatcher's Office.

To coordinate our input so it is compatible with the Dispatcher's new form, our in-house car request form has been revised and will be made available for use.

ADDITIONAL INFORMATION

INSURANCE: The state contract for VEHICLE LIABILITY INSURANCE with Employers Mutual Casualty Insurance has been extended through June 30, 1982.

EMERGENCY EQUIPMENT: The three DPI cars have been equipped with a First Aid Kit, Fire Extinguisher and Flare Kit. (One of the triangle-shaped flares has been placed on the receptionist's desk. You may wish to examine it and see how the unit locks and unlocks.) Instructions have been attached to the sun visor to indicate the location of this equipment in each of the DPI cars.

ADDENDUM F

Payments due to the DPI

Whenever any employee instructs an individual or agency to send money into the Department, the individual or agency should be told to send the money to:

Accounting Unit
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

The only exceptions to this rule are:

Teacher Certificate Fees
High School Equivalency Fees
CISI Sales of Material
Sales of Publications by the Publication Section

(In accordance with State Auditor's Report.)

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ADDENDUM G

TELENETWORK

The DPI has two teleconferencing capabilities to link either the campuses of the Merged Area Schools or the Area Education Agencies to three different locations in the Grimes State Office Building. The major difference between the two separate networks is that all stations on the Area School campuses are always "on" during any conference call, whereas only those stations designated on the scheduling request will be made a part of the AEA hookup. These networks are known as the telenetwork and CIDS, and arrangements to use these two networks may be made by contacting Donna Reed (3124). Interconnections of the Merged Area Schools and Area Education Agencies is not feasible at this time because of a severe imbalance in volume.

LOCATIONS

The telenetwork equipment is located in the room adjacent to the southeast conference room on the third floor.

The State Board Room and north conference room on the second floor are wired for using portable teleconferencing equipment. The portable equipment can also be used at most desk locations in the Grimes State Office Building with a regular telephone hookup. In addition to the hookups with the Merged Area Schools or Area Education Agencies, the portable equipment can be used to conference with up to four additional telephone numbers anywhere in the United States. These hookups can be made through the state switchboard operator.

SITES

CIDS equipment is also located in the Hoover Building in the 1st and 5th floor conference rooms as well as at each AEA and Social Service office. Use of these rooms must be scheduled in advance. The receptionist on the second floor will assist you in making these arrangements.

Additional area school equipment is located in the offices of the Iowa Association of Community College Trustees as well as most campuses of the fifteen merged area schools. Teleconference coordinators at each site will assist you in making a reservation.

Depending on the length of the conference call you may wish to schedule the call directly to your office telephone or, if necessary, to any telephone available for your use. This is accomplished by requesting a "patch" when scheduling the call.

Due to the amount of usage on the two networks it is not desirable to remove the teleconference equipment from the Grimes Building during working hours. However, depending upon the schedule, arrangements may be made by coordinating your request with Donna Reed.

PROCEDURES

Teleconferencing arrangements must be made by completing a special form and then submitting to Donna Reed for scheduling.

Existing in-house equipment is designed to permit a speaker(s) to address the primary group from home or office. Two additional telephone numbers can be connected to either the Merged Area Schools or Area Educational Agencies networks.

Tape recordings may be broadcast to other sites within the networks by use of the AUX in jack located on the back of the equipment. FCC rules do not permit recording unless all participants have been notified. A 10 second "beeping" sound can be placed over the speaker to alert all participants that a recording is being made of the meeting. See Donna to activate this sound.

OPERATIONS

Speaker controls are located on the back of the unit.

VOLUME: This control has "on" and "off" positions. To increase the volume turn the control clockwise. This control is left in the "on" position during working hours.

The teleconferencing equipment must be turned "on" from a telephone located on Donna Reed's desk. The red light on the speaker unit only indicates that the set is plugged in, not turned "on".

Microphones are interchangeable, and for group meetings up to four microphones can be used on either network. Be sure that the use of four microphones does not conflict with some other scheduled activity on the teleconference hookup.

IN-SERVICE TRAINING

In-service training sessions for using the teleconferencing networks can be arranged with Donna Reed.

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