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The Road Ahead...



IOWA STATE HIGHWAY COMMISSION

FOREWORD

Because the Iowa State Highway Commission employs more than 4000 people in a great variety of capacities, many of our personnel policies may seem complicated. This booklet has been written to help you understand these policies and how they apply to you. Our personnel policies are coordinated with and subject to the State Merit Employment System. The Merit Employment Department's appointment system, job classification system, and pay plan are designed to establish commensurate pay for equal work and to reward employees for outstanding service.

As you work, you will probably have some questions which aren't answered here. Ask your supervisor; he wants you to know about your job and about the Highway Commission as much as you want to know. If he can't answer your question on the spot, he will help you find the answer.

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OFFICE HOURS

Our standard work week is forty hours. In the Ames Central Offices, the hours are 7:45 to 11:45 a.m. and 12:45 to 4:45 p.m. Fifteen minute coffee breaks in the morning and afternoon are arranged by your supervisor.

In the field offices working hours may be different. Ask your supervisor what times you are expected to be on the job.

PAY DAY

You will be paid twice a month, on the third working day after the 15th of the month and after the last day of the month. Certain deductions will have been made from your paycheck. Deductions for federal and state income taxes, FICA (social security) and IPERS (Iowa Public Employees Retirement System) are required by law.



Payday

Deductions will be made only at your request for group health insurance, the Hiway Credit Union and Payroll Savings Plan.

In addition to these deductions your pay warrant will show your balance of vacation time and sick leave.

HEALTH INSURANCE

As an employee of the Highway Commission, you may purchase group health insurance from either Blue Cross-Blue Shield or the Bankers Life Company of Des Moines. The State contributes \$6.00 toward your monthly premium on either plan.

Under either plan you may enroll within 30 days of your employment without taking a physical examination. After 30 days you may enroll with Bankers Life at any time, or with Blue Cross-Blue Shield on specified enrollment

dates, after satisfactory completion of a physical examination.

Descriptive brochures for each plan are available from the Personnel Office.

RETIREMENT INSURANCE

You are participating in two retirement plans, social security and Iowa Public Employees Retirement System. Your contributions to each program are prescribed by federal and State law, and are matched by the State.

If you leave State employment before retirement, you may apply for a refund of your IPERS contributions.

For more detailed information about your benefits and options under these plans, ask the Personnel Department for brochures.



Retirement Insurance

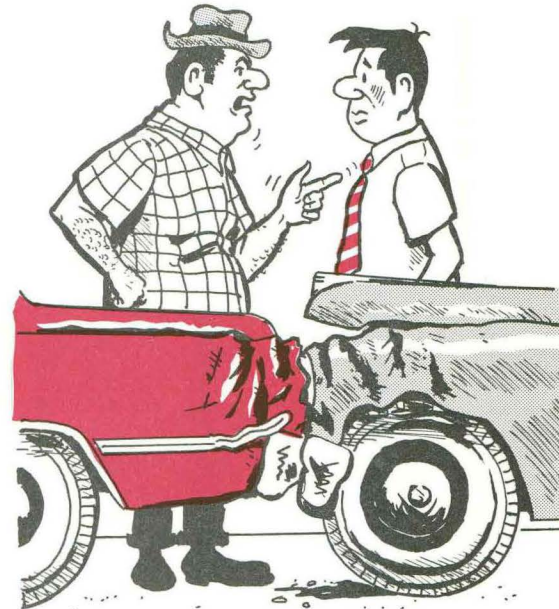
VEHICLE LIABILITY INSURANCE

When you use a Commission vehicle as part of your job, you will be covered by personal and vehicle insurance.

WORKMEN'S COMPENSATION

On-the-job injuries should be reported immediately to your supervisor, who will report the accident to the Personnel Department. Medical and hospital expenses for injuries and job-related illness will be paid by Workmen's Compensation.

Claims are filed by sending copies of your hospital and medical bills to the Personnel Department. They will file a report with the Industrial Commission which will rule on the Highway Commission's liability for the claim.



Vehicle Liability Insurance

HIWAY CREDIT UNION

As an employee you may join the Hiway Credit Union by paying a \$.25 fee and purchasing a \$5.00 share. This will enable you to save money through payroll deductions. After a year's employment you may be able to borrow up to \$750.00 without security.

The interest rate on loans is 1% per month on the unpaid balance. The interest rate on savings is competitive with other savings institutions.

SAVINGS BONDS

You may also save automatically by authorizing the Accounting Department to make regular deductions from your salary to purchase U. S. Savings Bonds for you. You can obtain details and forms for the payroll savings bond program from the Personnel Department.

HOLIDAYS

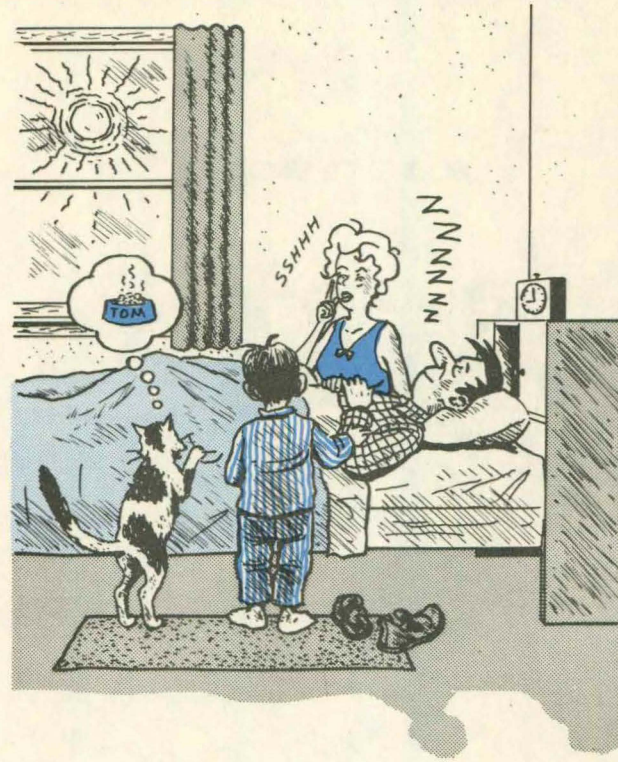
Highway Commission employees are granted seven paid holidays a year. Normally these are:

New Year's Day	Labor Day
Memorial Day	Veterans Day
Independence Day	Thanksgiving
Christmas	

Occasionally the State Executive Council will declare special holidays.

A holiday falling on Sunday is observed the following Monday.

If a holiday falls during your vacation or other scheduled time off, you will only have charged as vacation your regularly scheduled time off.



Holidays

VACATIONS

You will earn a week of paid vacation (five working days) after a year's service.

After two year's work, your vacation will be two weeks (ten working days), after six years, three weeks, and after 13 years four weeks.

You may save up vacation time, but you may accumulate no more than twice the number of days you earn in a single year.

If you end employment or take a military or Peace Corps leave of absence, you may be paid for your unused vacation.



Vacations

SICK LEAVE

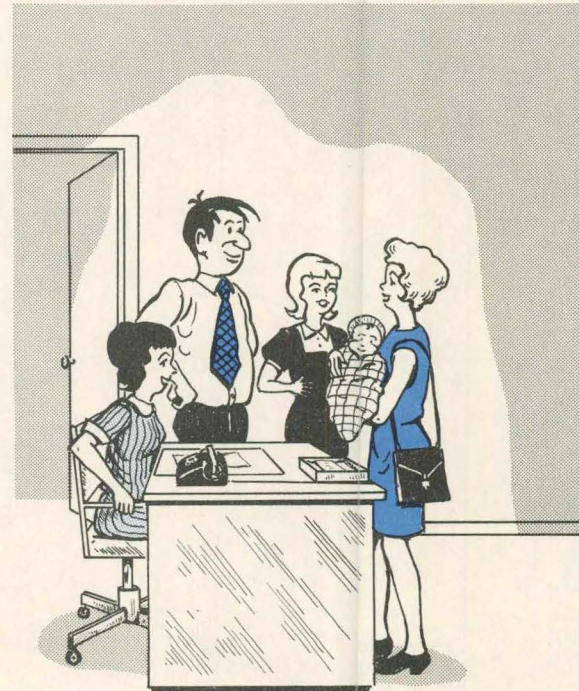
You will accrue paid sick leave at the rate of 2½ days a month up to a maximum of 90 days. To be paid for the time you miss, you must notify your supervisor that you will be absent within four hours of the time you usually begin work. You may also be required to provide a doctor's certificate stating the reason you have been absent.

JURY LEAVE

If you are called for jury duty or subpoenaed to serve as a witness in a matter concerning your Highway Commission work, you will be paid for the time you must be in court. However, you must remit any compensation you receive for jury service to the Accounting Department.

MATERNITY LEAVE

As a permanent employee, if you become pregnant, you will be granted a leave of absence without pay for up to six months, beginning no later than six weeks before expected delivery. For your own protection, from the sixth month on you must give your supervisor a biweekly statement from your doctor certifying that your duties will not jeopardize your health.



Maternity Leave

MILITARY AND PEACE CORPS LEAVE

If you are called for compulsory Army, Reserve or National Guard duty, you will be paid for time spent in service up to thirty days per year without using vacation.

You may have a leave of absence without pay for Peace Corps service with no loss of status.

FUNERAL OR EMERGENCY LEAVE

You will be paid for up to three days leave if there is a death or serious illness in your immediate family.

MISCELLANEOUS LEAVE

Leave without pay may be granted for personal reasons, and with or without pay for professional functions or off-the-job training. If a special situation arises, consult your supervisor.



Military Leave

PROBATIONARY AND PERMANENT EMPLOYMENT

As a new employee, you will have probationary status for one year. Shortly before your first year is up, your supervisor will evaluate your performance and recommend your permanent appointment or rejection to the Personnel Department. You will receive written notice of this action. As a permanent employee, your work performance will be rated annually and your supervisor will discuss this evaluation with you.

MERIT INCREASES

If you are appointed at step A or B of the salary range, as most new employees are, you will be eligible for a one-step merit salary increase every six months until you reach step C. After you reach step C, your salary will be reviewed annually until you reach step F. For those positions with more than six salary steps the salary review is made biennially after step F.

PROMOTION

You can check the qualifications required in the Merit Employment Class Specifications Book which is available in every department, district office and residency.

If you are promoted, you will have probationary standing in your new position for one year. Promotion entitles you to at least a one-step salary increase.



Promotion

SEPARATION, TERMINATION AND DISMISSAL

If you decide to resign, you are expected to give two weeks notice in writing and state your reasons for leaving.

An employee may be suspended for disciplinary reasons or poor work performance. An investigation is made during the suspension. If discharge results, the employee will be notified in writing.

Whenever a permanent employee is suspended or discharged, he may appeal to the Director of Highways and through him to the Merit Employment Commission.

You may retire at age sixty-five without losing benefits. The mandatory retirement age is seventy.

OVERTIME

When work piles up, you may be needed to work extra hours or on a holiday. Your work week may be adjusted or compensation made for the extra work.

Professional employees are expected to work whatever hours the job requires.

Clerical and sub-professional employees may receive compensatory time off scheduled by the supervisor.

Technical employees receive overtime pay at the same rate as the regular salary for work performed on weekends and holidays.

Laborers and skilled and trade workers receive the regular hourly wage for every hour worked.

If you are unsure of your category, consult your supervisor or the Personnel Policies and Procedures Manual.



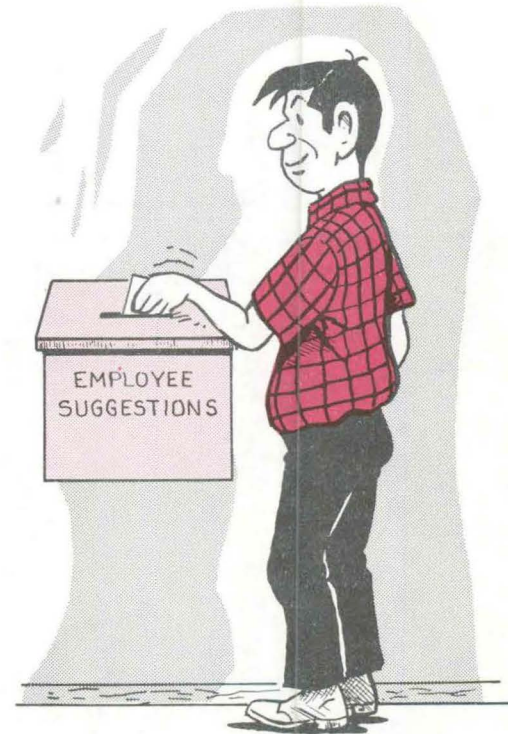
Overtime

SUGGESTIONS

Employee suggestions should be sent to the Management Review Department. Your ideas are welcomed and taken seriously and you will be informed of action taken on any suggestion you submit.

GRIEVANCE PROCEDURE

As a permanent employee, you will have the right to appeal any decision affecting your employment status. If you cannot resolve a grievance informally with your supervisor, you can appeal through the formal grievance procedure. You can refer to an outline of the appeal procedure in the Personnel Policies and Procedures Manual.



Suggestions

CONDUCT

Conformance to certain rules of conduct is necessary to protect the integrity and reputation of the Highway Commission. Violation of these rules can seriously jeopardize your job.

POLITICAL ACTIVITIES

Because the Highway Commission operates with taxpayers' funds, its employees are forbidden to participate in partisan politics or to hold an elective office or an appointive office for which more than token payment is made. This restriction includes soliciting political contributions, seeking of or serving in any political office or committee membership, or distributing any political materials.

When voting hours necessitate it, you will be allowed time off to vote.

OUTSIDE WORK

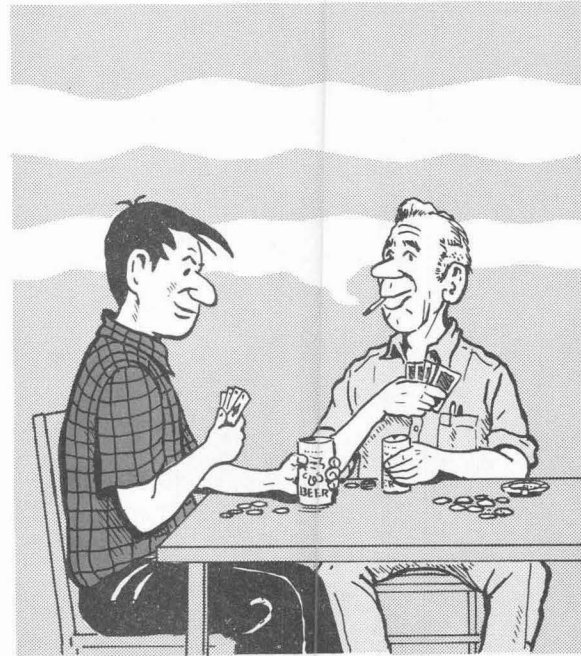
You may accept outside work only when it does not conflict with the interests of the Commission or interfere with your Commission job duties. No outside work may involve official information not generally available, nor is any work which could be regarded as official action acceptable.

FAVORS

No employee may accept any favors, loans, gifts, free services or anything of value when they may tend to reward or influence official actions.

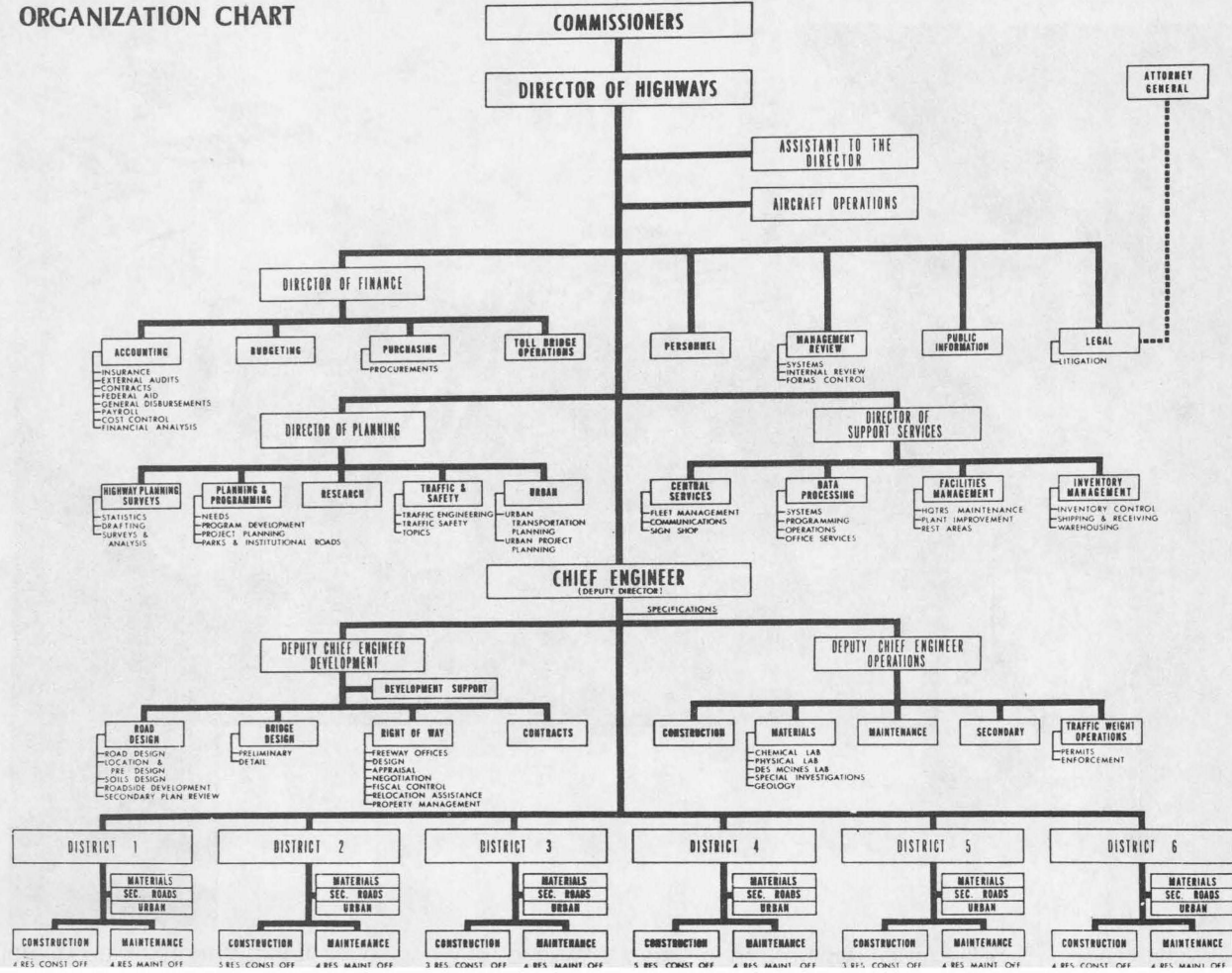
DRINKING AND GAMBLING

You may not use intoxicating liquor or gamble for money during working hours or on any Commission property.



Drinking and Gambling

ORGANIZATION CHART



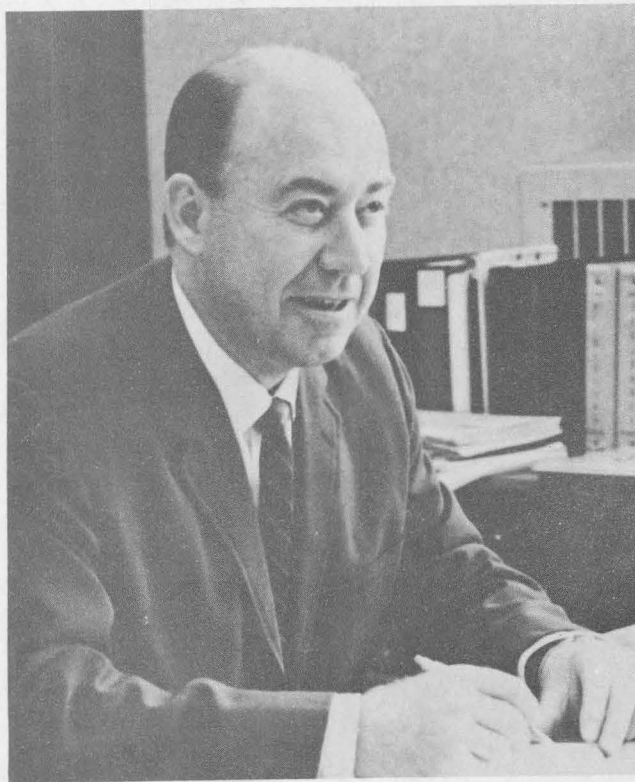


ORGANIZATION OF THE HIGHWAY COMMISSION

The primary objective of the Highway Commission is to plan, design, build and maintain the finest highway system possible. The organization of the Highway Commission is designed to facilitate the achievement of these goals.

The Highway Commission is headed by five Commissioners, also referred to as "The Commission", who are appointed by the Governor with Senate approval. They are responsible for the application of legal directives, policy determination, resource allocation, and project approval.

The Commission appoints the Director of Highways, who is responsible for implementing its policies and directives through the Management Staff.



J. R. COUPAL, JR.
Director of Highways

The Chief Engineer, as Deputy Director, is in charge of all field staff and professional engineering functions in the Development and Operations Divisions, and field operations of the six districts.

The administrative and support services functions are necessary prerequisites and support to the primary goal of building and maintaining roads.

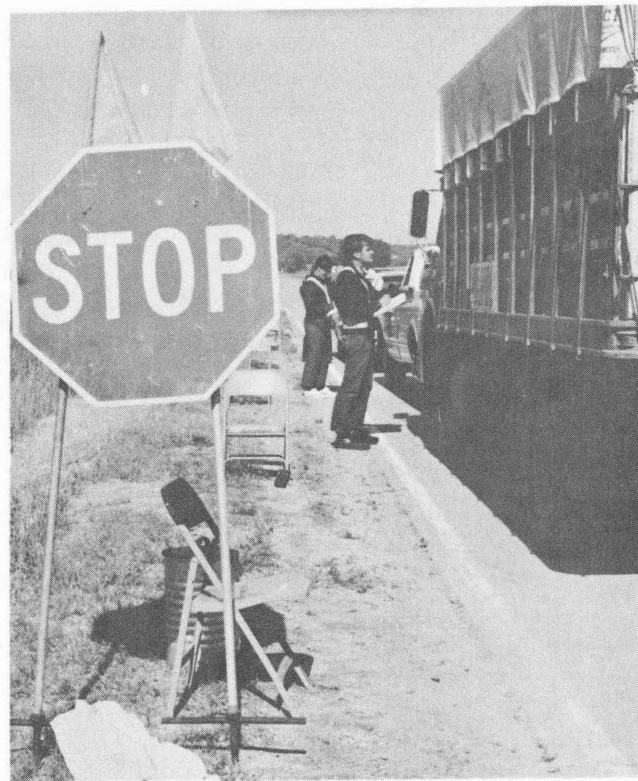
The Division of Administration includes the Personnel, Management Review, Public Information and Legal Departments. The Personnel Department administers all personnel functions in coordination with the Iowa Merit Employment Department including recruiting, training and safety programs. Management Review examines policies and procedures throughout the organization to insure compliance with statute and policy regulations and to increase operating efficiency. Public Information compiles and distributes Highway



H. E. GUNNERSON
Chief Engineer

Commission news and educational materials within the Commission, through public media and schools, and directly to highway travelers. Legal advisors are assigned by the State Attorney General. They handle condemnation appeals and other litigation, provide legal opinions, assist in preparation of rules and regulations, draft proposed legislation and advise on the implementation of new laws.

The Planning Division is divided into five functional departments. The Highway Planning Surveys Department obtains and analyzes all field data related to traffic volumes, vehicle weight and travel desires to determine present and future highway needs. The Planning and Programming Department conducts a continuous evaluation of the needs of the Iowa Public Roads System and develops the annual update of the Five-Year Primary Road Construction Program. The Research Department devotes itself to research in all phases of highway administration, engineering, construction and



maintenance. The Traffic and Safety Department is concerned with traffic operations and safety. The department is responsible for design of all signing on new construction projects as well as modifications of existing signing and marking on the primary road system. The Urban Department cooperates in the Metropolitan Transportation Planning Process, administers road use tax fund distribution and assists in developing projects for improvements of primary roads inside cities and towns.

The Finance Division is composed of the departments of Accounting, Budgeting, Purchasing and Toll Bridge Operations. The Accounting Department is responsible for monitoring expenditures from the legislative appropriations, all accounting functions, and the development of improved accounting systems to comply with state and federal regulations and Commission policy. The Budget Department forecasts and develops the functional budget requirements and makes continual adjustments during the two-year budget cycle. They make manpower and other projections and assist department heads in budget development and management. The



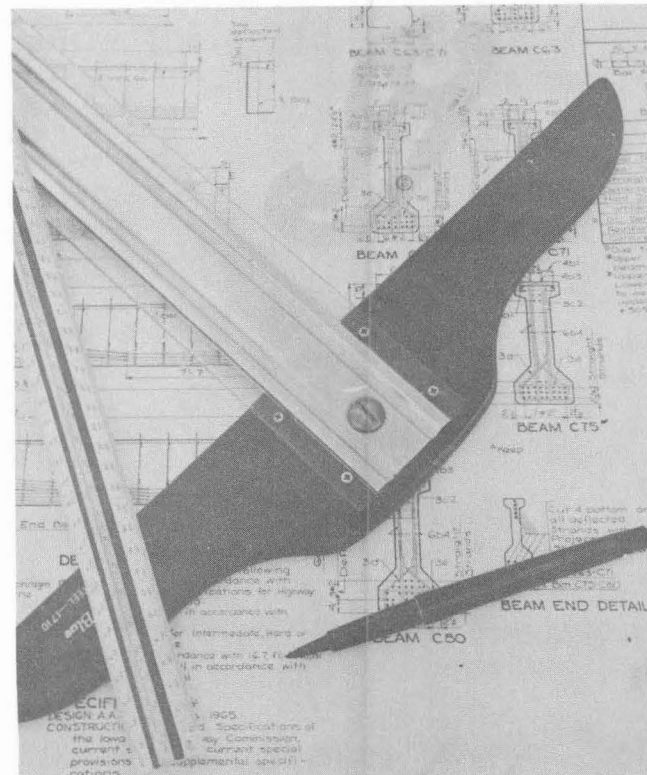
Purchasing Department administers acquisitions of materials, equipment, supplies, and services, and arranges disposition of salvageable and surplus items. The Toll Bridge Operations Department will arrange financing for bridge construction, and manage toll bridge operations, revenues, and debt repayment.

The Support Services Division provides Central Services, Data Processing, Facilities Management and Inventory Management services throughout the Commission. Central Services is responsible for fleet management, all communications systems, the Sign Shop, and emergency planning. Data Processing Department designs automated systems to service other departments, supervises office services, library and record storage and retrieval, and provides microfilm, printing and other reproductive services. The Facilities Management Department is responsible for acquisition, design, construction and maintenance of new facilities throughout the State and for maintenance and repair of existing



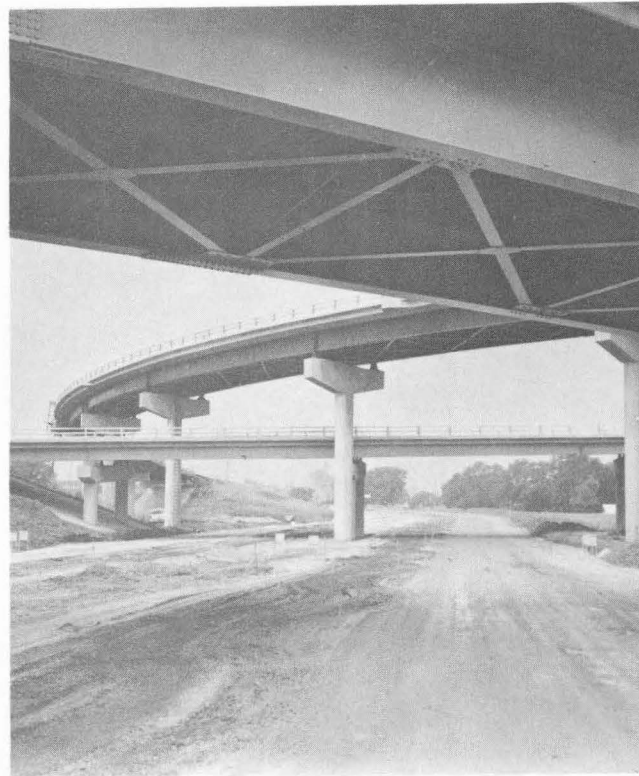
facilities through administration of the capital improvements budget. The Inventory Management Department is responsible for establishment of inventory level standards and for control of inventories at both central warehouses and field sites.

The Development Division is responsible for all engineering functions from the end of planning through the letting of construction contracts. The Division consists of the Road Design, Bridge Design, Right of Way, Development Support and Contracts Departments. Road Design conducts preliminary field surveys, makes soil investigations and produces plans for Interstate, Primary and Urban projects. Bridge Design prepares plans for all drainage culverts, highway bridges and other structures, including standards used on the secondary road system. The Right of Way Department acquires lands needed for primary road construction projects, assists in relocating persons or businesses displaced by



highway projects, and manages or disposes of excess property. Development Support negotiates agreements with railroads for grade crossings or separations, prepares contacts with utilities involving highway right of way, reviews access locations and administers entrance permits. The Contracts Department programs funding of projects, conducts lettings for construction and maintenance contracts, examines contractor qualifications to bid and enforces equal opportunity employment requirements.

The Operations Division consists of Departments of Construction, Materials, Maintenance, Secondary Roads and Traffic Weight Operations. The Construction Department, working through the District and Resident Construction Offices, and County Engineer Offices to assure contractor's compliance with



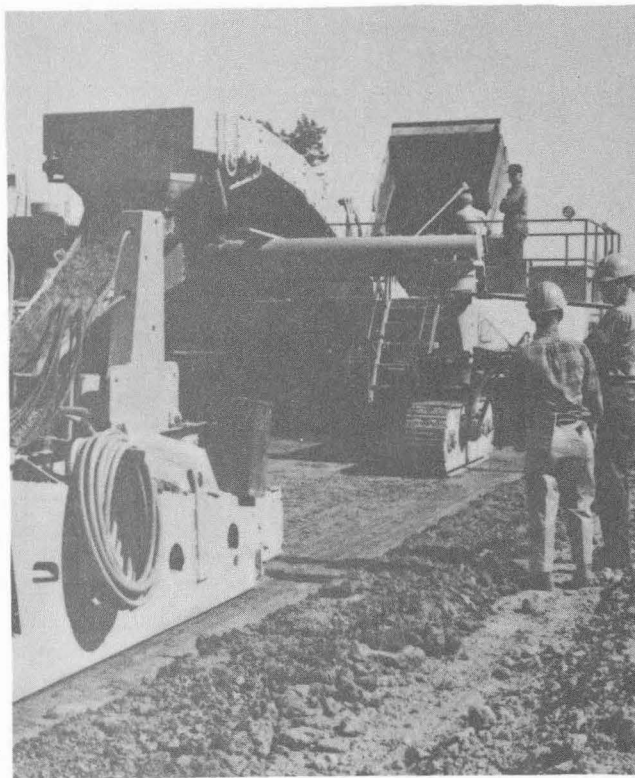
specifications, assists with unanticipated construction problems. The Materials Department tests materials for quality control and runs a continuous testing and research program on new materials and new testing techniques. The Maintenance Department preserves highway comfort, safety and attractiveness through such activities as snow and ice removal, shoulder weed control, painting traffic control lines, and litter cleanup. The Secondary Roads Department coordinates Highway Commission activities with the counties and provides information on technical innovations and upgrading of standards to the counties. Traffic Weight Operations enforces laws pertaining to size, weight and load of commercial vehicles through operation of weigh stations and radio patrol cars throughout the State.



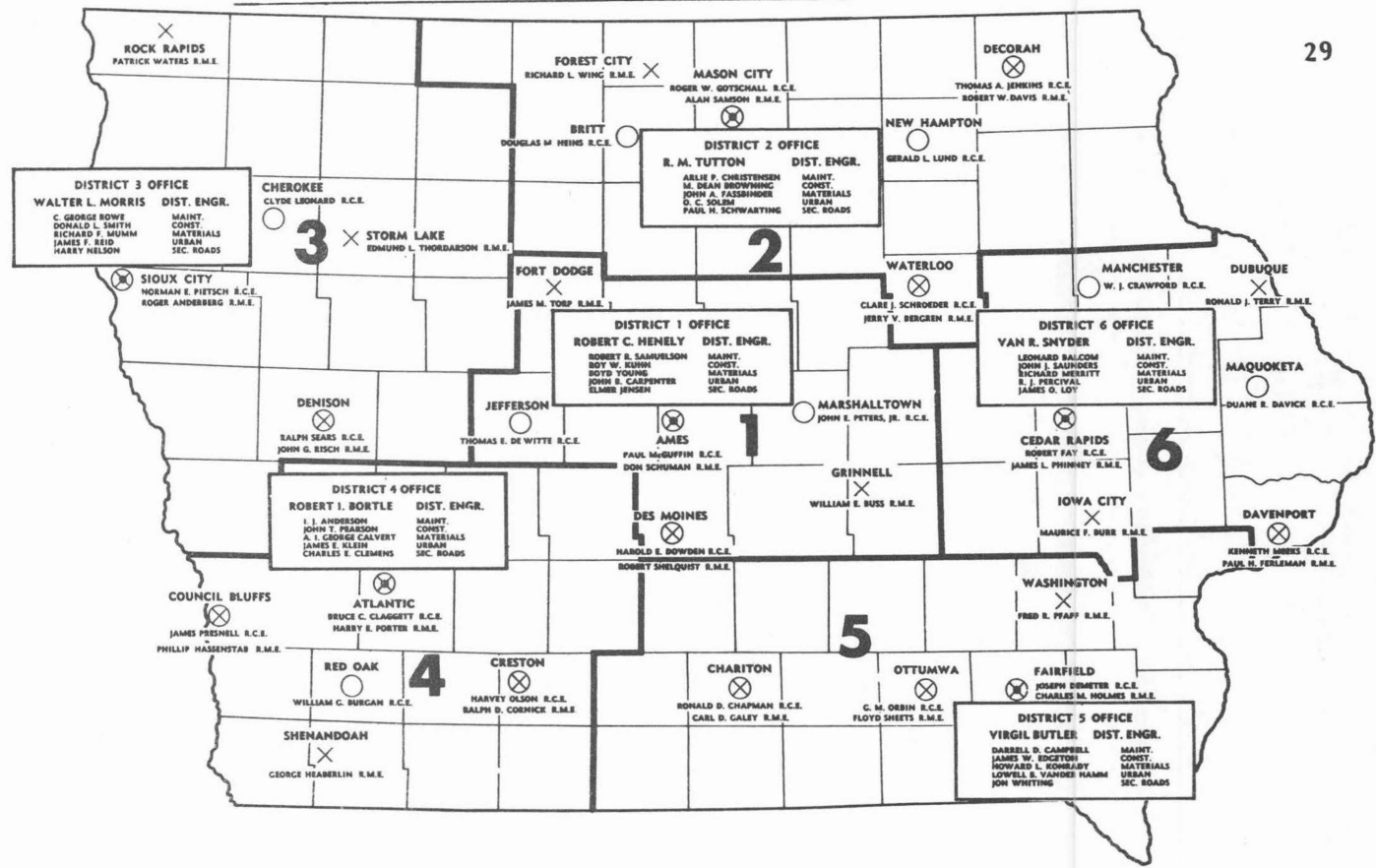
FIELD ORGANIZATION

All construction and maintenance activities of the Highway Commission are carried out through six District Offices. These six District Offices supervise 24 Construction Residencies, which directly handle all construction inspection and field engineering on primary road projects. The District Offices, working through 24 Maintenance Residencies, administer the maintenance of approximately 10,000 miles of primary highways. These two activities in the field require the total efforts of approximately three-fourths of the Highway Commission staff.

The District Offices are also responsible for certain supervisory functions over secondary roads constructed by the counties.



Map of Iowa Showing District Offices & Residences



DISTRICT 3 OFFICE
WALTER L. MORRIS DIST. ENGR.
 C. GEORGE BOWE MAINT.
 DONALD L. SMITH CONST.
 RICHARD F. MUMM MATERIALS
 JAMES F. REID URBAN
 HARRY NELSON SEC. ROADS

DISTRICT 2 OFFICE
R. M. TUTTON DIST. ENGR.
 ARLE F. CHRISTENSEN MAINT.
 M. DEAN BROUWENING CONST.
 JOHN A. FASSBINDER MATERIALS
 D. C. KOLBE URBAN
 PAUL H. SCHWARTING SEC. ROADS

DISTRICT 1 OFFICE
ROBERT C. HENELY DIST. ENGR.
 ROBERT E. SAMUELSON MAINT.
 BOY W. KUHN CONST.
 RUDY YOUNG MATERIALS
 JONAS D. CARPENTER URBAN
 ELMER JENSEN SEC. ROADS

DISTRICT 4 OFFICE
ROBERT I. BORTLE DIST. ENGR.
 I. J. ANDERSON MAINT.
 JOHN T. PEARSON CONST.
 R. I. GEORGE CALVERT MATERIALS
 JAMES E. KLEIN URBAN
 CHARLES E. CLEMENS SEC. ROADS

DISTRICT 6 OFFICE
VAN R. SNYDER DIST. ENGR.
 LEONARD BALCON MAINT.
 JOHN I. SAUNDERS CONST.
 RICHARD MEREDITH MATERIALS
 S. J. PISCYAL URBAN
 JAMES O. LOT SEC. ROADS

DISTRICT 5 OFFICE
VIRGIL BUTLER DIST. ENGR.
 DARRELL D. CAMPBELL MAINT.
 JAMES W. EDGTON CONST.
 HOWARD L. KORNBAJY MATERIALS
 LOWELL S. VANDES HAMM URBAN
 JON WHITTING SEC. ROADS

The IOWA STATE HIGHWAY COMMISSION
Is An EQUAL OPPORTUNITY EMPLOYER