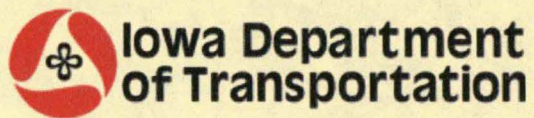


**PLAN FOR
REDUCTION
IN
FORCE**



FY 2002



Iowa Department of Transportation

800 Lincoln Way, Ames, Iowa 50010

515-239-1111

October 10, 2001

Mollie Anderson, Director
Iowa Department of Personnel
Grimes State Office Building
Des Moines, IA 50319

Dear Mollie:

Enclosed for your review and approval, please find the plan for the reduction of the workforce of the Iowa Department of Transportation (DOT). This document outlines the DOT's reasons for the reduction, our plans for implementing it and communicating about it with our employees, and the efforts we have made to mitigate the impact on our employees.

Implementing a reduction in force (RIF) is never an easy or pleasant task. During the process, we have relied heavily on you and your staff for support. I would like to thank you and your staff for all the assistance and guidance you have provided the DOT in creating this plan. In developing the plan, we have also sought the input and cooperation of the American Federation of State, County and Municipal Employees, Council 61. Jan Corderman, her staff and local officers have offered many useful suggestions which have resulted in several improvements from our original concepts.

If you have any questions regarding this information, please contact Nancy Richardson (239-1340) or Bev Abels (239-1921). We look forward to your approval of this plan. Thanks again for all your help.

Sincerely,

A solid black rectangular box redacting the signature of Mark F. Wandro.

Mark F. Wandro
Director

MFW:jks

Enclosure

Copy to: Nancy Richardson
Bev Abels
Jan Corderman, AFSCME

**Executive Summary of the
Iowa Department of Transportation
Reduction in Force Plan**

Due to budget restrictions and the restructuring of the Department of Transportation to eliminate or reduce some programs, it will be necessary to institute a layoff. In accordance with 581 IAC 11.3, your approval of the following plan is requested.

Effective Date: We will establish a definite layoff date in early 2002.

Organizational Unit:

AFSCME covered employees: Six Highway Division Districts and Ames/Des Moines Complex

IUP: Divisions

Noncontract: Divisions, plus within the Highway Division also by Districts and Ames/Des Moines Complex

Job Classifications: See Attached List

Number of Positions to be Eliminated: 403

Affected Employees: See Attached Lists

Cutoff Date for Calculation of Retention Points: September 1, 2001

Please contact Beverly Abels in the Office of Employee Services, at 515-239-1921, if you have any questions.

CC: Governor's Office

AFSCME COVERED CLASSES

Class Code	Class Title	# Affected	# Filled	# Vacant
00312	Accountant 3	1		1
00306	Accounting Clerk 2	1	1	
00307	Accounting Clerk 3	1	1	
00708	Admin. Assist. 1	2	2	
00709	Admin. Assist. 2	1	1	
04363	Architectural Tech 1	1	1	
04364	Architectural Tech 2	1		1
08375	Automotive Mechanic	4		4
08365	Auto Service Worker	1	1	
08113	Bridge Inspector 1	1		1
00723	Budget Analyst 3	1		1
00017	Clerk-Advanced	2	1	1
00018	Clerk-Specialist	20	18	2
04735	Communications Tech 1	1		1
04736	Communications Tech 2	3	2	1
04319	Construction Tech Assistant	85	61	24
04320	Construction Tech	12	8	4
04321	Construction Tech Senior	5	5	
07005	Custodial Worker	2	2	
04370	Design Tech Assoc.	3		3
04371	Design Tech	4		4
06298	Drivers License Clerk	2		2
06302	DL Hearing Officer	5	5	
04380	Eng. Office Assist. 1	8	7	1
04381	Eng. Office Assist. 2	2	2	
08111	Equipment Operator	48	15	33
08112	Equipment Operator Senior	1		1
00710	Executive Officer 1	2	1	1
00711	Executive Officer 2	3	1	2
00712	Executive Officer 3	1		1
00751	Information Specialist 2	2	2	
00754	Information Specialist 3	1		1
00119	Info Tech Specialist 2	4	4	
00120	Info Tech Specialist 3	7	3	4
00121	Info Tech Specialist 4	4	2	2
00122	Info Tech Specialist 5	2	1	1
00117	Info Tech Support Worker 4	1	1	
00452	Insurance Claims Invest.	3	3	
08016	Maintenance Repairer	1		1
08005	Maintenance Worker 1	4	3	1
00736	Management Analyst 3	3	1	2
04346	Materials Fab. Inspector 1	2	2	
04341	Materials Tech 2	18	17	1
04342	Materials Tech 3	7	7	
04345	Materials Tech 4	1		1

AFSCME Covered Classes (cont.)

Class Code	Class Title	# Affected	# Filled	# Vacant
04005	Planning Aide 1	2	1	1
04008	Planning Aide 4	2	2	
04023	Program Planner 3	2		2
08526	Repro Equip. Operator 2	1		1
04111	Right of Way Agent 2	1	1	
04112	Right of Way Agent 3	2	1	1
00025	Secretary 1	20	9	11
00026	Secretary 2	6	1	5
00012	Typist	1	1	
00013	Typist-Advanced	<u>4</u>	<u>1</u>	<u>3</u>
	<i>AFSCME Subtotal</i>	325	198	127

IUP COVERED CLASSES

Class Code	Class Title	# Affected	# Filled	# Vacant
04519	Environmental Specialist Sr.	<u>1</u>	<u>0</u>	<u>1</u>
	<i>IUP Subtotal</i>	1	0	1

NONCONTRACT COVERED CLASSES

Class Code	Class Title	# Affected	# Filled	# Vacant
04322	Construction Tech Supervisor	9	8	1
08117	HMS	32	26	6
01316	Librarian 2	1	1	
86362	Motor Vehicle Captain	1		1
00782	Public Service Exec. 2	7	7	
00786	Public Service Exec. 4	1	1	
00779	Public Service Super. 2	1		1
00780	Public Service Super. 3	2	1	1
04245	Sr. Trans. Engineer	1	1	
04779	Telecom. Design Spec.	1		1
04222	Transportation Assist.	3	3	
04243	Transportation Engineer	1		1
04219	Trans. Eng. Intern	5		5
04248	Trans. Eng. Admin.	1		1
04249	Trans. Eng. Executive	2	1	1
04247	Trans. Eng. Manager	4	1	3
04244	Trans. Eng. Specialist	1		1
04049	Trans. Planner 1	1	1	
04051	Trans. Planner 2	2		2
04054	Trans. Planner 4	1		1
	<i>Non-Contract Subtotal</i>	<u>77</u>	<u>51</u>	<u>26</u>
	TOTAL	403	249	154

**Iowa Department of Transportation
Plan for Reduction in Force**

The Iowa Department of Transportation (DOT) respectfully submits this plan and the enclosed attachments for the reduction in force (RIF) of our workforce for your review and approval. The plan includes the reduction of 403 total positions of which 154 are currently vacant. The positions to be affected are distributed as follows:

Permanent Positions	% of Current Workforce	Number Reduced	% of RIF	% Post RIF Workforce
Supervisory	9.6	60	14.9	8.9
Non-Supervisory/ Noncontract	7.1	17	4.2	7.4
Contract covered	83.3	326	80.9	83.7
Totals	100.0	403	100.0	100.0

Reason for Reduction in Force

The Department of Transportation needs to restructure and downsize its work force in order to meet the following goals:

- Meet current fiscal year budget restrictions and reductions.
- Absorb funding shortfalls and unfunded initiatives that have had budgetary impacts such as insurance increases and pay grade/plan revisions.
- Implement a major restructuring designed to maximize the use of current resources and reduce operational expenses.
- Position the department to sustain the reduced funding level without negatively impacting mission critical services or programs.

Synopsis of the Changes by Division

Director's Staff Division

This division will reduce its staff by three filled positions, which will be accomplished in the following manner:

- Eliminating a program area.
- Reducing specialized internal training in response to reduced demand.
- Redistributing duties to other staff members.

Modal Division

This division will be reducing its staffing level by four positions, which are currently vacant. This will be accomplished by:

- Eliminating programs.
- Restructuring of job duties and assignments.

Highway Division

The Highway Division will be reducing its staff by 297 positions, of which 108 are currently vacant, as well as taking other actions. These will include:

- Closing of 27 maintenance garages. This will also result in a decrease of 32 supervisors and 6 managers. It will eliminate one level of management in this area.
- Closing 5 construction residencies, which will also result in the elimination of 9 supervisory positions.
- Two additional construction residencies will become project offices and remain open until major construction projects are completed in their areas.
- Reducing both the heavy-duty and light duty fleets.
- Changing how construction inspections are conducted.
- Reducing the number of consultants utilized by the department.

Motor Vehicle Division

The Motor Vehicle Division will be reducing its staff by 36 positions, of which 8 positions are currently vacant. This will be accomplished through the following activities:

- Discontinuing auditing refunds issued by county treasurers for personal license plates and streamline the process.
- Replacing five of the Drivers License Hearing Officers by utilizing the Motor Vehicle Investigators to conduct hearings. The investigators are not traveling as much in order to reduce operating costs which allows them to be in the office more frequently and handle some of the hearings.
- Legislation that allows the department to discontinue entering accident reports that have been investigated by law enforcement officials will cause a reduction in the number of staff needed.
- Operating the telecommunications center for 12 hours a day rather than 24 hours per day. This is being done in coordination with the Department of Public Safety by providing them with additional access to driver records.

Information Technology Division

This division will see a reduction of 27 positions of which 12 are currently vacant. Some of the other activities that will be affected in this division include:

- Eliminating small office equipment repair and relying more on service agreements.
- The number of field staff will be reduced with remaining staff servicing a larger area.
- Reducing the number of people on the Help Desk by having the support teams provide some of the services and purchasing software that can be used to diagnose problems.
- Eliminating an assistant to a support team manager.
- Reducing clerical staff through the increased use of phone mail and more electronic communications.

Research Management Division

This division will reduce one currently filled position. This will be accomplished in the following manner:

- Shifting the funding for one position from the Department of Transportation to the American Association of State Highway Transportation Officials (AASHTO) to continue work on various research projects.

Planning and Programming Division

The Planning and Programming Division will eliminate 12 positions of which 7 are currently vacant. In order to accomplish this reduction and continue to complete the mission of the division the following activities will take place:

- Reassigning duties to other staff members.
- Automating more of the traffic counting functions, which will require fewer staff.
- Reducing the requirements for some program areas, which will then require less staff to maintain.

Operations and Finance Division

The Operations and Finance Division will be eliminating 21 positions, ten of which are vacant. This will be accomplished by:

- Eliminating/reducing/decentralizing selected internal DOT support services such as travel coordination, some motor pool and mail services, custom carpentry, accident investigation, facilities design, external graphic arts services and printing services.
- Streamlining operations by consolidating three sections into two in the Office of Document Services; combining two administrative support units in the Office of Procurement and Distribution; eliminating the internal audits functions; and out sourcing library services.
- Redistributing certain administrative support duties in the Office of Procurement and Distribution, Finance, and Facilities to perform current duties with less staff.

General Counsel Division

This division will be reducing its staffing level by 2 clerical positions, one of which is vacant. This will be accomplished by:

- Distributing the duties between the remaining clerical staff.

Proposed Layoff Units

For contract covered positions, we will be using the RIF units as provided in the current collective bargaining agreements. For bargaining exempt positions, we are proposing to use Divisions as the primary layoff unit. Due to the size and organizational structure of the Highway Division, the proposed layoff units within the Highway Division are the six Districts and the Ames/Des Moines Complex.

At the DOT, each of our divisions administers unique program areas. The skills and program knowledge of most of our employees are not readily transferable between divisions. DOT has chosen to request these unit designations for noncontract employees in order to minimize the disruption of service delivery, retraining costs, and relocations costs. These units will also maximize the opportunities for success for employees exercising bumping and recall options into new work assignments.

Lists showing the affected employees, seniority dates and retention points in these proposed units are attached for your reference and approval. The cut-off date for computing retention points was September 1, 2001.

Proposed Effective Dates

The DOT wishes to delay the determination of the actual effective date until after the employees have made their personal choices about bumping, relocations and the acceptance of reassignments, as appropriate. The costs to the department of these choices will then be computed and the date set as close to the end of the fiscal year as possible, within budget constraints. All nonpermanent employees in classes affected by the RIF will be terminated one pay period prior to the effective date of the RIF. In this way, we believe we can be fiscally responsible while accumulating vacancies with which to mitigate the effect of the RIF on our employees. Following approval of this plan, we will notify all affected employees, post the plan and publish it on our intranet. This will allow employees as much time as possible to make personal choices and alternative arrangements prior to the effective date. All employees will be notified of the final layoff date as soon as it has been determined.

Notification of Employees

Employees who are initially determined to be below the layoff line will be notified in writing prior to the posting of the plan. Supervisors will hand deliver the notices to employees who are at work and mail the remaining notices by certified mail.

Layoff notices will be personalized to include any bumping rights the employee may have. Employees will be asked to sign a copy of the notice to indicate receipt. This will be returned by the supervisor when possible. Employees will also be asked to indicate the order in which they wish to exercise their bumping rights as appropriate, and to return it in writing to our Office of Employee Services (OES). A pre-addressed envelope will be provided when an employee response is requested.

Employees will be allowed and encouraged to designate an alternate in writing if they will be unavailable to receive or respond to notices within the required time frames. All letters received by OES indicating employee receipt or layoff choices will be date stamped and a copy returned to the employee.

After all employees have exercised their rights, the affected employees will be sent final notices of reassignment/bumping. In this way we hope to minimize the occurrences of any employee being bumped or reassigned more than once. If future turnover later creates an opportunity for the DOT to retain a previously notified employee, the employee will receive a subsequent letter advising them of this good news.

Samples of all suggested letters are enclosed for your review and approval.

Exemptions

The Department of Transportation is not requesting any exemptions at this time.

Additional Information

Seniority Lists of contract covered positions and Retention Point Lists for noncontract positions are attached with layoff lines indicating affected positions. Also included are: a list of vacant positions to be deleted as of the date of this submittal; sample letters to employees for each stage of our RIF; and suggested contacts for additional information.

This information will be updated as required to keep all employees informed of changes following approval of this plan.

Mitigation Efforts

The department has been committed to a process that would result in as few layoffs as possible, in an effort to limit both the impact on employees and the impact on service delivery. Two initial decisions laid the primary foundation for DOT's mitigation efforts: establishing a delayed layoff date, and forming a partnership with AFSCME and IDOP to identify other mitigation activities. From this partnership came an array of actions the DOT has taken, or will take, in order to further mitigate the impact. The following list briefly highlights the major mitigation activities:

1. Establishing a delayed layoff date

The department developed a way to manage its operations budget through FY02 without relying on layoffs. However, the full cost savings benefit of the reduction in positions has to be available by July 1, 2002 for FY03. The department announced its restructuring and downsizing plan in late June, 2001 with the plan to delay the actual layoff date to as late in FY02 as possible. The actual layoff date will be determined based on the costs associated with the layoff, but it is expected to be in spring, 2002. This delay is allowing the department to increase the number of vacancies available to mitigate layoffs, as well as to seek other mitigation efforts. It is also providing employees many months to make personal choices that will mitigate the potential effect of the layoff on them personally.

2. DOT's 15 mile residency/30 minute reporting requirement for Highway Division maintenance staff

DOT worked with IDOP to insure that current staff who no longer meet this requirement because of a management directed reassignment due to restructuring would not be required to move to do so.

3. Sign Shop

DOT reassessed its sign manufacture and inventory activities and, through deprivatization and reassignment of duties, was able to keep Sign Shop employees' positions that were targeted for elimination.

4. Reassignment across employing unit lines

DOT sought and received AFSCME agreement to enter into an MOU with IDOP to reassign 20 employees across employing unit lines in order to redistribute positions and realign reporting relationships.

5. Career path opportunities

DOT reconsidered original proposed field structure changes and retained GOAs and HMSs.

6. Use of temporary assignments

DOT will use temporary assignments wherever reasonable to improve the ability of an employee that is being affected by the layoff to successfully compete for a vacant DOT position.

7. Job postings

DOT added postings to its intranet and added more position detail to the promotional postings to help affected employees find other vacancies for which they might be eligible.

8. Job fair

DOT is planning a job fair(s) for some time after the layoff plan is finalized to facilitate matching our affected employees with prospective employers.

9. Internal hiring

DOT implemented a mandatory internal hiring step before considering nonDOT applicants. Approval to hire outside DOT requires division director approval.

10. Retirement and Outplacement Information

DOT is working with IDOP and IPERS to hold retirement informational meeting(s) for DOT employees eligible for retirement, and familiarize employees with outplacement services prior to layoff.

11. Training

DOT will provide training and certification opportunities for employees affected by the layoff in order to assist them in meeting minimum qualifications for other DOT positions.

12. Voluntary layoffs

DOT will provide voluntary layoff information to all DOT employees prior to the layoff date.

13. Individual mitigations

In several instances, DOT has captured new vacancies in comparable positions to those targeted for elimination, and reassigned duties, in order to avoid layoffs.

AFSCME Covered

Employing Unit 001

Updated as of January 31, 2002

SENIORITY LIST
Highway Division - District 1
Secretary 1

EMPLOYEE NAME	SENIORITY DATE
SHERRY KORNS-JOHNSON	07/25/77
ARLIS A BARTLEY	06/18/84
JULIA R LUCAS	08/20/84
COLEEN BROWN	01/11/85
KAY RIDGWAY	04/03/89
CHERYL PARRISH	06/18/93
LORI K. MORRIS	10/04/96
<hr/>	
CYNTHIA K. SHIPLEY	06/13/97
SHARON K JONES	10/18/99

**IN ADDITION, DUE TO MITIGATION EFFORTS, 1 VACANT
POSITION IS BEING DELETED.**

SENIORITY LIST
Highway Division - District 1
Construction Technician Assistant

EMPLOYEE NAME	SENIORITY DATE
DEANNA K MCPHERSON	12/23/88
MARK A. NEGRETE	06/09/89
TROY M. COOK	07/14/95
STEVEN R. ULRICH	11/29/96
TY B BYERLY	02/24/97
DEBORAH HECKMAN	11/14/97
JARED L LAERMANS	04/20/98
KURT ESTREM	06/07/99
CORY MILLER	06/07/99
JAMIE GIANNETTO	06/07/99
MATHEW GOGERTY	09/17/99
ARDELLA WALKER	09/29/00

**IN ADDITION, DUE TO MITIGATION EFFORTS,
6 VACANT POSITIONS ARE BEING DELETED.**

SENIORITY LIST
Highway Division - District 1
Materials Technician 4

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE
USED.**

SENIORITY LIST
Highway Division - District 1
Engineering Office Assistant 1

EMPLOYEE NAME	SENIORITY DATE
KEVIN L SCHLESKY	12/05/83
ANNA M HARTWIG	02/08/85
JEFFREY T CUNNINGHAM	01/03/92

SENIORITY LIST
Highway Division - District 1
Engineering Office Assistant 2

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION
EFFORTS, 1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Highway Division - District 1
Equipment Operator

THE PLAN REQUIRES THE REDUCTION OF 10 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 10 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Highway Division - District 1
AUTOMOTIVE MECHANIC

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

AFSCME Covered

Employing Unit 002

Updated as of January 31, 2002

SENIORITY LIST
Highway Division - District 2
Secretary 1

EMPLOYEE NAME	SENIORITY DATE
BRENDA K STEENHARD	04/19/77
ANDREA E WRAGE	11/05/84
EILEEN C WEST	03/01/88
SHIRLEY C VAAGE	12/23/88
VALERIE LYNN WRIGHT	03/17/95

**IN ADDITION, DUE TO MITIGATION EFFORTS,
3 VACANT POSITIONS ARE BEING DELETED.**

SENIORITY LIST
Highway Division - District 2
Construction Technician Assistant

EMPLOYEE NAME	SENIORITY DATE
CATHLEEN F WEBBER	10/29/84
KATHIE RUSTAD	07/18/86
MANZAK MCGEE	02/01/88
GERALD GARDNER	02/22/88
LAWRENCE P WHEELER	03/20/89
MICHAL A. LINDNER	11/06/95
JEFF MYRON	09/14/98
JOHN PERROTT	05/28/99
ANNETTE HENNING	06/07/99
LUKE A. NOBLE	12/13/99

**IN ADDITION, DUE TO MITIGATION EFFORTS,
3 VACANT POSITIONS ARE BEING DELETED.**

SENIORITY LIST
Highway Division - District 2
Construction Technician

EMPLOYEE NAME	SENIORITY DATE
DOUGLAS L COX	06/01/66
DANIEL KOPPLIN	10/24/68
STEVEN L TIMMERMAN	09/05/72
GREGORY L TUE	02/11/74
ARLENE MC CUMBER	01/20/78
MARK A HOMAN	08/25/78
GENE F PAVELKA	01/03/84
BRUCE G FORBES	07/30/84
STEPHEN L ARMSTRONG	10/29/84
GLENN D UGLUM	07/08/85
TODD D MOLINE	08/19/85
WILLIAM AUSTIN JR	11/19/85
DENNIS J MARQUART	12/02/85
WILLIE C MOHORNE JR	04/07/86
JOHN J SHIMEK	11/02/87
CHARLES E SCHULTZ	10/23/89
<hr/>	
RAYMOND J. MEYER	05/10/91
JASON RUTER	12/26/95
BRYAN NEDVED	08/23/96
JESS ELLINGSON	09/05/97

**IN ADDITION, DUE TO MITIGATION EFFORTS,
4 VACANT POSITIONS ARE BEING DELETED.**

SENIORITY LIST
Highway Division - District 2
Construction Technician Senior

EMPLOYEE NAME	SENIORITY DATE
RICHARD A SCHULZ	04/01/64
LARRY K ANDERSON	12/01/68
LARRY E MC GRANE	01/27/70
DAVID H BERGMAN	07/06/70
JOSEPH W COOK	09/01/71
DANIEL L MACKAY	03/03/78
ROBERT P BECKMAN II	06/09/78
EDGAR M BAILEY	07/19/82
DANNY L STEENHARD	04/15/83
CHARLES H SEELAND	08/09/85
<hr/>	
GARY L GRINNA	02/23/87
DUANE NIE	11/08/99

SENIORITY LIST
Highway Division - District 2
Materials Technician 2

EMPLOYEE NAME	SENIORITY DATE
CHARLES L SCHOLL	08/12/88
CYNTHIA L HOVEY	05/08/89

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION IS BEING DELETED.**

SENIORITY LIST
Highway Division - District 2
Materials Technician 3

EMPLOYEE NAME	SENIORITY DATE
NANCY L PAULSON	03/03/89
SCOTT L BOYLE	09/01/89
DALE J HARRIS	01/04/91
FRED BURNETT	01/02/96

SENIORITY LIST
Highway Division - District 2
Engineering Office Assistant 1

EMPLOYEE NAME	SENIORITY DATE
THAD BOYINGTON	05/20/77
LINDA A. KOFOOT	12/28/87
CRAIG T WOOD	10/03/88
SANDRA K. MUNDSCHENK	07/16/90

SENIORITY LIST
Highway Division - District 2
Maintenance Worker 1

EMPLOYEE NAME

SENIORITY DATE

LINDA L O'DELL

02/17/89

SENIORITY LIST
Highway Division - District 2
Equipment Operator

THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 3 VACANT POSITIONS WILL BE USED.

AFSCME Covered

Employing Unit 003

Updated as of January 31, 2002

SENIORITY LIST
Highway Division - District 3
Secretary 1

**NO EMPLOYEES IN THIS CLASSIFICATION ARE
BEING LAID OFF DUE TO MITIGATION EFFORTS.
2 VACANT POSITIONS WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 3
Construction Technician Assistant

EMPLOYEE NAME	SENIORITY DATE
WESLEY W. VETTER	02/16/82
TOM R. DIBBLE	11/17/95
JEFF MARIENAU	11/24/97
TROY L. CLOUSE	02/25/98
STEVEN R PARKER	10/16/98
MICHAEL K MOLLER	11/09/98
KEVIN CARY	06/07/99
EDWARD LAUNDERVILLE	06/07/99
NATE WESTPHAL	06/07/99
CECIL E BRUMMOND	08/16/99
JOE S PROFERA	09/17/99
KRISTOPHER C BLIVEN	11/26/99

**IN ADDITION, DUE TO MITIGATION EFFORTS,
2 VACANT POSITIONS WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 3
Materials Technician 3

EMPLOYEE NAME	SENIORITY DATE
DONALD L VERSCHOOR	06/28/85
THOMAS J STOLEN	03/06/89
TRUDY SCHROEDER	04/20/92
<hr/>	
KAY SCOTT	01/16/98

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 3
Engineering Office Assistant 1

**THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE
USED.**

SENIORITY LIST
Highway Division - District 3
Equipment Operator

THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 3 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Highway Division - District 3
Auto Mechanic

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

AFSCME Covered

Employing Unit 004

Updated as of January 31, 2002

SENIORITY LIST
Highway Division - District 4
Secretary 1

**THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS 2 VACANT POSITIONS WILL BE USED.**

SENIORITY LIST
Highway Division - District 4
Construction Technician Assistant

EMPLOYEE NAME	SENIORITY DATE
CRAIG L SHRIVER	12/03/93
JOSHUA HENDERSON	12/11/98
LYNN R WHITE	02/05/99
TROY MORAINÉ	06/07/99
CAREY SEUNTJENS	06/07/99
NORMAN SHEPARD	06/07/99
JAMES WRIGHT	08/27/99
PAUL I HARRY	12/27/99
JEFFREY L. HUNTSMAN	03/16/01

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 4
Construction Technician Senior

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Highway Division - District 4
Materials Technician 2

EMPLOYEE NAME	SENIORITY DATE
BILL IHNEN	05/28/99
BRAD GARSIDE	06/07/99

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 4
Materials Technician 3

EMPLOYEE NAME	SENIORITY DATE
FRANK T REYNA SR	02/22/66
AMY J JESSEN	10/12/90

SENIORITY LIST
Highway Division - District 4
Engineering Office Assistant 1

EMPLOYEE NAME	SENIORITY DATE
MARY JO KEY	01/01/74
MARCIA L. BUBOLTZ	03/28/80
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LANA L BRUNING	04/08/85

SENIORITY LIST
Highway Division - District 4
Maintenance Worker 1

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

SENIORITY LIST
Highway Division - District 4
Equipment Operator

THE PLAN REQUIRES THE REDUCTION OF 10 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 10 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Highway Division - District 4
Auto Mechanic

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

AFSCME Covered

Employing Unit 005

Updated as of January 31, 2002

SENIORITY LIST
Highway Division - District 5
Secretary 1

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Highway Division - District 5
Right of Way Agent 3

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Highway Division - District 5
Construction Technician Assistant

EMPLOYEE NAME	SENIORITY DATE
DEBRA THOMAS	08/25/95
BENJAMIN H. SOURWINE	07/12/96
JEFFREY A. HARNESS	10/18/96
DONALD UPTON	01/17/97
RICHARD MOSHER	02/06/98
BRIAN SMITH	02/06/98
DAWN D. PARKER	09/04/98
JERRY T LEONARD	11/02/98
TOM ROBINSON	05/28/99
ANTHONY BLINT	06/07/99
HAROLD PARKE	06/07/99
BRAD W. LAUDERMAN	08/03/99
TERRY SMYSER	12/08/00
JEREMY J. MCLAUGHLIN	01/19/01

**IN ADDITION, DUE TO MITIGATION EFFORTS , 8 VACANT
POSITIONS ARE BEING DELETED.**

SENIORITY LIST
Highway Division - District 5
Materials Technician 2

EMPLOYEE NAME

SENIORITY DATE

LISA J LEONARD

07/02/99

SENIORITY LIST
Highway Division - District 5
Materials Fabrication Inspector 1

EMPLOYEE NAME	SENIORITY DATE
JERRY DAVIS	02/21/66
HELEN R. BAILEY	08/22/97
ROBERT L BURNETT	09/29/97
LLOYD MC INTYRE	06/07/99

SENIORITY LIST
Highway Division - District 5
Engineering Office Assistant 2

EMPLOYEE NAME

SENIORITY DATE

WENDELL B LAING

05/27/63

SENIORITY LIST
Highway Division - District 5
Equipment Operator

**THE PLAN REQUIRES THE REDUCTION OF 12 VACANT
POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT.
DUE TO MITIGATION EFFORTS, 12 VACANT POSITIONS WILL
BE USED.**

AFSCME Covered

Employing Unit 006

Updated as of January 31, 2002

SENIORITY LIST
Highway Division - District 6
Secretary 1

EMPLOYEE NAME	SENIORITY DATE
JUDY A THOMSEN	09/23/64
SHARON E CHASE	06/06/83
JENNIFER D MILLER	05/13/86
ROSAMARY MEGGERS	03/18/88
LYNN K GEMMER	03/14/89
CINDY A. MCENANY	02/24/95
DAWN R HANSEN	09/08/95
SANDRA J BYERS	06/16/97
WANITA BURNS	06/22/98

SENIORITY LIST
Highway Division - District 6
Construction Technician Assistant

EMPLOYEE NAME	SENIORITY DATE
JAMES A. BRUNDIES	09/08/95
VALORIE L ANDERSON	01/06/97
VERLYN A SCHOLBROCK	04/04/97
JEFFREY L. BUCHHEIT	05/02/97
SHAWN L. FEDERSPIEL	05/19/97
PATRICK L MEYER	08/18/97
JERRY ANDREGG	09/29/97
STEVEN J LUECK	11/17/97
ADAM L. DAHL	05/28/99
DOUG HIRSCH	06/07/99
JENNY A LUCAS	06/11/99

**IN ADDITION, DUE TO MITIGATION EFFORTS,
5 VACANT POSITIONS WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 6
Construction Technician

THE PLAN REQUIRES THE REDUCTION OF 4 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 4 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Highway Division - District 6
Construction Technician Senior

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Highway Division - District 6
Materials Technician 2

EMPLOYEE NAME	SENIORITY DATE
DANIEL J BRACK	06/08/71
RUSSELL W ABBOTT	09/15/78
SHANE GARRITY	02/05/99
SHERRY HERI	06/07/99

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 6
Materials Technician 3

EMPLOYEE NAME	SENIORITY DATE
MARDEL E HUEBNER	04/16/71
JOHN R COUSER	06/07/71
DONALD D LIKE	06/16/71
GARY G SMITH	03/01/72
KIRBY E. SALISBURY	03/08/99

SENIORITY LIST
Highway Division - District 6
Engineering Office Assistant 1

EMPLOYEE NAME	SENIORITY DATE
JEROME M STEWARD	06/07/71
MARILEE M PITYER	05/18/83
SHEILA L LEE	06/07/85
HEATHER R. GUGLER	02/02/01

SENIORITY LIST
Highway Division - District 6
Drivers License Clerk

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Highway Division - District 6
Custodial Worker

EMPLOYEE NAME	SENIORITY DATE
RICK A JOHNSON	08/11/78

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE DELETED.**

SENIORITY LIST
Highway Division - District 6
Maintenance Worker 1

EMPLOYEE NAME	SENIORITY DATE
PAULA K WITTEN	06/01/81
LLOYD W HENDERSON JR	12/29/86

SENIORITY LIST
Highway Division - District 6
Equipment Operator

THE PLAN REQUIRES THE REDUCTION OF 10 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 10 VACANT POSITIONS WILL BE USED.

AFSCME Covered

Employing Unit Ames/Des Moines

Updated as of January 31, 2002

SENIORITY LIST
Ames/Des Moines Complex
Typist

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Typist-Advanced

THE PLAN REQUIRES THE REDUCTION OF 4 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 4 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Clerk-Advanced

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Clerk-Specialist

EMPLOYEE NAME	SENIORITY DATE
PAMELA M DICE	06/01/67
JOANNE E BULLIS	08/16/73
DONNA GODWIN	02/04/74
DEBRA S HARRIS	04/01/75
JERRY SHEPHERD	12/26/75
KAREN K REEVE	03/19/76
CAROLYN A HAIT	08/09/76
LINDA K LUND	03/18/77
BETH A TODD	05/23/77
LAURA S TUCCI	02/03/78
BEVERLY MAXWELL	04/03/78
DONNA J FLINN	05/15/78
RHONDA C WERNECKE	09/29/78
SYLVIA L. ISLEY	11/20/78
GLORIA L ASWEGAN	01/19/79
MARY H CRONIN	11/16/81
NANCY JEAN RASING	05/21/82
JODY SUE FEIGHT	03/21/83
CYNTHIA L SMITH	05/02/83
KARLA L VAUBEL	04/16/84
MARY C KEPHART	10/29/84
CAROL D COCKERHAM	11/16/84
GWENDOLYN J HILL	01/25/85
MARY M WENGERT	02/18/85
KATHLEEN A LARSON	05/08/85
CONNIE R SNYDER	01/02/86
FONDA SUE HESS	03/03/86
JANICE C QUEENER	06/30/86
ROBIN D. FITCH	02/20/87

SENIORITY LIST
Ames/Des Moines Complex
Clerk-Specialist

EMPLOYEE NAME	SENIORITY DATE
LOIS S LAWSON	03/23/87
JOYCE B THIES	05/29/87
JUDY M LENSING	10/09/87
JACQUELINE HUFFMAN	10/16/87
SANDRA E MINER	02/15/88
SHELLY LEFLEUROSTRUM	08/11/88
VICKI J MASTIN	12/23/88
CONNIE R WARMBIER	02/17/89
SHERI L HARRIS	08/28/89
LINDA LOU WRIGHT	09/01/89
JANET MALDONADO	09/15/89
CARL E. OLSEN	12/22/89
JEANNE FULLER	01/23/90
CHI V. COX	07/19/90
TAMMI K. LINN	12/31/91
SHELLY R. MILLIGAN	07/31/92
TRISTA E. HILLS	12/02/94
JACQUIE HALTERMAN	06/27/95
VICKIE L MUNYON	08/11/95
TERRY L. DAVIS	11/17/95
CAROL A. HIGGINS	12/18/95
DAWN HACKLEMAN	11/14/97
BRIAN D BALL	12/22/98
DEBORAH WIGNALL	04/02/99
JANE MARTZ	05/17/99
TONI CHRISTOFIS	06/04/99
ANGELA M JACKSON	07/28/99
MARK A HINES	01/12/00
MICHAEL LITTLEJOHN	04/14/00
GOMATTIE S HEWLETT	09/21/00

**IN ADDITON, DUE TO MITIGATION EFFORTS, 10 VACANT
POSITIONS WILL BE DELETED.**

SENIORITY LIST
Ames/Des Moines Complex
Secretary 1

THE PLAN REQUIRES THE REDUCTION OF 5 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 5 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Secretary 2

THE PLAN REQUIRES THE REDUCTION OF 6 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 6 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
IT Support Worker 4

EMPLOYEE NAME	SENIORITY DATE
MARILYN K NIELSEN	06/01/70
RAYMOND IMMEL	03/05/76

SENIORITY LIST
Ames/Des Moines Complex
IT Specialist 2

EMPLOYEE NAME	SENIORITY DATE
RITA L WARREN	10/27/75
MONTY L. SHUEY	02/14/83
VILMA PANKEY	12/12/86
BARBARA L. WEIGEL	02/10/88
BRYCE L FELDHOFF	09/15/89
ELIZABETH R. PARR	04/30/90
ROBERT B. MORGAN	02/11/91
LISA M. ENGLAND	12/02/94
JOSHUA GREENFIELD	04/07/95
PAMELA TINTA	10/06/95
FRANCIS L. PINGREE	06/12/98
VINCE MUSGROVE	06/07/99
ERIN C PICKERING	11/12/99
KATHRYN A. SCOTT	03/03/00
TONYA M PRY	03/16/01

SENIORITY LIST
Ames/Des Moines Complex
IT Specialist 3

EMPLOYEE NAME	SENIORITY DATE
JAMES O BERRY	03/05/57
CARL D FENCEROY	09/01/71
LARRY W MOELLER	05/05/75
JANET MORTVEDT	10/20/75
NORMAN L BURNS	07/09/76
SUSAN D SCHAUDT	09/17/76
GLEN E. LYALL	02/22/77
MARY ANNE JOHNSON	10/02/78
KATHRYN P RUTLEDGE	11/10/78
JUDITH H KROUGH	06/11/79
VICKI M GERMER	10/10/80
SCOTT D MEEKS	12/17/84
ROGER D WORKMAN	04/22/85
THOMAS L SAMSON	01/12/87
MARK O SWENSON	05/11/92
MARK S JAMES	12/03/93
WENDY S REHM	05/20/94
GARY L TEAGUE	12/18/95
RICHARD L. BAKER	07/26/96
JOLENE M BERSCH	11/29/96
BRUCE K. JARVIS	09/05/97
MIKE LEONARD	05/29/98
ANYA WHIGHAM	11/02/98
TRAVIS WESSELMANN	11/27/98
<hr/>	
MARCUS I. RYAN	06/07/99
RICKY L. LAPAGE	07/19/99
WAYNE P. KINYON	09/17/99

**IN ADDITION, DUE TO MITIGATION EFFORTS,
4 VACANT POSITIONS WILL BE DELETED.**

SENIORITY LIST
Ames/Des Moines Complex
IT Specialist 4

THE PLAN REQUIRES THE REDUCTION OF 4 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 4 VACANT POSITION WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
IT Specialist 5

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Accounting Clerk 2

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Accounting Clerk 3

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Accountant 3

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Insurance Claim Investigator

EMPLOYEE NAME	SENIORITY DATE
JAMES D STERBA	10/25/76
RONALD L PEXA	08/31/84
DUANE N SCHOMER	09/07/84

SENIORITY LIST
Ames/Des Moines Complex
Administrative Assistant 1

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Administrative Assistant 2

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Executive Officer 1

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Executive Officer 2

**THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
3 VACANT POSITIONS WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Executive Officer 3

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Budget Analyst 3

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Management Analyst 3

THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 3 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Information Specialist 2

EMPLOYEE NAME	SENIORITY DATE
JARAINA A MOHS	10/01/84
NOLA M-BARGER	06/17/85
CHERICE OGG	01/26/96
MIKE L STEVEN	03/10/97
DAWN BEISNER	06/27/97
JAMES C. HEINTZ	05/04/00

SENIORITY LIST
Ames/Des Moines Complex
Information Specialist 3

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

**SENIORITY LIST
Ames/Des Moines Complex
Planning Aide 1**

EMPLOYEE NAME

SENIORITY DATE

LADONNA POOCK

02/02/01

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE DELETED.**

SENIORITY LIST
Ames/Des Moines Complex
Planning Aide 4

EMPLOYEE NAME

SENIORITY DATE

[REDACTED]
FREDERICK E TJARKS

04/03/61

ALLEN E SELLS

09/01/72

SENIORITY LIST
Ames/Des Moines Complex
Program Planner 3

THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Right of Way Agent 2

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Right of Way Agent 3

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Construction Technician Assistant

THE PLAN REQUIRES THE REDUCTION OF 4 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 4 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Materials Technician 2

EMPLOYEE NAME	SENIORITY DATE
ROBERT D MATTINGLY	04/05/55
RON E STEPHENS	10/10/86
FRONZELL F PANKEY	09/28/90
JOLENE HYNES	06/07/99
KEVIN BARTLESON	06/07/99

**IN ADDITION, DUE TO MITIGATION
EFFORTS, 1 VACANT POSITION WILL BE
DELETED.**

SENIORITY LIST
Ames/Des Moines Complex
Architectural Technician 1

EMPLOYEE NAME	SENIORITY DATE
FARROKH FATTAHI	12/07/81
PENNY SUE ADAM	04/30/99

SENIORITY LIST
Ames/Des Moines Complex
Architectural Technician 2

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Design Technician Associate

THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 3 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Design Technician

**THE PLAN REQUIRES THE REDUCTION OF 4 POSITIONS IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
4 VACANT POSITIONS WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Communications Technician 1

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Communications Technician 2

THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 3 VACANT POSITIONS WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Drivers License Hearing Officer

EMPLOYEE NAME	SENIORITY DATE
MARCIA L FISCHER	11/08/71
KENNETH K BASH	06/02/75
LLOYD W FETTER JR	06/28/85

**IN ADDITION, DUE TO MITIGAITON EFFORTS,
3 VACANT POSITIONS WILL BE DELETED.**

SENIORITY LIST
Ames/Des Moines Complex
Maintenance Repairer

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Equipment Operator Senior

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

SENIORITY LIST
Ames/Des Moines Complex
Bridge Inspector 1

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

SENIORITY LIST
Ames/Des Moines Complex
Automotive Service Worker

EMPLOYEE NAME	SENIORITY DATE
CHERYLL A SCHELL	05/03/96
JIMMY R PITTS	09/08/99
RANDY L. JONES	04/28/00

SENIORITY LIST
Ames/Des Moines Complex
Reproduction Equipment Operator 2

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS
CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE USED.**

IUP Covered

Employing Unit Ames/Des Moines

Updated as of January 31, 2002

SENIORITY LIST
UNITED ELECTRICAL/IOWA UNITED PROFESSIONALS
Environmental Specialist Senior

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

Information Technology Division

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Information Technology Division
Telecom Design Specialist**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE
USED.**

Modal Division

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Modal Division
Transportation Planner 2**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

Motor Vehicle Division

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Motor Vehicle Division
Public Service Supervisor 2**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Motor Vehicle Division
Public Service Supervisor 3**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Motor Vehicle Division
Public Service Executive 2**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Clas Series
Motor Vehicle Division
Motor Vehicle Captain**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

Operations and Finance Division

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Operations and Finance Division
Public Service Supervisor 3**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSTION WILL BE USED.

Retention Point List
Non-Contract Class Series
Operations and Finance Division
Librarian 2

Last Name	First Name	Seniority Date	Total Service Points	Evaluation Points	Total Retention
Zaletel	Joseph H.	04/03/78	281	281	562

Planning and Programming Division

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Planning and Programming Division
Transportation Planner 1**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Planning and Programming Division
Transportation Planner 2**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Planning and Programming Division
Transportation Planner 4**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

Retention Point List
Non-Contract Class Series
Planning and Programming Division
Senior Transportation Engineer

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Basu	Shyamal	04/11/77	293	293	586

Research Management Division

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Research Management Division
Transportation Engineer Executive**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Highway Division
Ames/Des Moines**

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Highway Division Ames-Des Moines Complex
Public Service Executive 4**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Highway Division Ames-Des Moines Complex
Transportation Engineer Intern**

**THE PLAN REQUIRES THE REDUCTION OF 4 POSITIONS IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 4 VACANT POSITIONS WILL BE
USED.**

**Non-Contract Class Series
Highway Division Ames-Des Moines Complex
Transportation Engineer**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Highway Division Ames-Des Moines Complex
Transportation Engineer Specialist**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Highway Division Ames-Des Moines Complex
Transportation Engineer Manager**

**THE PLAN REQUIRES THE REDUCTION OF 2 POSITIONS IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE
USED.**

**Non-Contract Class Series
Highway Division Ames-Des Moines Complex
Transportation Engineer Administrator**

THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.

**Non-Contract Class Series
Highway Division Ames-Des Moines Complex
Transportation Engineer Executive**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE
USED.**

**Highway Division
District 1**

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Highway Division - District 1
Public Service Executive 2**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.**

**Retention Point List
Non-Contract Class Series
Highway Division - District 1
Transportation Assistant**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Allen	Jon R	02/06/87	175	175	350

**IN ADDITION, DUE TO MITIGATION EFFORTS,
1 VACANT POSITION WILL BE DELETED.**

**Non-Contract Class Series
Highway Division - District 1
Transportation Engineer Manager**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.**

**Retention Point List
Non-Contract Class Series
Highway Divison - District 1
Construction Technician Supervisor**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Torrence	Larry L	04/01/61	484	484	968
Gottner	William J	03/30/68	401	401	802
Love	Terry G	03/01/69	390	390	780
Hockett	Norman K	06/01/82	231	231	462
Wells	David L	12/20/85	188	188	376

**Retention Point List
Non-Contract Class Series
Highway Division - District 1
Highway Maintenance Supervisor**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention Points
Durham	Paul	06/10/65	435	435	870
Mesenbrink	Larry H	02/05/68	403	403	806
Bergeson	Edward M	09/16/71	360	360	720
Jones	Ronald D	05/01/72	352	352	704
McClain	Harold F	10/29/76	298	298	596
Mahoney	Edward R	03/31/78	281	281	562
Pickett	Gary L	08/13/79	265	265	530
Morris	Kelly E	06/11/79	267	261	528
Hedlund	Richard	09/28/79	263	263	526
Wilson	John C	09/28/79	263	257	520
Lloyd	Mark	11/12/85	190	190	380
Vander Zwaag	Jeffery J	01/11/88	164	164	328

IN ADDITION, DUE TO MITIGATION EFFORTS, 4 VACANT POSITIONS WILL BE DELETED.

**Highway Division
District 2**

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Highway Division - District 2
Public Service Executive 2**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.**

Retention Point List
Non-Contract Class Series
Highway Division - District 2
Construction Technician Supervisor

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Perkins	Stanley	04/04/67	413	413	826
Aukes	Dennis R	10/16/67	407	407	814
Staebler	Steven R	05/16/77	287	287	574
Peters	David P	09/28/81	239	239	478
Bellmer	Steven	04/16/84	209	209	418

**Retention Point List
 Non-Contract Class Series
 Highway Division - District 2
 Highway Maintenance Supervisor**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Stoffer	Douglas E	06/01/64	447	447	894
Clark	Robert L	07/16/73	338	338	676
Cooper	Daryl J	11/04/74	322	322	644
Johnson	Steven E	07/11/77	290	290	580
Burns	Roger L	07/20/79	265	265	530
Frisch	Russell W	05/22/81	243	243	486
Edgar	Robert	12/10/82	225	225	450
Lickteig	Douglas E	12/04/85	189	189	378
Taylor	Randy L	11/09/87	166	166	332
Follman	Fredrick L	10/27/89	142	142	284

IN ADDITION, DUE TO MITIGATION EFFORTS, 5 VACANT POSITIONS WILL BE DELETED.

**Non-Contract Class Series
Highway Division - District 2
Transportation Engineer Intern**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.**

**Highway Division
District 3**

Non-Contract Plan

Updated as of January 31, 2002

**Non-Contract Class Series
Highway Division - District 3
Public Service Executive 2**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.**

**Non-Contract Class Series
Highway Division - District 3
Highway Maintenance Supervisor**

THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 3 VACANT POSITIONS WILL BE USED.

**Highway Division
District 4**

Non-Contract Plan

Updated as of January 31, 2002

**Retention Point List
Non-Contract Class Series
Highway Division - District 4
Public Service Executive 2**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Mefford	Stephen T	11/04/83	214	214	428
Owen	Jeffrey D	12/02/85	189	189	378

**Retention Point List
Non-Contract Class Series
Highway Division - District 4
Transportation Engineer Manager**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Whetstone	James R	06/03/63	459	459	918
Stevens	Donald R	05/02/83	220	220	440
Cook	William E	02/11/85	199	199	398
Lechnowsky	Orest T	01/14/94	92	92	184
Rogers	Kevin R	09/17/99	23	23	46

**Non-Contract Class Series
Highway Division - District 4
Construction Technician Supervisor**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.**

**Retention Point List
Non-Contract Class Series
Highway Division - District 4
Highway Maintenance Supervisor**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Eggen	Donald D	10/16/65	431	431	862
Botos	William C	10/25/65	430	430	860
Oshel	James E	02/01/71	367	367	734
Wilber	Herchel K	04/01/71	365	365	730
Purdy	Eugene S	03/01/72	354	354	708
Heitman	Kenneth J	01/01/73	344	344	688
Wilber	Marshel D	02/01/74	331	331	662
Reason	Kurt K	09/28/79	263	263	526
Herdlika	Donald G	12/12/80	249	249	498
Wonders	Peter R	04/26/82	232	232	464
Mattox	Dick	03/23/84	209	209	418
Pattee	Charles L	01/02/85	200	200	400
Russell	John	09/19/86	179	179	358
Frank	Todd	04/08/88	161	161	322

IN ADDITION, DUE TO MITIGATION EFFORTS, 1 VACANT POSITION WILL BE DELETED.

**Highway Division
District 5**

Non-Contract Plan

Updated as of January 31, 2002

Retention Point List
Non-Contract Class Series
Highway Division - District 5
Public Service Executive 2

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Loving	David L	10/02/78	275	275	550
Morrow	Kenneth W	09/26/83	215	215	430

**Non-Contract Class Series
Highway Division - District 5
Construction Technician Supervisor**

THE PLAN REQUIRES THE REDUCTION OF 3 POSITIONS IN THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO MITIGATION EFFORTS, 3 VACANT POSITIONS WILL BE USED.

**Retention Point List
Non-Contract Class Series
Highway Division - District 5
Highway Maintenance Supervisor**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
South	Dennis M	03/16/70	378	378	756
Proffitt	David	02/08/71	367	367	734
Morgan	Robert J	06/01/72	351	351	702
Tull	Raymond R	12/16/71	357	345	702
Vannoni	Steven	09/20/74	323	323	646
Pottridge	Larry W	07/23/79	265	265	530
Lewis	David D	07/27/79	264	264	528
Ford	Lonnie L	01/16/81	248	248	496
Steinhart	Bradley S	11/06/81	238	238	476
Peterson	Timothy R	06/22/82	230	230	460
Sebben	Tony E	08/23/82	228	218	446
O'Brien	Dale E	12/28/94	80	80	160

IN ADDITION, DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE DELETED.

**Highway Division
District 6**

Non-Contract Plan

Updated as of January 31, 2002

Retention Point List
Non-Contract Class Series
Highway Division - District 6
Public Service Executive 2

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Gresslin	Gretchen G	08/21/72	348	348	696
McDermott	Edward J	10/23/78	274	274	548

Retention Point List
Non-Contract Class Series
Highway Division - District 6
Transportation Assistant

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Ellis	Kent L	10/07/83	215	215	430

**Non-Contract Class Series
Highway Division - District 6
Construction Technician Supervisor**

**THE PLAN REQUIRES THE REDUCTION OF 1 POSITION IN
THIS CLASSIFICATION AND LAYOFF UNIT. DUE TO
MITIGATION EFFORTS, 1 VACANT POSITION WILL BE USED.**

**Retention point List
 Non-Contract Class Series
 Highway Division - District 6
 Highway Maintenance Supervisor**

Last Name	First Name	Seniority Date	Total Service Points	Total Eval Points	Total Retention
Lee	David L	09/01/69	384	384	768
Brown	Russell J	11/01/69	382	382	764
Berry	John M	02/16/73	343	343	686
Shanahan	David P	09/03/74	324	324	648
Sheehy	Kimberly J	04/18/75	316	316	632
Patterson	Jack	07/28/78	277	265	542
Nutter	Michael E	04/30/79	268	268	536
Banowetz	Richard R	05/29/81	243	243	486
Tjaden	Jeffrey J	08/01/81	241	229	470
Nitcher	Travis	08/29/83	216	216	432
Miller	Brian D	09/06/83	216	216	432
Thiede	Fred B	04/01/85	197	197	394

IN ADDITION, DUE TO MITIGATION EFFORTS, 2 VACANT POSITIONS WILL BE DELETED.

DRAFT Contract RIF Letter – (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

January 4, 2002

Pat Smith
1234 Main Street
Anywhere, IA 50000

Dear Pat:

Due to the budget reduction and restructuring, it is necessary for the Department of Transportation to reduce the number of positions within the department. A layoff plan documenting these reductions has been prepared and approved in accordance with Iowa Department of Personnel Rule 581-11.3 and subsequently approved by the Governor. It has been determined that it is necessary to lay you off from your position. The effective date of the actual layoff will be announced early in 2002.

Our review of your employment record suggests that you may have bumping rights within your employing unit to job classes as follows:

1. To a lower classification within your class series in your employing unit, or
2. In the absence of a lower classification in your series and employing unit, to a classification in your employing unit which you previously held while in the continuous employment of the Department of Transportation.

Bumping restrictions include:

1. A position must be available within your employing unit.
2. Nonsupervisory employees are limited to positions in nonsupervisory classes.
3. Employees cannot bump into collective bargaining exempt classes unless they are in a collective bargaining exempt class at the time of the reduction in force.
4. Bumping is not permitted to non-contract covered classes from which employees were voluntarily or disciplinarily demoted.

If you wish to exercise your bumping rights, you must do so in writing. Please review the attached summary sheet, which lists your current class series and previously held classes. If you are able to bump, the Office of Employee Services must first look for a position in your class series before using your previously held classes. Please mark your previously held classes from your first choice to your last choice, using 1 for your first choice, 2 for your second choice, and so on. If you do not exercise your bumping rights, you will be laid off on the effective date of the reduction in force. If you wish to exercise your bumping rights, the attached summary sheet must be postmarked no later than _____. **Your reply must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

Recall is a reemployment opportunity that gives you preference over some applicants for some vacancies. The exact details of your recall rights can be found in Article VI of the AFSCME bargaining agreement. If you decline to exercise your bumping rights, or do not have bumping rights, but wish to apply to be on recall, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655 for a recall application.

If you have any other questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,

[Redacted Signature]

Mark F. Wandro
Director

Ltr:CL001

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____

Date of Receipt _____

DRAFT Noncontract RIF Letter (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

November 2, 2001

Shannon Smith
1234 Elm Street
Who Knows, IA 50000

Dear Shannon:

Due to the budget reduction and department restructuring, it is necessary for the Department of Transportation to reduce the number of positions within the department. A layoff plan documenting these reductions has been prepared and approved in accordance with Iowa Department of Personnel Rule 581-11.3 and subsequently approved by the Governor. It has been determined that it is necessary to lay you off from your position. The effective date of the actual layoff will be announced early in 2002.

Our review of your employment record suggests that you may have bumping rights within your layoff unit to job classes as follows:

- To a lower classification within your class series in your layoff unit, or
- To a classification in your layoff unit which you previously held during continuous employment with the state, excluding temporary positions.

Bumping restrictions include:

1. A position must be available within your layoff unit.
2. Nonsupervisory employees are limited to positions in nonsupervisory classes.
3. Employees cannot bump into collective bargaining exempt classes unless they are in a collective bargaining exempt class at the time of the reduction in force.
4. Bumping is not permitted to non-contract covered classes from which employees were voluntarily or disciplinarily demoted.

If you wish to exercise your bumping rights, you must do so in writing. Please review the attached summary sheet, which lists your current class series and previously held classes. Mark your previously held classes and the other classes in your series from your first choice to your last choice, using 1 for your first choice, 2 for your second choice, and so on. If you do not exercise your bumping rights, you will be laid off on the effective date of the reduction in force. If you wish to exercise your bumping rights, the attached summary sheet must be postmarked no later than _____. **Your reply must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

Recall is a reemployment opportunity that gives you preference over some applicants for some vacancies. The exact details of your recall rights can be found in Chapter 11 of the administrative rules of the Iowa Department of Personnel. If you decline to exercise your bumping rights, or do not have bumping rights, but wish to apply to be on recall, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655 for a recall application.

If you have any other questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,



Mark F. Wandro
Director

Ltr:NCL001

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____ Date of Receipt _____

DRAFT Contract Covered Bump Letter (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

November 21, 2001

Jerri Jacks
123 Elm Street
East, IA 50000

Dear Jerri:

An employee who is being laid off during the DOT's reduction in force has chosen to bump into your classification. Because you are the least senior it is necessary to lay you off from your position. The effective date of the actual layoff will be announced early in 2002.

Our review of your employment record suggests that you may have bumping rights within your employing unit to job classes as follows:

1. To a lower classification within your class series in your employing unit.
2. In the absence of a lower classification in your series and employing unit, to a classification in your employing unit which you previously held while in the continuous employment of the Department of Transportation.

Bumping restrictions include:

1. A position must be available within your employing unit.
2. Nonsupervisory employees are limited to positions in nonsupervisory classes.
3. Employees cannot bump into collective bargaining exempt classes unless they are in a collective bargaining exempt class at the time of the reduction in force.
4. Bumping is not permitted to non-contract covered classes from which employees were voluntarily or disciplinarily demoted.

If you wish to exercise your bumping rights, you must do so in writing. Please review the attached summary sheet, which lists your current class series and previously held classes. If you are able to bump, the Office of Employee Services must first look for a position in your class series before using your previously held classes. Please mark your previously held classes from your first choice to your last choice, using 1 for your first choice, 2 for your second choice, and so on. If you do not exercise your bumping rights, you will be laid off on the effective date of the reduction in force. If you wish to exercise your bumping rights, the attached summary sheet must be postmarked no later than _____. **Your reply must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

Recall is a reemployment opportunity that gives you preference over some applicants for some vacancies. The exact details of your recall rights can be found in Article VI of the AFSCME bargaining agreement. If you decline to exercise your bumping rights, or do not have bumping rights, but wish to apply to be on recall, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655 for a recall application.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,

[Redacted Signature]

Beverly Abels, Director
Office of Employee Services

Ltr:CB002

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____ Date of Receipt _____

DRAFT Noncontract Bump Letter – (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

December 18, 2001

John Doe
123 Elm Street
Cold, IA 50000

Dear John:

An employee who is being laid off during the DOT's reduction in force has chosen to bump into your classification. Because you have the fewest retention points, it is necessary to lay you off from your position. The effective date of the actual layoff will be announced early in 2002.

Our review of your employment record suggests that you may have bumping rights to job classes as follows:

- To a lower classification within your class series in your layoff unit, or
- To a classification in your layoff unit which you previously held during continuous employment with the state, excluding temporary positions.

Bumping restrictions include:

1. A position must be available within your layoff unit.
2. Nonsupervisory employees are limited to positions in nonsupervisory classes.
3. Employees cannot bump into collective bargaining exempt classes unless they are in a collective bargaining exempt class at the time of the reduction in force.
4. Bumping is not permitted to non-contract covered classes from which employees were voluntarily or disciplinarily demoted.

If you wish to exercise your bumping rights, you must do so in writing. Please review the attached summary sheet, which lists your current class series and previously held classes. Mark your previously held classes and the other classes in your series from your first choice to your last choice, using 1 for your first choice, 2 for your second choice, and so on. If you do not exercise your bumping rights, you will be laid off on the effective date of the reduction in force. If you wish to exercise your bumping rights, the attached summary sheet must be postmarked no later than _____. **Your reply must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, Iowa 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

Recall is a reemployment opportunity that gives you preference over some applicants for some vacancies. The exact details of your recall rights can be found in Chapter 11 of the administrative rules of the Iowa Department of Personnel. If you decline to exercise your bumping rights, or do not have bumping rights, but wish to apply to be on recall, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655 for a recall application.

If you have any other questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,

[Redacted Signature]

Beverly Abels, Director
Office of Employee Services

Ltr:NCB002

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____ Date of Receipt _____

DRAFT Bump Placement Letter – (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

November 21, 2001

Pat Paris
888 Spruce Street
East, IA 50000

Dear Pat:

You have previously informed us that you wanted to bump to another classification rather than be laid off. On the effective date of the reduction in force, _____, you will be bumping into the classification of _____. Your work location is _____. Your new supervisor is _____. Please contact your new supervisor to find out your work hours and your work duties.

You have two options regarding this bump:

1. Accept the bump.
2. Decline the bump and accept the layoff.

You must submit in writing your decision to accept or decline this bump by _____. **This notice must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

If you have selected option two above, you are eligible to apply for recall. If you wish to request a recall application, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,

Beverly Abels, Director
Office of Employee Services

Ltr: ABP002

I am accepting the bump.

I decline the bump and know I will be laid off.

Employee's Signature _____

Social Security Number _____

Date _____

**DRAFT Contract Covered Reassignment Letter
Less than 25 miles – (11/30/01)**

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921
Fax: 515-239-1175

December 15, 2001

Jane Doe
345 Elm Street
Whoa, IA 50000

Dear Jane:

Due to the restructuring and reduction in force in the Department of Transportation, the duties of your position have been eliminated. Therefore, you are being reassigned. The details of this reassignment are on the attached notice. You will be notified of the effective date of this reassignment in early 2002.

You have two options regarding your reassignment.


1. Accept your reassignment, or
2. If you choose to decline the reassignment, you will be considered to have voluntarily terminated your employment with the department because this reassignment is less than 25 miles from your current work site.

You must complete the attached notification to accept or decline this reassignment by _____. **This signed notification must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

Failure to submit a written acceptance of reassignment by the due date will be considered a declination of the reassignment.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,


Beverly Abels, Director
Office of Employee Services

Ltr:CR003

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____

Date of Receipt _____

**DRAFT Contract Covered Reassignment Letter
25 miles or Greater – (11/30/01)**

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921
Fax: 515-239-1175

December 15, 2001

Molly Moe
666 Oak Street
Wheat, IA 50000

Dear Molly:

Due to the restructuring and reduction in force in the Department of Transportation, the duties of your position have been eliminated. Therefore, you are being reassigned. The details of this reassignment are on the attached notice. You will be notified of the effective date of this reassignment in early 2002.

You have two options regarding your reassignment.

1. Accept your reassignment, or
2. If you choose to decline the reassignment, you will be considered to have voluntarily terminated your employment with the department and you will be eligible for recall because this reassignment is 25 miles or more from your current work site.

Recall is a reemployment opportunity that gives you preference over some applicants for some vacancies. The exact details of your recall rights can be found in Article VI of the AFSCME bargaining agreement. If you are interested in applying to be on recall, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655 for a recall application.

You must complete the attached notification to accept or decline this reassignment by _____. **This signed notification must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

Failure to submit a written acceptance of reassignment by the due date will be considered a declination of the reassignment.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,

Beverly Abels, Director
Office of Employee Services

Ltr:CR003a

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____ Date of Receipt _____

DRAFT Noncontract Reassignment Letter – (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921
Fax: 515-239-1175

December 15, 2001

Joe Smith
567 Elm Street
Hope, IA 50000

Dear Joe:

Due to the restructuring and reduction in force in the Department of Transportation, the duties of your position have been eliminated. Therefore, you are being reassigned. The details of this reassignment are on the attached notice. You will be notified of the effective date of this reassignment in early 2002.

You have two options regarding your reassignment.


1. Accept the reassignment, or
2. If you choose to decline the reassignment, you will be considered to have voluntarily terminated your employment with the department.

You must complete the attached notification to accept or decline this reassignment by _____. **This signed notification must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

Failure to submit a written acceptance of reassignment by the due date will be considered a declination of the reassignment.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,


Beverly Abels, Director
Office of Employee Services

LtrNCR003

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____

Date of Receipt _____

Notification of Reassignment

December 15, 2001

Julie Noe
818 Walnut Street
Walker, IA 50000

On the effective date of the reduction in force your new reporting location will be _____ and your supervisor will be _____. Please contact your new supervisor to determine starting times and work assignments. You will be notified of the effective date of this reassignment in early 2002.

You must submit in writing your decision to accept or decline your reassignment by _____. **This notice must be sent to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175.** You may use the enclosed envelope or you may use the DOT fax to return your response.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Ltr:NR003

Acknowledgement of Reassignment Decision

_____ I accept the reassignment.

_____ I decline the reassignment. I understand declining the reassignment will result in the voluntary termination of my employment.

Employee's Signature _____

Social Security Number _____

Date of Receipt _____

DRAFT Voluntary Layoff Letter Contract Covered (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

January 1, 2002

Sam Brown
123 Elm Street
South, IA 5000

Dear Sam:

We have been notified that you have volunteered to be laid off. You will be notified of the effective date of the layoff in early 2002.

Because you are covered by the AFSCME collective bargaining agreement, you are eligible to be placed on recall. Recall is a reemployment opportunity that gives you preference over some applicants for some vacancies. Your rights on recall are as follows:

1. You will be placed on the recall list for the class from which you were laid off.
2. You may select up to 15 additional classes, for which you are qualified, at the same or lower pay grade as the class you are in at the time of the layoff.
3. You may remain on the recall lists for up to two years.

If you would like a recall application, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655.

Please complete the bottom of this letter to verify your decision to volunteer for layoff and return it to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010 or it may be faxed to Ms. Abels at 515-239-1175. You may use the enclosed envelope or you may use the DOT fax to return your response.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,



Beverly Abels, Director
Office of Employee Services

Ltr:CV004

I wish to be voluntarily laid off.

Employee's Signature _____

Social Security Number _____ Date of Receipt _____

DRAFT Voluntary Layoff Letter Noncontract - (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

January 1, 2002

Kelly Brown
456 Elm Street
North, IA 50000

Dear Kelly:

We have been notified that you have volunteered to be laid off. You will be notified of the effective date of the layoff in early 2002.

By volunteering for the layoff, you are eligible to be placed on recall. Recall is a reemployment opportunity that gives you preference over some applicants for some vacancies. Your rights, as a non-contract covered employee, are as follows:

1. You may be placed on recall for the class you hold at the time of the reduction in force and within the employing unit you were in when laid off.
2. You may remain on the recall list for one year.

If you would like a recall application, please contact Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655.

Please complete the bottom of this letter to verify your decision to volunteer for layoff and return it to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, Iowa 50010 or it may be faxed to Ms. Abels at 515-239-1175. You may use the enclosed envelope or you may use the DOT fax to return your response.

If you have any questions please contact the Office of Employee Services at 515-239-1921.

Sincerely,

[Redacted Signature]

Beverly Abels, Director
Office of Employee Services

Ltr:NCV004

I wish to be voluntarily laid off. _____

Employee's Signature _____

Social Security Number _____ Date _____

SAMPLE

800 Lincoln Way, Ames, IA 50010

DRAFT – Good News – (11/30/01)

Phone: 515-239-1921

Fax: 515-239-1175

January 2, 2002

Fay Johnson
123 Elm Street
West, IA 50000

Dear Fay:

Congratulations! I am pleased to inform you that because another position became vacant in your classification and employing unit, you are no longer going to be laid off in the department's reduction in force. At this time you will remain at your current work assignment.

Please complete the bottom of this letter to acknowledge receipt of this letter and verify if you plan to stay in your position. If you are currently planning to voluntarily terminate your employment, please indicate below. Providing this information as soon as possible will allow adjustment to the RIF plan and may result in another employee not being laid off.

Please return this letter to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, Iowa 50010 or it may be faxed to Ms. Abels at 515-239-1175. You may use the enclosed envelope or you may use the DOT fax to return your response.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,

[Redacted Signature]

Mark F. Wandro
Director

Ltr:GN005

Acknowledgement of Receipt

Yes, I plan on remaining in my position.

No, I am voluntarily terminating my employment.

Effective Date _____

Employee's Signature _____

Social Security Number _____ Date of Receipt _____

DRAFT-Effective Date of Layoff-(11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921

Fax: 515-239-1175

January 2, 2002

Sally Faye
8080 80th Street
Southwest, IA 50000

Dear Sally:

In a previous letter you were notified that you were being laid off from your position, or you have notified us that you declined a reassignment, at the Department of Transportation. This letter is to inform you that your last day of work is _____.

If you have not requested a recall application, you may request one from Deborah Risvold at 515-239-1654 or Tracy Hunt at 515-239-1655.

Please sign below to verify receipt of this letter and return it to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, Iowa 50010 or it may be faxed to Ms. Abels at 515-239-1175. You may use the enclosed envelope or you may use the DOT fax to return your response.

Thank you for your contributions to the Department of Transportation. If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,



Mark F. Wandro
Director

Ltr:FNL006

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____

Date of Receipt _____

DRAFT -Effective Date of Reassignment letter- (11/30/01)

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1921
Fax: 515-239-1175

January 2, 2202

Jean Lee
7070 70th Street
Southeast, IA 50000

Dear Jean:

In a previous letter you were notified that you were being reassigned to a new work location on the effective date of the reduction in force. This letter is to notify you that the effective date of your reassignment is _____.

If you have not contacted your new supervisor, please contact him/her to determine your work schedule and duties.

Please sign below to verify receipt of this letter and return it to Beverly Abels, Director, Office of Employee Services, 800 Lincoln Way, Ames, Iowa 50010 or it may be faxed to Ms. Abels at 515-239-1175. You may use the enclosed envelope or you may use the DOT fax to return your response.

If you have any questions, please contact the Office of Employee Services at 515-239-1921.

Sincerely,

Beverly Abels, Director
Office of Employee Services

Ltr:FNR006

Acknowledgement of Receipt

Employee's Signature _____

Social Security Number _____ Date of Receipt _____

Recommended Sources for Additional Information

Iowa Department of Transportation Office of Employee Services	(515)239-1921
Employee Assistance Program	1(800)327-4692
.....	(515)244-6090
Iowa Department of Personnel	(515)281-6294
IDOP Personnel Officer, District 1 Carol Adams	(641)423-8516
IDOP Personnel Officer, District 2 Carol Adams	(641)423-8516
IDOP Personnel Officer, District 2 Scott Klahsen.....	(319)235-3015
IDOP Personnel Officer, District 3 Janelle Bertrand.....	(712)276-2108
IDOP Personnel Officer, District 4 Mike Frost	(712)527-4811, Ext. 534
IDOP Personnel Officer, District 5 Tim Guyer	(319)385-9511, Ext 2243
IDOP Personnel Officer, District 6 Erick Lynes	(319)626-4222
IDOP Personnel Officer, Ames Offices and Motor Vehicle Division Dave Kraayenbrink	(515)239-1260
Iowa Public Employees' Retirement System (IPERS).....	1(800)622-3849
.....	(515)281-0020
Iowa Workforce Development.....	1-(800)562-4692
.....	(515)281-5387

AFSCME's Local Presidents
October 9, 2001

AFSCME Local 1185 (clericals working in Polk County)	Sylvia Crook 1311 East 13 th Des Moines, IA 50316	515-281-5172...work 515-263-0904...home
Motor Vehicle Enforcement Officers Local 3568 (Statewide)	Gene E. Page, Jr. 510 Carroll Street, Suite 2 Carroll, Iowa 51401	712-792-1968....work
AFSCME Local 2997 DOT District 1	Peggy Phipps 800 Iowa Street Stanhope, IA 50246	515-239-1012...work
AFSCME Local 2998 DOT DISTRICT 2	Dan Huck 5211 Welden Road Waterloo, IA 50701	319-323-3055...work 319-296-1746...home
AFSCME Local 2999 DOT DISTRICT 3	Paul Johnson 2631 Needham Avenue Sac City, IA 50583	712-662-7674...work 712-662-4710...home
AFSCME Local 3000 DOT DISTRICT 4	Dave Brisbois 202 Third Avenue Persia, IA 51563	712-485-2591...work 712-488-2271...home
AFSCME Local 3018 DOT DISTRICT 5	Jerry Leonard 2287 Glasgow Road Fairfield, IA 52556	319-385-2211...work
AFSCME Local 3019 DOT DISTRICT 5	Karen Noble 701 Palm Avenue Mt. Pleasant, IA 52641	319-385-2211...work 319-385-9341...home
AFSCME Local 3002 DOT DISTRICT 6	Vincent Martin 2334 East 31 st Street Davenport, IA 52807	319-391-3920...work

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