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Minnesota Senate
Handbook for Senators and Staff

January 29, 2002

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Emergency Information

For a Medical Emergency: Dial 9-911

1. Call the Emergency number: **9-911** for an ambulance. Specify the name of the building and the street address. Capitol: 75 Constitution Avenue; State Office Building: 100 Constitution Avenue.

2. Send a staff member to the building's front entrance *(Capitol: Ground Floor, Southwest Door; State Office Building: Ground Floor, East Door)* to meet the ambulance crew.

3. For **Oxygen**: In the *Capitol*, call the *Sergeant at Arms* at **6-7159** or **6-1119**. If there is no answer call **6-2344**. In the *State Office Building*, send a staff member to **Room 155** where the oxygen kit is located.

4. Call *Capitol Security* at 6-2100 and tell them the nature and location of the emergency.

5. Call the *Sergeant at Arms* at **6-7159** or **6-1119.**

For a Fire Emergency: Dial 9-911

1. Call the *St. Paul Fire Department* - Emergency number **9-911**.

2. Call *Capitol Security* - **6-2100**.

3. Inform the *Sergeant at Arms Office* at **6-7159 or 6-1119.**

Note: The 9-911 Emergency number is to be used only in cases of medical emergency or to report a fire or crime.

Security:

If you have a serious problem (threat, theft, a person you feel may be dangerous, or someone causing a disturbance) call *Capitol Security* at **6-2100**. Security will respond immediately. In addition, inform the Sergeant at Arms (at 6-7159) or 6-1119) to report the problem.

Capitol Security will also provide an escort service to see employees safely to their cars. For an escort, call *Capitol Security* at **6-6741**. The intercoms at various exits may also be used to call for assistance in an emergency. Do not leave purses, wallets or any valuables unattended. Lock purses in desk drawers or in file cabinets, or carry them with you. Lock offices when leaving.

This document can be made available in alternative formats. To make a request, please call (voice) 651-296-0504, or toll free 1-888-234-1112; or (TTY) 651-296-0250, or toll free 1-888-234-1216.

❖ *Minnesota Senate*

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❖ *Minnesota Senate*

Purpose

This Handbook for Senators and Staff is intended to provide general information about the Minnesota Senate's policies, procedures, practices and functions as of January 29, 2002. The Minnesota Senate may modify the policies and procedures contained in this handbook at any time, with or without notice. There may be other laws that affect these areas. For current updates consult the Director of Human Resources.

Policies and Procedures

Gifts from Lobbyists and Principals[1]

Minnesota Statutes, section 10A.071, generally prohibits a member or employee of the Senate from accepting a gift from a lobbyist or from a person or association that employs a lobbyist ("lobbyist principal").

Under the law, Senators and Senate staff may not accept from a lobbyist or a lobbyist principal:

- Money;
- Real or personal property;
- A service;
- A loan;
- A forbearance or forgiveness of indebtedness; or
- A promise of future employment.

unless the recipient gives the lobbyist or lobbyist principal consideration of equal or greater value in return.

You may accept the following gifts, if not prohibited by other law:

- A political contribution;
- Services to assist you in the performance of your official duties, including advice, consultation, information, and communication in connection with legislation and services to constituents;
- Services of insignificant monetary value;
- A plaque or similar memento recognizing your individual services in a field of specialty or to a charitable cause;
- A trinket or memento of insignificant value;
- Informational material of unexceptional value;
- Food or beverage at a reception, meal, or meeting away from your place of work provided by an organization before whom you appear to make a speech or answer questions as part of a program;
- Anything given because of your membership in a group, a majority of whose members are not officials, provided an equivalent gift is given to the other members of the group; and
- Anything given by a lobbyist or lobbyist principal who is a member of your family, unless the gift is given on behalf of someone who is not a member of your family.

If you have questions about the law, write to the Board of Campaign Finance and Public Disclosure at First Floor South, Centennial Office Building, 658 Cedar St., St Paul, MN 55155-1603 or you may call Jeanne Olson, Executive Director at (651) 296-1721 or (1-800) 657-3889. The TTY number is (800) 627-3529, ask for (651) 296-5148. Questions may also be referred to Peter Wattson, Senate Counsel, at (651) 296-3812.

[1]Adapted from the Ethical Practices Board publication "Bulletin for Officials," issued May, 1994.

Code of Conduct

Senators and Staff:

As members and employees of the Senate, we are entrusted with the welfare, property, security and safety of the people we serve and of the people of Minnesota.

- We will treat each other and the public fairly, equally, and with dignity and respect.
- We will be courteous to the public and respectful of the institution.

The President of the Senate will receive written, signed complaints from any member or employee of the Senate or from the public regarding disrespectful treatment by a member or employee of the Senate or by another member of the public.

Please call 296-4875 with comments or questions.

Senate Committees:

- The committee chair is responsible for order, decorum, and quiet.
- All members of the committee are responsible for enforcing respectful treatment of each other and the public.
- The chair or vice chair should start and end hearings on time.
- All non-conference committee meetings must adjourn by 10 p.m. unless two thirds of the members present vote to suspend this requirement. (Rule 12.4, Permanent Rules of the Senate.)
- All speakers should request permission from and address their comments to the chair.
- Respectfully address people giving testimony as Mr., Ms. or their title.
- Allow those who travel long distances to testify first.
- Be sensitive and attentive to persons testifying and to their concerns.
- A Senator should not use insulting or personally or socially offensive language when addressing members of the public.
- A Senator should not speak impertinently, attack the motives of any Senator who proposes or advocates a particular position, use indecent language or other disorderly words or refer to another Senator by name in a disparaging way.
- A Senator should not interrupt another member.
- Private conversations should be held away from the committee table.
- Beverages are permitted at the committee table but not food.

Adopted by the Committee on Rules and Administration, April 27, 1994; revised June 1999. Permanent rules adopted March 5, 2001.

Please refer to the complete policy document for more information.

Campaign Activity Policy

"Campaign activity" includes soliciting contributions to a political committee or political fund; recording contribution receipts; sending contribution thank-you notes or contribution receipt forms to contributors; preparing reports for the principal campaign committee of a candidate to file with the Ethical Practices Board; preparing the text or layout or having printed any campaign literature; assisting or participating in a campaign school for candidates; or preparing a written campaign plan for a candidate.

"Campaign activity" does not include preparing or assisting in the preparation of mass mailings of newsletters, questionnaires, legislative reports, or letters of congratulations, unless delivered more than 60 days after adjournment sine die in an election year for the Senate.

"Campaign activity" does not include analyzing or summarizing votes taken by an elected official; analyzing or summarizing public policy issues or proposals; or providing oral or written information to a candidate, except as specifically prohibited above.

Employee Campaign Activity

1. An employee of the Senate may not participate in campaign activity during hours the employee records as hours worked for the Senate.

2. An employee may not solicit campaign contributions from or within the Capitol Complex at any time.

3. An employee may receive unsolicited campaign contributions but must promptly forward them to the treasurer of a Senator's principal campaign committee, who must not be a Senate employee.

Use of Senate Facilities in Campaigns

1. Senate equipment or supplies may not be used for campaign activities.

2. A Senator may purchase a copy of a photo taken by the official Senate photographer for use in campaign activity for the actual cost of producing the copy.

3. A Senator may copy data from a Senator's files on the Senate Network for use in campaign activity, provided the Senate is reimbursed for any actual copying cost.

Adopted by the Committee on Rules and Administration February 27, 1997.

Americans with Disabilities Act

The Minnesota Legislature is committed to complying with the provisions of the Americans with Disabilities Act (ADA) and affirms its commitment to the goal that individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by the Legislature.

It is the responsibility of legislators and legislative employees to support the goals, objectives and concept of the ADA and the Minnesota Human Rights Act in their dealings with the public, prospective employees, and co-workers.

Please refer to the complete policy document for more information.

Adopted by the Legislative Coordinating Commission, October, 1993.

Equal Employment Opportunity

The Minnesota Legislature is an equal opportunity employer and is committed to conducting its personnel activities without regard to race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, or sexual orientation. Further information regarding equal employment opportunities and specific procedures governing incidents of sexual harassment may be obtained from the appropriate House, Senate, Revisor, or LCC administrative personnel office.

Immigration Reform and Control Act

Under the Immigration Reform and Control Act, enacted on Nov. 6, 1986, employers are required to verify that all new employees are either United States citizens or aliens authorized to work in the United States. Consistent with this law, employment in the Minnesota Senate is contingent upon completion of an I-9 form and the ability to provide the necessary documents of citizenship and work authorization. Employees are required to complete the recertification section whenever their legal name changes. Employees should contact their human resources or payroll representative for this form.

Sexual Harassment Policy

The Minnesota Legislature is committed to creating and maintaining a work environment in which all members and employees are treated with respect and are free from sexual harassment. To this end, sexual harassment by a member or employee of the Senate, the House of Representatives, or the Legislative Coordinating Commission is prohibited.

The goal of this policy is to ensure that all complaints of sexual harassment will be promptly, thoroughly, and respectfully handled.

- Reporting and investigative procedures are designed to encourage members and employees to report what they believe to be sexual harassment.
- Complaints, investigations, and resolutions will be handled as discreetly as possible, with information being shared only with those who have a need to know and as may be required by the Legislature's obligation to comply with the law.
- Retaliation will not be tolerated against any person who complains, reports, or testifies about sexual harassment, or participates in an investigation of a sexual harassment complaint.
- Appropriate disciplinary action will follow when appropriate.

All those involved in the legislative process have a responsibility to contribute to a respectful work environment. The Minnesota Legislature encourages, expects, and appreciates cooperation in implementing this policy.

Please refer to the complete policy document for more information.

Adopted by the Legislative Coordinating Commission, October 10, 1990.

Statement of Zero Tolerance of Violence

Consistent with Minnesota Statutes 15.86, the Legislature endorses a policy of zero tolerance of violence.

Adopted by the Legislative Coordinating Commission, December 18, 1997.

Antinepotism Policy

Scope

This policy applies to all Senate employees and applicants for regular and temporary employment. The policy is subject to change by action of the Senate Committee on Rules and Administration.

Policy

The Senate's policy is to hire, promote and transfer employees based on qualifications, avoiding favoritism or discrimination in making personnel decisions. The employment of relatives in positions where one relative has influence over the other's job status is regarded as a potential violation of that policy. Therefore, applicants will not be hired, nor will current employees be promoted or transferred, when the result would be the creation of a supervisor-subordinate relationship between relatives. Employees who become relatives, as defined below, after they have been hired may continue employment so long as that does not result in a supervisor-subordinate relationship between relatives.

Relatives of Senators will not be hired. If, after an employee has been hired, either: a) a relative of a Senate employee is elected to the Senate, or b) a legislator becomes a relative of the employee, this policy does not require termination of Senate employment.

Definitions

- Relative: a spouse; parent, stepparent, or grandparent; child, stepchild or grandchild; brother or sister; father-, mother-, brother-, or sister-in-law; uncle or aunt; nephew or niece; or a person with whom an applicant or employee shares a household.

- Supervisor-subordinate relationship: a relationship in which one person, the supervisor, has authority to establish work responsibilities, conduct performance reviews, or recommend salary adjustments for another, the subordinate. The Secretary of the Senate is a supervisor of every Senate employee.

Procedures

(a) An applicant for employment by the Senate will be asked whether she or he is a relative of an employee or a member of the Senate. If the applicant has such a relationship, he or she is not eligible for employment in a position that would entail a supervisor-subordinate relationship with the relative.

(b) If a relationship that is contrary to this policy develops after the start of employment, the director of human resources and the supervisor or supervisors of the parties will review the situation. They will make efforts to find a position within the Senate to which one of the parties may transfer to eliminate the supervisor-subordinate relationship. If the Secretary of the Senate determines that accommodations of that nature are not feasible, the parties will determine which of them will resign her or his position with the Senate.

Adopted by the Committee on Rules and Administration, December 15, 1994. Amended by the Committee on Rules and Administration, January 13, 1997.

Senate Information System User Policy

1 Users

1.1 **User Definitions and Responsibilities**

1.1.1 Authorized users are limited to members of the Senate, Senate employees, and interns.

1.1.2 Part-time session employees are not authorized users except as authorized by the Senate Information Systems ("SIS") Director.

1.1.3 Authorized users will not be allocated a workstation until after completion of a basic network operations course, as well as training on e-mail.

1.1.4 Senators and authorized staff will be given sufficient file space and processing capabilities on the Senate Network to carry out their legislative duties. Sufficiency of space will be determined according to guidelines issued by the SIS Director.

1.2 **Support and Training**

1.2.1 **Support for Members' and Staff's Personal Computers.** SIS staff will provide installation services, training, or other support during normal business hours, only for equipment and software belonging to the Senate.

1.2.2 **User Training.** SIS will coordinate and provide microcomputer user training.

1.2.3 **Training Requirement for Receiving SIS Support.** SIS staff need not provide technical assistance or software support to any member or employee who has not first completed the SIS recommended training course in the application or function or demonstrated competence through appropriate testing on the application or function for which assistance is being sought.

1.3 **Not for Commercial or Campaign Use.** Computer equipment, computer programs, and data communication facilities connected to the Senate Network or any state computer are to be used for purposes of the Senate and the Legislature. They may not be used for any commercial purpose nor for any political campaign.

1.4 **Not for Communication of Offensive Material.** Authorized users shall not intentionally use Senate equipment to communicate to others material that is obscene, indecent, or patently offensive in the workplace.

Senate Information System User Policy (continued)

1.5 **Suspension of Network Access**

1.5.1 The SIS Director may immediately revoke the user name and password of any user of the Senate Network or Senate computer facilities who allows anyone who is not an authorized user to have direct access to any application or data on the Senate Network. The director will restore the user name and password only after the Chair of the Committee on Rules and Administration has been informed of the violation and has authorized the restoration of the account.

1.5.2 The SIS Director may suspend network access for any authorized user who misuses the Senate Network.

2 **Electronic Mail**

2.1 **Purpose.** Electronic mail (e-mail) is one of the most used and useful facilities on computer networks. To ensure maximum benefits from e-mail, a clear, defined balance between the need for open communications and the protection of the Senate's assets is critical. The purpose of this e-mail policy is to encourage use of e-mail as an effective and efficient tool while outlining considerations for responsible use.

2.2 **Appropriate Use**

2.2.1 A Senate employee may not use Senate e-mail for personal purposes during hours the employee records as hours worked for the Senate.

2.2.2 It is the nature of most e-mail systems that the security of messages cannot be guaranteed; therefore, we discourage the use of e-mail to transmit messages containing data that must be kept secure.

2.2.3 Senators and staff should use good judgment in both the type of message created and in the tone and content of messages. E-mail messages must be able to withstand public scrutiny without embarrassment to the Senate, the Legislature, or their employees if messages are forwarded beyond the intended recipients, accessed or inadvertently disclosed, subpoenaed in a legal action, or otherwise made public. Senators and staff should use generally accepted standards of business conversation in their e-mail messages.

2.3 Problems or issues related to Senate e-mail should be directed to the Senate Information Systems Director.

3 **Appropriate Use of the Internet**

3.1 **Guideline 1:** Allow and encourage use of the Internet to accomplish job responsibilities and further the Senate's mission.

3.2 **Guideline 2:** Allow and encourage use of the Internet for professional communication.

3.3 **Guideline 3:** Allow personal, noncommercial, noncampaign use of the Internet by Senate staff on personal time.

3.4 **Guideline 4:** Distribute guidelines for responsible network use to all authorized users and encourage them to use their access to the Internet in a responsible and informed way. Users also have an obligation to be aware of computer security and privacy concerns, to guard against computer viruses, and to avoid communicating to others material that is obscene, indecent, or patently offensive in the workplace. Any downloading of executable files must be reviewed or checked before executing by SIS staff.

3.5 **Guideline 5:** Provide Internet service to all authorized users who are trained and competent in the use of the Internet and have access to a workstation that is used for their daily work.

3.6 **Guideline 6:** Require members and staff who wish access to the Internet to complete Senate in-service sessions to review Senate Internet policy.

Appendix A of the Senate Information Systems Policy and Procedure Manual *contains suggested guidelines and staff responsibilities for Internet use at the Senate.*

4 **Senate Network Data Communication**

4.1 SIS will maintain a central asynchronous communication server for dial-out and dial-in access.

4.2 Senate Network computer on-line data communication functions must be done in consultation with SIS. These communication functions must be accessed through the SIS centralized communications facility. Exceptions may be granted by the SIS Director when the central communications facility is not suitable.

4.3 All computer telecommunications costs will be billed to the user's office operations account.

4.4 **Dial-Out Access to a Database.** Microcomputer users requiring access to a database should consult with the SIS Director regarding needs. The SIS Director will review the

Senate Information System User Policy (continued)

user's needs and contact the database administrator, if required, for user access. If the database is that of another user, or part of a network of microcomputers, the SIS Director will resolve the problem. The Director makes arrangements for access and any security requirements to the database for the new user.

4.5 Dial-In Access

4.5.1 Dial-in access to the Senate Network will be made available to all members and staff who have been duly authorized. Authorization requires the approval of an employee's immediate supervisor in writing to the Director of Senate Information Systems. Authorized users will not be given access until they have completed a training program.

4.5.2 Dial-in training will be provided to authorized users by the SIS Department. The SIS Department will also provide any necessary follow-up training or retraining due to application upgrades.

4.5.3 The Senate's purpose in giving employees dial-in access to the Senate Network is to permit them to work from home in the evenings and on weekends; it is not to permit them to work from home during regular business hours, except as part of a telecommuting pilot project. Therefore, hours spent working by means of a dial-in connection may not be counted as "hours worked," considered as meeting part of the requirement that an employee work 80 hours during a pay period, or included in the calculation of compensatory time earned.

4.5.4 Security for dial-in access will be through the use of dial-in and log-on passwords and a dial-back connection to the user's workstation.

4.5.5 Home computer hardware needed to dial in must be provided by the user at the user's own expense. Home equipment must meet SIS specifications.

4.5.6 Home computer software must be provided by the user at the user's own expense, except that the Senate will provide the dial-in access software for all members and employees of the Senate.

4.5.7 Dial-in access will provide the user with access to the user's e-mail and calendar, and to files in the user's directories on the Senate Network.

4.5.8 Users are discouraged from attempting to use the Senate's word processing, spreadsheet, or database software over the dial-in access line, since these uses are slow when done over a telephone line and would tie up the Senate's few lines unnecessarily.

4.5.9 Support for dial-in access to the Senate Network by members and staff will be

provided by the SIS Department during normal work hours, as defined by the Director of Human Resources.

5 **Copying to and from Home Computers**

5.1 Data on the Senate Network may be copied onto an authorized user's home computer.

5.2 If copying data from the Senate Network is done by SIS personnel for non-Senate purposes, the requester will be charged the actual copying cost.

5.3 Senate software may not be copied onto an authorized user's home computer without the permission of the SIS Director. Normally, permission will be denied. This is to ensure that copyright Senate software is used only for Senate purposes.

5.4 Data from an authorized user's home computer may be copied onto the Senate Network.

6 **Personal Hardware and Software.** Hardware, software, and peripherals owned by an authorized user may not be integrated with the Senate's network or workstations without the permission of the SIS Director. This is to reduce problems of equipment and software failure, damage to data files, and the introduction of viruses. Members and staff are encouraged to consult with the SIS Director before purchasing personal hardware or software they propose to integrate with the Senate Network or workstations.

7 **Backup.** The SIS department maintains network backup hardware and software.

7.1 **Network Backup Tapes**

7.1.1 **Purpose.** The primary purpose for backing up the Senate Network every night is disaster recovery—to enable SIS personnel to bring the network back up in the event of a system crash or a calamity such as a major power failure, fire, or flood. The programs that reside on the network could be reloaded from the original program diskettes, but the user files would have to be separately reconstructed. The backup tapes make it possible to recover those user files quickly in the event of a disaster. A secondary use of the backup tapes is to recover files that system users have inadvertently deleted. But that secondary use must not be allowed to interfere with the tapes' primary purpose or to prevent the backup tapes from being recycled on a reasonable schedule. The network backup tapes were never intended to be used as an archive for old files and should not be viewed as a substitute for archives.

7.1.2 **Schedule.** Network backup tapes will be recycled every three months. Recycling will be accomplished by reformatting the tapes. Users will be informed of the backup schedule and alerted that any old files on the tapes will no longer be

Senate Information System User Policy (continued)

recoverable after the recycling date. Users are also warned not to use the backup tapes as their file archive and to develop the separate archive files they find necessary.

7.2 **Electronic Mail Backup.** Electronic mail is intended as a medium for fast communication, not a medium for storage of valuable files. Electronic mail on the Senate Network will not be included in the nightly backup of the network. Users are warned not to use their electronic mailboxes to store valuable messages. Rather, messages they want stored should be moved or copied into a separate directory, where they will be backed up nightly.

8 **Archives**

8.1 **Word Processing Archive Diskettes**

8.1.1 **Senator's Diskettes.** In addition to keeping paper copies, Senate Word Processing maintains an archive diskette for each Senator for whom they do work. At the end of each biennium, or when the Senator leaves the Senate, whichever occurs first, the Senator will be notified that the diskette, or diskettes, will be recycled after a certain date and that any files they might want to retrieve from it must be retrieved before then. Retrieval will be accomplished by the Senator buying the diskette. Recycling of diskettes will be accomplished by reformatting them. Once a diskette is reformatted, it will no longer be possible to recover any old files from it.

8.1.2 **Staff Diskettes.** Senate Word Processing maintains archive diskettes for each Senate employee for whom they do work. These diskettes will be recycled at the end of each biennium or when the employee leaves the Senate, whichever occurs first, using the same procedure as for Senators.

8.1.3 **Constituent Mailings.** A paper copy of the primary file for constituent letters that are sent to a mailing list will be kept for one year after the letter was sent and then will be recycled.

8.2 **Other Archives.** Other archive files may be stored by the user on diskettes.

9 **Loan of Hardware**

9.1 A member or employee requesting a loan of computer hardware from SIS must send a request to the SIS Director stating:

9.1.1 Equipment requested.

9.1.2 Reason for the loan.

9.1.3 Where the equipment will be used.

9.1.4 Expected length of time of the loan, normally not to exceed three working days.

9.2 All loans are logged on an "out card," which contains the date, time, equipment loaned, to whom, and why. (In the event of an emergency, equipment loans need not require a requesting memo. A written request follows an emergency loan so that an audit trail may be maintained.)

9.3 Loss of or damage to loaned equipment due to negligence of the borrower is the responsibility of the borrower.

10 **Purchasing Procedure.** Purchase requisitions for microcomputer software, hardware, and service or consulting contracts are forwarded to the SIS department. The SIS Director approves purchase requisitions. Purchase requisitions are for approved budget expenditures.

11 **Software Acquisition**

11.1 Microcomputer software is available in the form of purchased software or in-house developed software. Purchased software may have a workstation license or a site license. Most site licenses are purchased by a one-time fee per user, while some are purchased by paying an annual fee per user. Upgrades are available for either workstation licenses or site licenses.

11.2 SIS controls both workstation-licensed software and site-licensed software. The cost of software is paid by SIS. Purchased software not on the list of approved software may not be supported by SIS.

11.3 **Approved Software List**

11.3.1 The SIS Director furnishes a listing of approved software to all Senate users or future users of software. The list is divided into three parts:

A. Workstation-licensed software available.

B. Site-licensed software available.

C. In-house software available.

11.3.2 **Workstation-Licensed Software.** Requests to purchase workstation-licensed software are forwarded to the SIS Director as a purchase requisition. The purchase requisition is checked against the list of approved software and if the

Senate Information System User Policy (continued)

software is listed, the requisition is signed, dated, and forwarded to the purchasing department. If not listed, the user requesting the purchase is contacted to justify the need.

11.3.3 **Site-Licensed Software.** If the Senate has already purchased a site license for the software, the user sends a memo requesting use of the software. The SIS Director reviews the request and follows up with required action to pay the appropriate site-license fee.

11.3.4 **New In-house Software.** When software a user requests is not available for purchase, the SIS Director works with the user to define the needs. The SIS Director submits a memo to the personnel responsible for microcomputer programming systems and provides enough information, so a project proposal can be completed and sent to the SIS Director. Project proposal information is reviewed with the user requesting the program. If time and money are available, the programming is done by SIS personnel or by contract with a vendor.

11.4 **Software Library**

11.4.1 All in-house developed microcomputer programs, site-licensed software, and back-up copies of workstation software are maintained in a software library. Users with one-of-a-kind software must have backup copies housed in this library.

11.4.2 The software library may provide an opportunity for potential users to try software before obtaining copies. The library also contains proper documentation and user instructions so that software can be tested. The SIS Director or SIS staff may be called on to demonstrate software to potential users.

12 **Hardware Acquisition**

12.1 **Standards.** The SIS Director sets the standards for microcomputer hardware acquisitions for the Senate. This covers:

12.1.1 The lease, purchase, or rental of microcomputer equipment.

12.1.2 The brand of computers acquired.

12.1.3 The brand of peripheral equipment acquired.

12.1.4 Maintenance contracts.

12.2 **Hardware Acquisition Procedure.** Departments with approved budget expenditures for hardware complete a purchase requisition and forward it to the SIS Director who

checks the capital expense budget listing and confirms that the purchase is actually as approved. If it is not, the purchase requisition is returned with a memo explaining the problem. If the purchase requisition is in order, the SIS Director dates and signs the purchase requisition and forwards it to the purchasing department.

12.3 **Future Hardware Acquisition**

12.3.1 The SIS Director serves as an information source for future hardware acquisitions. The SIS Director maintains a list of "approved" hardware.

12.3.2 The approved hardware list identifies sanctioned hardware purchases. If the desired hardware is listed, the user must show that money has been budgeted to acquire the equipment. If budgeted money is available, the user sends a purchase requisition to the SIS Director for processing.

12.3.3 If the desired hardware is not on the approved hardware list, the SIS Director is contacted and the needs discussed. If an alternate piece of approved hardware is not acceptable to the user, a memo containing the following information is sent to the SIS Director.

A. Unit's name and vendor's name and address.

B. Cost of the unit.

C. Quantity required.

D. Reason special unit is required.

E. What happens if unit is not approved.

F. Personnel responsible for unit's maintenance.

G. Personnel responsible for training and operation support.

12.3.4 The SIS Director reviews the memo in light of information provided by the user. If the equipment acquisition is not approved, the user may appeal to the SIS Staff Advisory Committee. The decision of the director, after receiving the advice of the Committee, is final.

13 **Communications Acquisition**

13.1 Communications hardware and software may be acquired at the time a microcomputer is acquired or later. These may require either hard wiring or MODEMS. LAN networks are hard wire, fiber optic, or radio wave. They may require separate power supply

Senate Information System User Policy (continued)

lines.

13.2 MODEM acquisitions are fairly simple. The user needs the "approved" MODEM with the required transmission rate and instructions on the proper use of the equipment. The hardware and software are installed by the SIS staff.

13.3 Communications acquisitions require approval of the SIS Director. The person responsible for communications may install the communications hookup. The user is provided with the required instructions for on-line communications by SIS.

Adopted by the Committee on Rules and Administration April 14, 1997; revised March 18, 1998.

Senate Web Page Development and Maintenance

Member, Committee, and Office Pages

Development. Development of official Senate World Wide Web pages will be done under the direction of the Secretary of the Senate and with the assistance of the Senate Information Systems Office and the Internet Services Specialist. All Web pages will be developed according to policies adopted by the Subcommittee on Senate Information Systems of the Committee on Rules and Administration.

General Guidelines. All official Senate Web pages will maintain a similar structure and appearance, following the basic design set for the Official Legislative Web Page, to promote the design of clear, concise, and functional Web pages for use on the Legislature's Web site. Use of these guidelines will also promote a consistent "look and feel" across the site.

Design of Senate Web pages will be in accordance with the Web Page Design Guidelines for the Minnesota Legislature as adopted by the Legislative Network Staff Group ("LNet").

Assistance in generating HTML Web-ready documents will be provided through the Internet Services Specialist. Training will be available through the SIS Training Coordinator for all committee and department staff before being given access to maintain their Web page.

No direct links will be provided from official Senate Web pages to nongovernmental sites. No links may be made from official pages to campaign pages. Links *may* be made from official Senate pages to other governmental sites.

Data will reside on the Senate's Web server.

The use of official Senate Web pages for personal, commercial, or campaign purposes is prohibited.

These Guidelines will be reviewed annually by the Subcommittee on Senate Information Systems.

Content. Web content has generally been guided by the principle that materials that are in print are appropriate for inclusion in electronic media. This includes any material in the Official Directory of the Minnesota Legislature, products of the Publications and Media Services Offices, and materials distributed to the general public through the Senate Information Office.

Member Pages

Basic: Each Senator will have a page on the Official Senate World Wide Web site. Basic member pages will consist of printed information identical to the entry in the Official Directory of the Minnesota Legislature (red book).

Optional: Senators will have the option of including the following information on their page:

- Photo, as printed in the Official Directory.
- E-Mail address, with a hypertext link allowing Web users to click on the address and automatically send a message to the Senator.
- Expanded biography, containing more detailed information than the Official Directory entry, subject to space limitations.
- Honors received by the Senator.
- Legislative committees and commissions on which the Senator serves, including a hypertext link to committee and commission information located on the Official Legislative Web site.
- Bills of which the Senator is chief or co-author with a hypertext link to the bill status data of that bill located on the Official Legislative Web site.
- Issues of interest to the Senator.
- District information, including a map of the district, district demographics, and points of interest.

Committee Pages

Basic:

- Committee Home Page
- Committee Schedules
- Committee Bill Referrals and Actions
- Committee E-Mail Link

Optional:

- Reviews of Committee Action
- Bill Summaries
- Links to relevant (governmental) sites, including Legislative Reference Library *Links to the World*

Office Pages

As determined by each office.

Maintenance

Members. Gathering of member home page information will be the responsibility of Senate Publications. Each member will be provided a check list that includes all agreed-upon basic and optional information for the official Web page. Each member will complete and return the check list to Senate Publications. Data will be generated into Web-ready format and placed onto the Web site by Senate Publications. Updates of member pages will be made through Senate Publications, upon written request of the Senator.

Committees and Offices. Information residing on committee and office pages will be gathered by committee or office staff. It will be generated into Web-ready format by committee or office staff and placed into the appropriate Web server directories under the direction of the Internet Services Specialist. Updates of committee and office Web pages will be by the affected committee or office, starting in the 1998 session.

Adopted by the Committee on Rules and Administration April 14, 1997. Revised February 1, 2000.

Compensatory time

Upon authorization by the Senate Rules and Administration Committee, regular benefit eligible employees are entitled to receive compensatory time for additional work completed during the legislative session. In addition, compensatory time can be accrued during the interim if authorized in advance by the Director of Human Resources on a bi-weekly basis. Regular benefit eligible employees, who exceed eighty-eight (88) hours of work per pay period are eligible for compensatory time. After eighty-eight (88) hours have been worked in a regular pay period, one hour of compensatory time will be given for each two hours worked.

The maximum amount of compensatory time which can be accrued is one hundred and twenty (120) hours and must be used prior to December 31 of the year in which the overtime was accrued.

Compensatory time has no cash value and hours of work must be reported by the employee and approved by the employee's Senator/supervisor.

Procedure

1. Employees will document regular and additional hours worked on the Minnesota State Senate bi-weekly attendance report at the end of the pay period. Signatures are required from the employee and the Senator/supervisor. Records of compensatory time will be kept in the Fiscal Services Department. The maximum number of compensatory hours that can be accrued is one hundred and twenty (120) hours and must be used by December 31 of the year in which it was accrued.

2. Generally compensatory time accrued during the legislative session is used after the session has been completed upon approval from the Senator/supervisor. Compensatory time accrued during the interim can be used at the discretion of the employee dependent upon approval from the Senator/supervisor. A reasonable effort will be made to honor the employee's request depending on the staffing needs within the employee's unit.

3. If requesting compensatory time during the interim, the supervisor should submit to the Director of Human Resources a written request indicating the total number of hours that the employee will be using relative to compensatory time. This information will be shared with Fiscal Services.

4. The accumulated hours of compensatory time will be communicated to employees by the Fiscal Services Department.

Adopted by the Committee on Rules and Administration, October 26, 1995

Flexible Work Week

Scope

This policy applies to all Senate employees. The policy is subject to change by action of the Senate Committee on Rules and Administration.

Policy

The flexible work week for the Minnesota State Senate is 40 hours which begins the first Monday following Memorial Day and ends the Friday prior to Labor Day. All Senate employees are required to work 40 hours or more per week (80 hours per pay period) during this time frame. This flexible work week schedule may consist of five (5) 8-hour days, four (4) 10-hour days, or a combination which results in 40 hours. Work hours should be reasonable and not exceed 12 hours in a day.

Senate offices are to be open and staffed during regular business hours, 8 a.m. to 4:30 p.m.

Each employee must select a flexible work week schedule and the Senator/ supervisor must grant permission to go on this work schedule prior to initiation. The employee and Senator/supervisor will be responsible for the accuracy of the time sheets.

The Senator/supervisor will forward names and work schedules to the Director of Human Resources.

Procedure

1. Senate offices are to be open and staffed during regular business hours, 8 a.m. to 4:30 p.m.; however, certain departments may vary from this time frame due to special circumstances. Additional staffing will not be available from the Secretary of the Senate office if appropriate planning has not taken place.

2. Employees will receive a 15-minute paid break period in the morning and a 15-minute paid break period in the afternoon. These paid breaks may be used as part of the lunch break. These paid breaks may be added to the unpaid lunch break which is 30 minutes long.

3. Employees may work through the lunch period if they so desire.

4. Each employee must select a flexible 40 hour work week schedule:

    a) Five (5) 8-hour days
    b) Four (4) 10-hour days
    c) A combination of days and hours.

5. The number of hours paid for an observed holiday will be eight hours per day.

6. The employee's Senator/supervisor must approve the selected work schedule prior to initiation so that appropriate staffing may be maintained.

Flexible Work Week (continued)

7. The employee and Senator/supervisor will be responsible for the accuracy of the time sheets.

8. Senators/supervisors are requested to send the names of all of their employees and their individual work schedules to the Director of Human Resources.

Revised by the Committee on Rules and Administration February 1, 2000. Reviewed and adopted by the Committee on Rules and Administration, May 17, 2001.

Frequent Flyer Miles

In accordance with Minnesota Statutes, section 15.435[1], the following policy applies to miles accumulated during travel status.

1. Any airline travel credits or benefits earned will accrue to the Senate when the travel is paid for by the Senate.

2. Any credits or benefits earned pursuant to the travel must be reported to the Secretary of the Senate.

3. Flight coupons or other awards earned by Senators or staff under this policy must be turned over to the Secretary who shall use them to defray costs of travel by the Senate.

Adopted by the Committee on Rules and Administration, July 1, 1993.

[1]15.435 Airline Travel Credit

(a) Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

(b) By July 1, 1993, the appropriate authorities in the executive, legislative, and judicial branches of the state and the governing body of each political subdivision shall develop and implement policies covering accrual of credits or other benefits issued by an airline whenever public funds are used to pay for airline travel by a public employee or an elected or appointed official. The policies must apply to all airline travel, regardless of where or how tickets are purchased. The policies must include procedures for reporting receipt of credits or other benefits.

Transportation Fringe Benefit Plan

1 **Policy.** Section 132 of the Internal Revenue Code permits employees to enroll in a qualified Transportation Fringe Benefit Plan. Employees may direct that a portion of their salary be used to pay for certain transportation expenses. Employees will not be taxed on amounts used for qualified expenses, which generally include payments for parking or for mass transit, subject to maximum monthly limits extablished by federal law.

2 **Definitions**

2.1 **Employee** - means a member or regular benefit-eligible employee of the Senate.

2.2 **Plan Administrator** - means the firm hired by the Senate to administer the plan.

3 **Procedure**

3.1 **Parking Expenses**

3.1.1 Employee parking expenses will automatically be deducted on a pre-tax basis, in accordance with § 132 of the Internal Revenue Code. Dollars spent on parking are not included when calculating federal, state or FICA taxes, which may reduce the amount paid to Social Security.

3.1.2 An employee, within 10 days of hire, may waive the pre-tax parking benefit by filing a Waiver of Pre-Tax Parking Benefit form with the Fiscal Services Office.

3.1.3 Once the pre-tax parking benefit has been elected, the employee may not change this election until the next January 1, unless there is a change in the employee's family status.

3.1.4 The maximum amount that may be taken as a pre-tax benefit for parking is set by § 132 (f)(6).

3.1.5 To qualify for the pre-tax benefit, the parking must be provided to the employee on or within one mile of the business premises of the Senate, or on or near a location from which an employee commutes to work by mass transit (whether or not publicly owned) or provided by any person in the business of transporting persons for compensation or hire. Qualified parking does not include on or near property used by the employee for residential purposes.

3.2 **Transit Pass and Van Pool Expenses**

3.2.1 An employee may elect to set aside a portion of pre-tax salary for qualified costs incurred for a transit pass and van pool expenses. "Transit pass" means a pass, token, fare card, voucher, or similar item entitling a person to transportation (or transportation at a reduced price) if the transportation is on mass transit (whether or not publicly owned) or provided by a person in

the business of transporting persons for compensation or hire. The transit pass must be purchased through the State for reimbursement.

3.2.2 The maximum benefit for a transit pass and van pool expenses is set by § 132 (f)(6). For calendar year 2002 and after, it is $100 per month.

3.2.3 The employee makes the election by completing a Transportation Expenses Enrollment form. The amount indicated by the employee is credited to the employee's Transit Pass and Van Pool Reimbursement Account maintained by the plan administrator.

3.2.4 The election may be changed upon a change in the employee's family status or at the beginning of a calendar quarter.

3.2.5 The employee completes the Reimbursement Request form and submits required documentation for transit pass and van pool expenses to the plan administrator, not exceeding the monthly limit or the amount of money in the account.

3.2.6 Upon receiving the reimbursement request and proof of qualified expenses, the plan administrator will process the request and, if expenses qualify, reimburse the employee up to the amount available in the employee's account.

3.2.7 Expense claims must be filed no later than 60 days after the end of the calendar year which the expense was incurred. Unused amounts in the employee's account 60 days after the end of the calendar year will be forfeited.

Adopted by the Committee on Rules and Administration, May 9, 2000

Employee Orientation

Policy

All Senate employees will attend employee orientation at the commencement of employment.

Procedure

1. The orientation process will begin after the offer of employment. The new employee and supervisor or designee will complete a number of tasks prior to or during the first day of employment. (Refer to the Checklist for New and Transferring Employees)

2. *"Organizational orientation"* for the employee will usually be conducted on a Monday several times throughout the year. The orientation will consist of a series of presentations by supervisors who summarize the Minnesota Senate's mission, parliamentary procedures and rules, policies, services, and expectations of performance.

3. *"Job orientation"* will be conducted for all employees by the supervisor or designee of the office after the date of hire. This orientation will consist of reviewing the practices and procedures of the office and identifying the role each employee plays in accomplishing the Senate's objectives. (Refer to the Orientation Checklist for Supervisors)

4. All employees will attend an orientation training session on sexual harassment and respect in the workplace presented in coordination with the Legislative Coordinating Commission.

5. The employee may attend additional orientation training sessions based on his/her job responsibilities or interest.

Training Course	Presenter
Committee, Subcommittee, and Division Process for Legislative Assistants	Catherine Morrison
Duplicating Operations	Dan Olson
Legislative Process	Scott Magnuson
Login Class	SIS Training Coordinator
Senate Front Desk Operations	Patrice Dworak
SIS Classes	SIS Instructors
Tape Operations	Glen Mills and Kathleen Warrick
Telephones, voicemail	Marritta Gould
Legislative Reference Library	Robbie LaFleur

   Other training courses may be offered from time-to-time, based on interest.

6. Regular employees may maintain written documentation of attendance at all the orientation/training sessions on the Employee Education Record.

Please refer to the complete policy document for more information.

Adopted by the Secretary of the Senate, January 2000.

Job Share Position

Policy

A Senate employee, as well as those who are not yet employed by the Senate, may apply for a job share position. The compensation will be one-half the annual salary for the position. An employee who meets eligibility requirements will receive health, dental, life and other insurance benefits according to the *Legislative Plan for Employee Benefits and Policies*. Pension benefits if applicable, FICA, holidays, floating holidays, sick and vacation leave will be based on half-time employment. General provisions of this policy include the following:

Specific Provisions

1. The position will be posted and advertised as a job share position.

2. Current regular benefit-eligible and temporary employees may apply for the job share position. Information on the salary and benefits of the position will be available from the Director of Human Resources. An employee who takes a job share position may apply for a full-time position as it becomes available.

3. The job share employee will be expected to work at least 1,044 hours within any twelve consecutive months.

4. The employee's Senator or supervisor must approve the selected work schedule before it begins so that appropriate staffing may be maintained. Additional staff will not be employed to replace the job share employee who is on leave. The employee and Senator or supervisor must file the necessary documentation with the Director of Human Resources before job share employment commenses.

5. The threshold for compensatory time and maximum amount will be prorated based on half-time employment, as stated in the Senate policy on compensatory time.

6. The employee and the employee's Senator or supervisor are responsible for completing time sheets and ensuring they are accurate.

7. When a job share position is vacated the position will return to full-time status.

Adopted by the Committee on Rules and Administration, January 20, 1998. Revised by the Committee on Rules and Administration October 21, 1999.

Payment of Costs and Expenses of Legal Defense

The Senate Committee on Rules and Administration may authorize the Secretary of the Senate to pay reasonable legal fees and expenses incurred under the following circumstances by the individuals indicated.

Members and Candidates: Election Results

1. When the vote in an election to the Senate is automatically recounted under Minnesota Statutes, section 204C.35, subdivision 1, payment may be authorized for each candidate.

2. When the vote in an election to the Senate is recounted because of a request for an optional recount under Minnesota Statutes, section 204C.35, subdivision 2, payment may be authorized for: (a) a candidate who is responding to a recount requested by another candidate, and (b) a candidate who requests a recount and prevails.

3. When an election to the Senate is contested in a judicial proceeding under Minnesota Statutes, chapter 209, on the ground that deliberate, serious, and material violations of state election laws occurred, payment may be authorized for a candidate whose election was contested if the matter was dismissed or resulted in a favorable judicial decision. Payment may be authorized for a candidate who initiated an election contest that was dismissed or resulted in an unfavorable judicial decision if the contest was initiated in good faith and raised an important question of election law.

4. When an election to the Senate is contested in a judicial proceeding under Minnesota Statutes, chapter 209, on grounds other than the grounds specified in Item 3 above, payment may be authorized for: (a) a candidate who is responding as a contestee in the judicial proceedings, and (b) a candidate who is a contestor and prevails in the judicial proceeding by virtue of a decision either that the election was invalid or that the contestee did not receive the largest number of votes legally cast.

5. When a county attorney conducts an investigation of alleged unfair campaign practices under Minnesota Statues, section 211B.16, payment may be authorized for a candidate who is subject to the investigation if the county attorney decides not to proceed with an indictment, charge, or complaint on the matter, or if the grand jury returns no indictment.

Members and Staff

1. The legal fees and expenses of a member or employee actually incurred to defend the member or employee in any civil matter based on conduct of the member or employee within the scope of Senate employment if the member or employee was (a) acting in good faith, (b) the matter is dismissed or the member or employee is not found liable, (c) the Committee determines that payment is in the best interest of the Senate, and (d) the legal fees incurred were not duplicative of the defense provided to the member or employee by the State of Minnesota pursuant to Minnesota Statutes, section 3.736.

2. The legal fees and expenses of a member or employee actually incurred to defend the member or employee against any criminal allegation or charge based on the conduct of the member or employee within the scope of Senate employment if the member or employee was (a) acting in good faith, (b) the charges are dismissed or the member or employee is not found guilty of a crime, and (c) the Committee determines that payment is in the best interest of the Senate.

Payment

1. A request for reimbursement of attorney's fees and expenses must include a detailed billing statement that shows the nature and the number of hours of legal service provided each day and the nature of any expenses incurred.

2. The Committee on Rules and Administration may decline to pay all or any portion of a request that it determines to be unreasonable.

3. Payment will not be made unless the attorney who provided the legal services and incurred the expenses agrees to accept the amount paid by the Senate in full and final payment of all claims by the attorney against the Senate candidate, member or employee for the legal services and expenses.

Adopted by the Committee on Rules and Administration, December 11, 1996; amended June 17, 1997.

Performance Appraisal Policy

Scope

This policy applies to all Senate employees. The policy is subject to change by action of the Senate Committee on Rules and Administration.

Policy

Regular (benefit eligible) employees will receive an annual review of their performance. Temporary employees will be reviewed prior to the end of the session. An informal review will be carried out for newly appointed employees as well as for those who have been promoted into new positions within the Senate.

Purpose

The purpose of the review is to strengthen work skills and relationships . It is also to provide two-way feedback between the Senator/supervisor and the employee. Where deficiencies are noted, a plan of action will be defined.

Outcomes

The performance appraisal will focus on the employee's specific responsibilities and the degree to which they have been realized. Feedback to the employee should also focus on (a) the employee's responsiveness to the needs of the public, (b) an evaluation of an employee's problem solving and decision making skills and (c) an assessment of the employee's communication and team building abilities.

Procedures

1. Senators/supervisors will meet with employees in a face to face meeting to discuss the performance appraisals. The Director of Human Resources will provide assistance to Senators/supervisors including appropriate forms.

2. Employees will be evaluated on factors which measure their judgment and observance of the Code of Conduct and Ethics, initiative, job knowledge/work quality, work quantity and efficiency, internal relationships, professional conduct and external relationships, reliability and adaptability. (See enclosed evaluation form.) At the conclusion of the process, employees will be evaluated as follows:

   * Unsatisfactory (Job expectations not met)
   * Needs Improvement (Meets most job expectations)
   * Meritorious (Meets or exceeds job expectations)
   * Superior (Demonstrates specific significant strengths exceeding job expectations)

3. The written evaluation will be shared with the employee before it is forwarded to the Director of Human Resources.

4. Upon authorization by the Rules and Administration Committee, regular (benefit eligible) employees may receive salary adjustments based upon performance. A standard salary increase will be given to employees who meet or exceed expectations (meritorious performance). Employees who demonstrate superior work will be eligible for additional salary increases based on superior performance. At the discretion of the Senator/supervisor, a standard salary increase may be given to employees whose overall evaluation is "Needs Improvement," if the Senator/supervisor believes the employee's work is likely to improve as described in the plan of action for performance improvement. If the performance appraisal indicates that there are significant problem areas, such that the employee's overall evaluation is unsatisfactory, no salary increase will be given (unsatisfactory performance).

5. After appropriate written documentation is forwarded to the Director of Human Resources, salary increases will be given after July 1st.

6. Where work improvement is necessary, the Senator/supervisor, in conjunction with the employee, will develop a plan of action for performance improvement. The Director of Human Resources will be available to assist in this process.

Beliefs

1. We believe in the importance of annual performance reviews for all Senate employees.

2. The *Code of Conduct and Ethics* is the foundation that guides the activities of the Minnesota State Senate.

3. The annual performance review will be a time when the Senator/supervisor and employee provide two-way feedback, discuss job responsibilities and communicate expectations.

4. During the performance review, strengths will be identified as well as areas for training and development.

5. The employee's self-assessment is an important part of the performance appraisal process.

6. The performance appraisal form should be simple, effective, and provide an opportunity for meaningful feedback.

7. Goals and action steps need to be developed collaboratively between the reviewer and the employee.

8. Performance should be reviewed on an on-going basis during the course of the year.

Adopted by the Committee on Rules and Administration, April 24, 1996. Revised June 13, 1997.

Promotion Policy

Policy

It is the policy of the Minnesota Senate to consider career path promotions and other requests for promotion to a higher level within the same job title for jobs which do not have a career path. Promotions will be considered on the anniversary of the staff person's appointment to the position. Each supervisor requesting a promotion must demonstrate that staff meet the qualifications of the higher level position. To be eligible for promotion, a staff person must have received at least a meritorious rating on their most recent performance appraisal.

Process

The following steps describe the process for submitting and considering promotion requests.

1. A request for promotion must be submitted to the Management Advisory Committee. The staff person's immediate supervisor must sign the request for promotion. It can be submitted up to 30 days before the anniversary date. A form for requesting promotions is attached.

2. The Director of Human Resources will review all requests for promotion to insure that all materials have been completed properly and that the minimum education, work experience and performance rating requirements have been met.

3. The Management Advisory Committee will determine if staff requesting career path promotions meets the requirements for advancing to a higher level. For other promotion requests, it will determine if the duties, responsibilities and job performance have increased significantly enough to indicate that the job is being performed at a higher level.

4. The recommendations of the Management Advisory Committee including position title and salary will be submitted to the Rules and Administration Committee.

5. For career path promotions, staff will be paid at the minimum or recruiting salary for the new position or five percent above their current salary, whichever is greatest. For other promotions staff will be paid five percent above their current salary, up to the maximum salary for the position.

Adopted by the Committee on Rules and Administration January 20, 1998. Revised by the Committee on Rules and Administration October 21, 1999. Effective January 1, 2000.

❖ *Minnesota Senate*

Request for Promotion

NAME: _____

CURRENT TITLE: _____

DATE APPOINTED TO CURRENT POSITION: _____

1. Promotion is recommended to: _____

2. Please describe how this staff person meets the minimum qualifications for the appointment to the recommended position.

3. Please summarize the staff person's performance appraisals since the date of hire or the last promotion, whichever is more recent.

4. How have performance expectations changed for this staff person in the period since the date of appointment to the current position? Please cite specific examples.

Recommendation:

Promotion Approved

_____ _____
Supervisor **Date**

_____ _____
Director of Human Resources **Date**

_____ _____
Secretary of Senate **Date**
Chair, Management Advisory Committee

Adopted by the Committee on Rules and Administration, January 20, 1998.

Rules of Conduct for Users of Minnesota Senate Hearing Rooms

The following rules are necessary to preserve the State Capitol Building and to use this facility with proper regard for its status and beauty.

1. Requests for use of Senate hearing rooms must be made to the Sergeant at Arms Office, Room G-1 State Capitol, 296-0866.

2. Senate hearing rooms may not be used for any commercial purpose, nor for any loud or noisy event that disrupts State Capitol business, nor for any unlawful purpose.

3. Meetings may be scheduled in Senate hearing rooms for any day of the week. Meetings must end by 10 p.m.

4. Any use of Senate hearing rooms, including set-up and departure time, outside regular Capitol building hours - (8 a.m.-5 p.m. Monday-Friday, 10 a.m.-4 p.m. Saturday and 1 p.m.-4 p.m. Sunday) will incur a separate charge for Capitol Security services at a rate of $30 per hour or fraction of an hour. Users who need to enter the building outside regular hours must use the Aurora Avenue door on the west side of the Capitol steps, ground floor.

5. Users of public space are advised that the Capitol is a historic building with original ceilings, walls, portraits, busts, and murals. Therefore, **NO SMOKING** is allowed in the Capitol building.

6. Do not bring candles, balloons, or signs with sticks into the building.

7. Do not bring any food, beverages, or flowers into the hearing rooms.

8. Do not bring any materials into the hearing rooms that, if spilled, may stain the furniture or carpets.

9. Do not attach any posters, stickers, signs, banners, or materials to interior or exterior wall spaces of Senate hearing rooms. Easels are available through the Sergeant at Arms Office.

10. Do not move furniture in the Capitol for any purpose without the express permission of the Sergeant at Arms.

11. You are responsible for the condition of the space you use, including picking up all litter and garbage, both inside and outside the hearing rooms.

12. Groups must designate a person or persons who will be responsible for supervising the meeting during set up, take down, clean up, and the duration of the meeting.

The sponsoring organization will be responsible for abiding by the rules of conduct.

Adopted by the Committee on Rules and Administration, December 11, 1996.

Salary Administration Policy

Policy

The goal in setting salaries is to attract, retain and motivate exceptional employees who will contribute to the effective operations of the Minnesota Senate.

Objectives

The objectives of the salary administration program are to:

- provide a uniform method for determining the relative value of all positions at the Minnesota Senate and for documenting position requirements and responsibilities;
- pay salaries that will permit the Minnesota Senate to attract and retain competent employees; and
- compensate each employee based on the value of his or her contribution to the Minnesota Senate.

Responsibility for Salary Administration

A. Rules and Administration Committee

- Authorizes positions, sets compensation levels, and authorizes expenditures.
- Assigns duties and has full authority over all employees.

B. Rules and Administration Subcommittee on Personnel

- Recommends positions, compensation, employees and expense reimbursement for employees to the Rules and Administration Committee.
- Recommends operating budgets for compensation and benefits.

C. Secretary of the Senate

- Oversees the salary administration program for the Minnesota Senate.
- Oversees the personnel operating budget of the Minnesota Senate.
- Oversees the performance management systems of the Minnesota Senate.

D. Management Advisory Committee to the Rules and Administration Committee

- Develops strategic plans for the salary administration program.
- Monitors current compensation program, benefit program, and operating budget.
- Assists in developing operating budget, which includes compensation, benefits and workers' compensation.
- Monitors salary adjustments regarding initial hire, promotions, ranges, transfers, demotions, reclassifications and exceptions.
- Reviews performance appraisal processes and recommendations.

Salary Administration Policy (continued)

E. Director of Human Resources

- Administers the salary administration program.
- Recommends compensation adjustments for employees to Rules and Administration Subcommittee on Personnel.
- Administers the performance management system.
- Coordinates job descriptions for staff based upon recommendations from Senators/supervisors.
- Coordinates compensation and benefit administration with Senate Fiscal Services.
- Reviews and recommends salary adjustments regarding initial hires, promotions, ranges, transfers, demotions, reclassifications and exceptions.

Adopted by the Committee on Rules and Administration, October 26, 1995

Separation Policy

Policy

Resignations of Minnesota State Senate employees must be made in writing and presented to the employee's Senator/Supervisor. Employees are requested to give a minimum of two weeks notice. All Senate property must be returned on or before the last day of work.

Procedure

1. Employee submits written resignation to Senator/supervisor, sending copy to Director of Human Resources.

2. Senator/supervisor will review the conditions of the resignation and discuss the final performance evaluation with the employee. The Senator/supervisor will forward the final evaluation to the Director of Human Resources.

3. Before leaving the Minnesota Senate, resigning employees must:

   - complete a Human Resources Action Form and return to Director of Human Resources;
   - complete an exit interview with the Director of Human Resources (temporary employees are requested to complete a written exit interview; permanent employees are requested to schedule an oral exit interview);
   - contact SIS Systems Administrator;
   - return keys, ID badge/card, parking and key card to Sergeant's Office before or on the last working day; and
   - submit authorized time sheet(s) to Fiscal Services on the last day of work and make arrangements for receiving final paycheck.

4. Employees who retire should contact Fiscal Services regarding benefit and pension options.

5. Fiscal Services will process the employee's final paycheck, which will include accrued vacation and severance pay if applicable.

Adopted by the Secretary of the Senate, October, 1996; revised November, 2000.

Voluntary Unpaid Leave

Employees may take an unpaid leave of absence for up to 160 hours (four weeks). General provisions include the following:

- This policy is in effect for benefit-eligible employees beginning January 1, 2002 through December 31, 2003. This is a voluntary program to be initiated by each employee.
- Employees who take a voluntary leave without pay will continue to accrue vacation and sick leave for up to 160 hours.
- Employees who take an unpaid leave will continue to receive employer-paid insurance benefits.
- If a holiday occurs during the leave, the employee will be paid for it after returning to work.
- The employee and the employer will not make contributions to the pension fund during the unpaid leave. However, if at some future point the employee switches from the unclassified state employee pension plan to the general state employee plan, the period of unpaid leave will count as service credit under the general plan.
- The employee's Senator/supervisor must approve of the leave of absence. The Senator/supervisor may refuse to grant the leave and has the right to schedule and cancel the leave if necessary. It should be noted that additional staff will not be employed in the employee's absence. Before the leave, documentation will need to be completed so that benefits may be maintained.

If you are interested in taking an unpaid leave under this provision, please contact your Senator/supervisor. If you have questions about the voluntary unpaid leave program, contact Karen Veninga at 651-296-9321.

Revised by the Committee on Rules and Administration, January 29, 2002.

Secretary of the Senate

The **Secretary of the Senate's Office** is in Room 231 of the State Capitol. The Secretary of the Senate, Patrick Flahaven, is the chief operating officer of the Senate, under the jurisdiction of the Committee on Rules and Administration. His main functions are to act as parliamentarian and to administer the internal operations of the Senate. He may be reached at 296-0271. Marge Collins, his executive assistant, may be reached at 296-4174.

The production of the Senate Journal, all calendars, the introduction and engrossment of Senate bills and the certification of bills passed are all under the direction of the Secretary of the Senate. The Secretary of the Senate calls the roll during floor sessions, reads bills and other documents, and moves legislation through the Orders of Business. He is responsible for keeping minutes and coordinating the functions of the sessions.

Divisions of the Senate Office under his supervision are: Front Desk; Human Resources; Fiscal Services; Administrative Services; Index; Word Processing; Engrossing; Journal Production; Sergeants; Information Office; Publications; Media Services; Duplicating; Senate Information Systems (SIS) and Pages. The supervision of all Senate personnel and directing the daily operation of the Senate are his responsibility.

Benefits and Compensation

Members salaries, per diem and mileage expenses. Members' salaries are paid on the first of the month and per diem is paid on the 15th of the month during the session. During the interim, per diem is paid at least once a month, along with staff travel expenses and vendor payments. Members who have moved from their permanent residence during the session are reimbursed for the number of trips home during the month. During the interim, members are reimbursed for mileage whenever they attend committee meetings. Questions regarding reimbursements should be directed to Mary Thompson at 6-4904. Questions regarding salary or insurance should be directed to Kathie Fleming at 6-5019.

Employees' salaries. Employees' salaries are paid on a bi-weekly basis (every other Friday). Generally, the payroll for regular employees is not on a delayed system, therefore each paycheck will reflect reimbursement for the previous 14 days worked. Beginning Oct. 1, 2000, all new regular employees will be on a two-week delayed payroll. Temporary employees are on a delayed payroll of one week. Call 6-5019 if you have any questions.

Attendance reports. All temporary Senate employees must complete, and have approved, a weekly attendance report. These reports must be turned in each Friday afternoon for the current week and must be signed by the employee's supervisor. Regular employees must complete time sheets on a bi-weekly basis. Paychecks will not be released unless attendance reports are complete and up-to-date. Employees are to report the number of hours actually worked (hours worked should not reflect the lunch and dinner hour). Legislative employees do not receive overtime pay.

Vacation and sick leave. All regular Senate employees receive vacation and sick leave according to an established schedule set by the Legislative Coordinating Commission. The records for vacation and sick leave are maintained by Kathie Fleming at 6-5019. All absences of regular and temporary employees must be reported on time sheets.

Taxable Expenses. Senators are automatically taxed on all per diem ($66.00 per Legislative Day) during session and interim. During session taxes and retirement contributions are deducted. During the interim only taxes are withheld.

All Senators will be taxed on un-receipted communications and in-district mileage reimbursements (interim only expense). Senators will be given a mileage log book to keep track of in-district miles. Senators may then copy the log and attach the copy to the monthly claim form. For communications receipts, attach telephone bills, answering machine bills, fax machine bills or Internet use billings to the monthly claim form. Any questions regarding taxable expenses should be directed to Mary Thompson at 6-4904.

E-mail

Senate-wide e-mail. The "**Everyone Group**" e-mail address should be used only for official Senate business to be communicated to all Senators and staff. Paging or locating Senators or staff and especially selling items are **not** considered official Senate business. Any non-business messages, or messages of an informational nature, should be sent to the **Senate E-mail Bulletin Board**. The bulletin board is a listserv to which Senators and staff can subscribe and unsubscribe if they choose to receive these non-official messages. Since most have subscribed, messages sent to the bulletin board do reach most Senate e-mail users.

Facilities

Cafeterias. Dining facilities are available in several areas of the Capitol Complex: the basement of the Capitol; the State Office Building; the Transportation Building, the Centennial Office Building, the Judicial Building and the Veterans Service Building. In addition, a quick lunch counter is located on the second floor of the Capitol during the session.

Furniture, office equipment and moving. Sven Lindquist handles all requests for the acquisition and distribution of furniture and equipment. Direct all requests for moving furniture to Sven Lindquist at 6-1119.

Heat, light and ventilation. All problems with heat, light, or ventilation should be reported to the **Sergeant's Office** at 6-1119. The appropriate service agency will be informed.

Loan of Senate Property or Audiovisual Equipment A member of the Senate or a Senate employee requesting a loan of office or audiovisual (AV) equipment from the Senate Sergeant at Arms Office must fill out a request form and submit it to the Chief Sergeant at Arms. The request memo should state:

1. Equipment requested.
2. Reason for the loan.
3. Where the equipment will be used.
4. Expected length of time of the loan, normally not to exceed three working days.

All equipment loans are logged on a form that states the date, time, equipment loaned, to whom, and why. (In the event of an emergency, equipment loans do not require a preceding requesting memo. A written request must follow an emergency loan so that an audit trail can be maintained).

Repairs. All requests for repairs of office equipment, facsimile, Xerox machines, tape recorders and furniture should be referred to Susan Dimond, 6-7514, so that the appropriate service persons may be notified. Service requests for repair of computers are to be referred to the SIS Hotline, 7-KEYS (7-5397).

Room scheduling for Senate Hearing Rooms 15, 21, 107, 112, 123, 125, 224, 229, 318 and 324 is done through the Sergeant at Arms. To schedule a room contact Susan Dimond at 6-0866. Requests for additional equipment such as video tape players, slide projectors and so forth should be made at the time the room is scheduled. Room scheduling for Room 237 is done through Todd Olson at 296-2577.

Taping of meetings and duplicating tapes. When the Senate is in session, an employee of the Sergeant's Office monitors a recording unit located in the Senate Gallery. Committee and subcommittee meetings are taped by the committee staff. During session, a copy of each tape is delivered to the Legislative Reference Library within two days. Portable tape recording units are available for check out for use at official Senate meetings away from the Capitol. Assistance with tapes and the duplication of tapes are handled through the Supply Office at 6-5720. Copies of tapes are available to the public through the **Senate Supply Office** for a fee determined by the Secretary of the Senate. A copy is provided free to any member of the Senate upon request, for use in legislative business.

Water. Contact the **Sergeant's Office**, 6-7159 during session or 6-7514 during the interim, when the water cooler is low or runs dry.

Postage, stationery and office supplies

Postage and stationery for Senators. Senators receive a postage and stationery allowance in accordance with the adoption of a Senate resolution at the beginning of every legislative session. Postage is distributed after the passage of the resolution. Refer questions to Marritta Gould at 6-1966.

Office supplies. Request forms must be completed for all office supplies. The forms must be signed by the committee administrative assistant, the committee secretary or another supervisor. Telephone requests will not be accepted. All supplies will be charged against the committee or department requesting them. Any requests for special items, equipment, subscriptions or unique needs must be submitted through a Special Order Requisition to the supply office. If approved, a purchase order will be issued and the item will be delivered to your office when received. No special order items will be ordered if standard supply items can be substituted. During session, the **Senate Supply Office** (B-43) will be open 8 a.m. to 5 p.m. Please have supply orders filled during these hours. If there are any questions regarding office supplies call the Supply Office at 6-5720 or Marritta Gould at 6-1966.

All U.S. Mail and inter-office mail for the Senate is delivered to the **Senate Post Office**, B-43, in the basement of the Capitol where it is sorted for members' offices. During session, deliveries to individual offices will be made twice a day. When making deliveries, the postal clerks will pick up stamped mail, mail to be metered and inter-office mail. Mail will be metered if funds are in the meter account, otherwise Senators must use their postage allowance. Mail to be sealed, as well as metered, should be given to the postal clerks with envelope flaps out and feathered. This is the only way the machine will accept mail to be sealed. During the interim, mail is to be picked up by someone from each office. The morning mail can be picked up after 10 a.m. and the afternoon mail after 2 p.m. All outgoing mail should be received by the postal clerks by 11 a.m. or 4 p.m. to meet U.S. Postal pickup schedules. A postage weight and rate scale is available in the Senate Post Office. A mailbox is located on Ground Floor East, by the freight elevator, for your convenience. The Senate Post Office is located in Room B-43 of the Capitol, phone 296-5720.

The Senate Post Office does not sell stamps.

Parking

Parking. Parking is available to Senators and Senate staff at a fee of $18.48 to $64.74 per month. The fee is withheld as a payroll deduction. Contact the Sergeant's Office for a parking space assignment and parking permit. The parking permit card must be displayed at all times. Notify the Sergeant's Office at 6-1119 if cars are parked illegally or if cars are left with the lights on.

Vehicles not displaying a valid parking permit will be ticketed by Capitol Security.

Travel

Travel arrangements. In-state travel requires prior written approval of the committee chair and out-of-state travel requires prior written approval from the committee chair, the minority leader (if appropriate) and the chair of the Committee on Rules and Administration. Colleen Pacheco is in charge of making all travel arrangements authorized by the Senate for Senators and staff. These arrangements include airline tickets, registration or conference fees, and hotel arrangements. Colleen Pacheco may be reached at 6-0227. Note: If a state car is needed, contact Mary Thompson at 6-4904.

Motor pool. Members and staff are to use state vehicles whenever traveling outside the Metropolitan Area. Please contact Mary Thompson, 6-4904, to arrange for a state vehicle at least seven working days prior to the day the car is needed. If a state vehicle is not available, authorization will be granted for use of a personal vehicle and for mileage reimbursement.

Travel expense reimbursement for Senators and staff. All out-of-state and in-state travel **must have prior approval from the chair of the Committee on Rules and Administration and the chair of the appropriate committee**. Travel reimbursement will not be processed without approval. Reimbursements are made in accordance with the travel regulations established by the Senate Committee on Rules and Administration. Contact Mary Thompson at 6-4904 if there are any questions.

Security

A staff of sergeants, under the direction of the **Sergeant at Arms**, Sven Lindquist, is responsible for the security of the Senate. Sergeants maintain order, control the admittance of people to the Senate Chamber, Senate offices and Senate committee hearing rooms. In addition, the sergeant is responsible for controlling the temperature and ventilation of the Chamber and for performing various other related duties. Sergeants are responsible for the security of the Chamber, galleries, offices and hearing rooms and for enforcing the dress code in the Senate Chamber.

Keys are issued to Senators and Senate staff through the Sergeant at Arms Office. Call 6-1119 for desk keys, filing cabinet keys and office keys.

State of Minnesota identification key cards are available to Senators and Senate staff through the Sergeant at Arms Office. New regular Senate employees should stop by the Sergeant's Office (Room G-1 Capitol) and fill out an Electronic Key Card Application. Once the form is completed and signed by Sven Lindquist, the new employee will take it down to Capitol Security (Room B-5 Capitol) to have the picture ID card processed.

Sex offender notification. In 2000, a state law required that public notice be given to the neighborhood surrounding the area in which a convicted sex offender, whose sentence has been served, plans to relocate. The St. Paul Police Department notifies Capitol Security of an offender being released into the Capitol Complex area. When notice of a sex offender's release is received, the Sergeant's Office will make available a fact sheet containing information received from Capitol Security.

Publications

The **Official Directory of the Minnesota Legislature** is compiled by the Secretary of the Senate and the Chief Clerk of the House. The directory, commonly called the "red book," is a complete directory of names and addresses of the members of both houses of the Legislature. The red directory also contains a roster of committee membership, standing committee schedules, the Rules of the Senate, the Rules of the House, the Joint Rules, the constitutional and statutory provisions governing the Legislature, and lists of legislative employees, the Capitol press corps, commissioners of various state departments and members of the U. S. Congress.

A briefer **Members Directory**, commonly called the "green book," lists members of the Legislature, addresses and telephone numbers. The green directory is printed for public distribution through the Secretary of the Senate's Office and the Office of the Chief Clerk of the House.

New information for either directory should be given to Karen Clark of the Senate Publications Office.

The **Legislative Manual**, known as the "blue book," is published by the Secretary of State's Office. The portion concerning the Minnesota Senate is provided by the Secretary of the Senate's Office. Senate Office also handles the distribution of the Legislative Manual to Senators and staff.

The **Methods and Procedures Manual** is provided for Senate personnel involved in drafting or typing amendments, preparing committee, division, or subcommittee reports, or performing other clerical duties relating to Senate procedure. The manual was written by Catherine Morrison. Requests, questions or suggestions should be directed to Catherine Morrison.

Inside the Senate is compiled by the staff of the Secretary of the Senate and covers the most frequently asked questions about the legislative process. Suggestions and requests for Inside the Senate should be directed to Karen Clark.

Twin Cities and suburban directories, a reverse telephone directory and a congressional directory are available for members' and employees' use in the Senate Office. In addition, the Information Office has pocket size cards listing Senators and staff offices and telephone numbers. Committee assignments and schedules along with other brochures and pamphlets are also available.

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Telephones

Inter-state and intra-state WATS calls.

Long distance calls on state telephones are for business only. State telephones are not to be used for personal long distance calls.

Please use the WATS lines and do not dial direct unless the WATS lines are busy and the call cannot wait until a WATS line is free.

Revised North Star Network
296 & 297 Centron

To Call	Dial	Example
296 & 297 Numbers	Last 5 digits.	6-xxxx or 7-xxxx
Metro Numbers (within 651 area)	9 + 7 digit number.	9-xxx-xxxx
Metro Numbers (outside 651 area)	9 + area code + 7 digit number.	9-xxx-xxx-xxxx
WATS Intrastate and Interstate	8 + 1 + area code + 7 digit number.	8-1-xxx-xxx-xxxx

Personal long distance calls. The State Telephone Directory specifies that state telephones **shall not** be used for personal long distance calls. Such calls constitute illegal avoidance of state and federal taxes. Further, personal calls, when charged to the state, are clearly contrary to the proper usage of these facilities for state business only. Such calls must be charged to one's residence telephone, personal credit card or made from a pay station. Audits will be made of telephone statements. Individuals making personal long distance calls from state facilities will be subject to applicable legal sanctions.

The WATS (Intrastate and Interstate) Network is provided for official state business only. Personal calls are not authorized and should be charged as stated above. Please keep conversations short and space them throughout the day. For faster service, avoid the busy hours of 9-11 a.m. and 1-3 p.m.

Conference calls. A total of five parties (four plus the caller), regardless of location, may participate in a call by having the state operator connect them. Centron conference equipment is used. The operator can provide better service if the following information is given in advance: the time, the name of the city, area codes and telephone numbers. New equipment has been added that allows for 20 parties to participate in one call. Large multi-party conference calls must be arranged with the operator in advance. The state operator can be reached at (651) 297-8282. Call Marritta Gould at 6-1966 for your department conference call code.

Unfamiliar area codes. If you are returning a long-distance call, please note the area code being dialed. Before dialing a number with an area code you do not recognize, please look up the area code and its corresponding region. Area code guides can be found in the local phone directories and online from telephone service providers (such as www.att.com). Be aware that some international area codes resemble domestic area codes and do not require country codes (e.g. 809 for the Dominican Republic and 284 for the British Virgin Islands).

Telephones (continued)

Transferring a Call

- Press the blue transfer button (the button directly below where the abbreviation "Trnsf" appears on the display when you receive a call).
- Dial the 5, 7 or 10 digit number and wait for ring.
- Press transfer button again.

Transferring a Call with Speed Dial

- Press transfer button.
- Press preset speed dial and wait for ring.
- Press transfer button again.

Conference Calls

- Make or answer a call.
- Press the blue conference button (the button directly below where the abbreviation "Confr" appears on the display when you make or receive a call).
- Listen for dial tone.
- Dial the next number.
- Press conference button again.

You may conduct a conference call with up to 3 parties, just repeat the above process.

Programming a Speed Dial Number

- Press the black MENU button.
- Press the black MEMORY button.
- The message "<select a hard key> back" appears on the display.
- Press any of the programmable hardkeys to store the speed dial number (the programmable hardkeys are the two columns of black keys on the right side of the teleset). After you select a key, the status lamp for that key starts flashing and the message "Pause Clear Bkspc Done" appears on the display.
- Enter the speed dial number using the touch tone key pad. As you enter the digits, they will be displayed on the top line of the display. If you need to record a short pause as part of the speed dial number, press the Pause key and a comma will appear in the display. If you make a mistake, use the Clear or Bkspc keys to correct the entry. **Note:** Remember to add 9 or any other required prefix digits to your speed dial numbers when necessary.
- Press the blue Done button when you have completely entered the speed dial number.
- To enter another speed dial number, select another programmable hardkey and repeat the process.
- When you have finished entering all speed dial numbers, press the black MENU button to return to normal mode.

Using a Speed Dial Number

- Press the MEMORY button then
- Press the programmable hardkey where you stored the number

Change Call Forwarding Variable (CFV)

- Dial *64
- Dial 5, 7 or 10 digit number
- Listen for the confirmation tone

Activate CFV

- Press CFV so that the status lamp is on

Deactivate CFV

- Press CFV so that the status lamp is off

Difficulties with telephone service and voice mail should be reported to Marritta Gould at 6-1966.

Facsimile

Facsimile transmission service, sometimes referred to as either "remote copying" or "fax," makes it possible to send or receive printed pages, handwritten pages, drawings, maps, blueprints, graphs, and photographs over telephone lines to or from any point in the world within three to six minutes. The only requirement is that the receiving point must have a machine that is compatible with the Senate machine. The Senate has Group 3 machines that are compatible with all major facsimile machines currently in use. The Senate has two facsimile machines. One is located in Room G-1 of the Capitol and the other is located in Room 155 of the State Office Building. **As with telephones, the facsimile service is for Senate business only. Do not use for personal correspondence.**

When you are instructing someone to fax something to you, please inform the caller of the Senate fax number and **specify the importance of a cover sheet with your name and/or Senator's name and room number.** Many people do not realize we have only one central fax area and faxes constantly arrive with no names on them.

The Senate fax number in the Capitol is (651) 296-6511.
The Senate fax number in the State Office Building is (651) 296-9441.

During session, a page will periodically stop in G-1 throughout the day to collect the incoming faxes for distribution. During the interim, persons receiving a fax will be notified by phone or e-mail when the material is received. It may be picked up in Room G-1 Capitol or Room 155 SOB.

To **send** material, come to either fax location with the material to be faxed, including a cover sheet with the destination number. Staff will assist in completing the transmission.

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Senate Telephone Numbers

Name	Office	Room	Phone
Ric Almer	Index	110 Capitol	651-296-5250
Judy Askeland	Index	110 Capitol	651-296-0268
Michael Barker	Senate Information Systems	G-3 Capitol	651-296-0497
Vicki Block	Journal Production	G-3 Capitol	651-296-6663
Jon Brune	Media Services	B-44 Capitol	651-297-1756
Millie Cissell	Sergeant's Office	B-43 Capitol	651-296-5720
Karen Clark	Publications	G-22 Capitol	651-296-8154
Marge Collins	Senate Office	231 Capitol	651-296-4174
Corey Coverston	Fiscal Services Office	230 Capitol	651-296-0270
Susan Dimond	Sergeant's Office	G-1 Capitol	651-296-0866
Joshua Dorothy	Publications	G-22 Capitol	651-296-0263
Patrice Dworak	Front Desk	232 Capitol	651-296-0272
Joy Elliot	Index	110 Capitol	651-296-5604
Charles Fastner	Senate Information Systems	G-3 Capitol	651-296-2376
James Fastner	Senate Information Systems	G-3 Capitol	651-296-1490
Cheri Fenstermaker	Senate Information Systems	G-3 Capitol	651-296-8015
Bart Fischer	Front Desk	232 Capitol	651-296-7817
Patrick Flahaven	Front Desk	231 Capitol	651-296-0271
Kathleen Fleming	Fiscal Services Office	230 Capitol	651-296-5019
Mary Gallagher	Senate Information Systems	G-3 Capitol	651-297-5397
Linda Gorski	Fiscal Services Office	230 Capitol	651-296-7645
Marritta Gould	Senate Information Systems	G-3 Capitol	651-296-1966
Jim Greenwalt	Senate Information Systems	G-1 Capitol	651-296-8136
Loren Halek	Senate Information Systems	G-3 Capitol	651-296-1965
Marilyn Logan Hall	Sergeant's Office	G-3 Capitol	651-296-4345
Rand Hove	Senate Information Systems	G-3 Capitol	651-297-5393
Peter Isaacs	Front Desk	232 Capitol	651-296-8854
Margaret Jenson	Senate Information Systems	G-3 Capitol	651-296-2495
Margot Knoll	Index	110 Capitol	651-296-4970
Toni Kuehnl	Index	110 Capitol	651-296-0269
Sven Lindquist	Sergeant's Office	G-1 Capitol	651-296-1119
Mike Linn	Front Desk	G-1 Capitol	651-296-5249
Robert Ludden	Senate Information Systems	G-3 Capitol	651-296-9578
Eileen Lunzer	Fiscal Services Office	230 Capitol	651-296-2339
Tom McGlynn	Sergeant's Office	G-1 Capitol	651-296-1119
Scott Magnuson	Information Office	231 Capitol	651-296-7198
Phil Mednick	Media Services	B-44 Capitol	651-296-3334
Lee Meyerson	Senate Information Systems	G-3 Capitol	651-297-5395
Glen Mills	Sergeant's Office	B-43 Capitol	651-296-1967
Catherine Morrison	Engrossing Office	G-2 Capitol	651-296-4868
Jerome Murphy	Information Office	B-15 Capitol	651-296-4383

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Name	Office	Room	Phone
Jenny Nash	Media Services	B-44 Capitol	651-297-5468
David Oakes	Media Services	B-44 Capitol	651-297-1757
Dan Olson	Duplicating	B-15 Capitol	651-296-4383
Stephen Olwell	Media Services	B-44 Capitol	651-296-0264
Colleen Pacheco	Front Desk	232 Capitol	651-296-0227
Connie Peltier	Journal Production	G-3 Capitol	651-296-0161
Marv Raiola	Media Services	B-44 Capitol	651-297-5467
Misty Redman	Engrossing	G-2 Capitol	651-296-4149
John Ryan	Sergeant's Office	G-1 Capitol	651-296-1119
Linda Schmitt	Senate Information Systems	G-3 Capitol	651-296-8076
Tim Seddon	Senate Information Systems	G-3 Capitol	651-296-2408
Steve Senyk	Media Services	B-44 Capitol	651-297-1731
Mary Thompson	Fiscal Services Office	230 Capitol	651-296-4904
Jannell Trobec	Media Services	B-44 Capitol	651-296-5054
John Trombley	Information Office	231 Capitol	651-296-2887
Jessica Tupper	Information Office	231 Capitol	651-296-0504
Manuel Vasquez	Index	110 Capitol	651-296-4392
Karen Veninga	Human Resources	233 Capitol	651-296-9321
Kathleen Warrick	Sergeant's Office	B-43 Capitol	651-296-5720

Capitol Fax	G-1 Cap.	651-296-6511
SOB Fax	155 SOB	651-296-9441
Committee Hotline		651-296-8088
Information	231 Cap.	651-296-0504
Information (toll free)	231 Cap.	1-888-234-1112
SIS (Computers)	G-3 Cap.	651-297-5397
Senate Office Voice Mail		651-296-2343
Senate Post Office	B-43 Cap.	651-296-5720
Sergeant at Arms	Chamber	651-296-7159
Sign Language Interpretation (v/tty)		651-224-6548
Supply Room	B-43 Cap.	651-296-5720
TTY	110 Cap.	651-296-0250
TTY (toll free)	110 Cap.	1-888-234-1216
Word Processing	G-3 Cap.	651-296-8015

The Senate Desk

The Senate Desk is a term used to describe both the large desk at the front of the Chamber and the many activities conducted at the desk that center around the actual enactment of legislation. The primary role of the Senate Desk staff is to insure that the Senate functions smoothly and conforms to Senate Rules and the constitutional and statutory provisions that relate to the mechanics of enacting legislation. The primary operations and services provided by the desk staff are listed below.

Compilation of the Daily and Permanent Journal of the Senate. Under the provisions of the constitution, the statutes and the Rules of the Senate, the Secretary of the Senate is directed to keep a correct journal of all Senate proceedings.

Minnesota is a "journal entry" state, rather than an "enrolled bill" state, which means that the legality of a bill depends on whether the constitutional requirements of first, second and third readings were met and entered in the *Journal*. If the enrolled bill does not agree with the *Journal*, the *Journal* is presumed to be correct.

The *Senate Journal* is a record of all proceedings of the Senate; it does not include verbatim debate, only formal actions taken. Some preparation is done before session in assembling previously printed items such as Executive and Official Communications, Introductions, Messages and Committee Reports. While the Senate is in session, minutes are taken and copy is compiled by attaching roll calls to bill titles as they are acted upon. The "desk copy," supervised by Mike Linn, is checked carefully before being sent to the **Journal Production Office.** Staff in the Journal Production Office, supervised by Connie Peltier, input the copy, proofread the desk copy with the computerized copy, index it and send it to duplicating. The *Daily Journal* is available the next morning and distributed by the Pages.

At the end of each *Daily Journal* is an index to that day's proceedings for convenience in locating bill action. The daily index is eliminated when the *Permanent Journal* is printed and a much more complex index is compiled by the **Senate Index Office**.

The *Permanent Journal* is the hard bound copy that is produced at the end of the legislative session. The *Permanent Journal* is the permanent record of Senate proceedings. During the interim, all the *Daily Journals* are very carefully proofed and edited for form and style, and roll calls are rechecked. The corrected *Daily Journals* are then reprinted and bound as the *Permanent Journal*.

The *Permanent Journal* is distributed by the **Secretary of the Senate's Office** to members of the Legislature, state departments and a few libraries.

Committee report processing. When a bill is reported out of a committee, the original bill and the committee report are sent to Catherine Morrison, the Engrossing Secretary, in Room G-2. The Engrossing Secretary checks the committee report for correct drafting of amendments, proper wording, clarity, internal references, title amendments, statutory references, grammar, punctuation and other details. All committee reports are then put into a computerized format. The final copy of the

report and the original bill are sent to the Senate Desk. If the bill was amended in committee, the Desk sends the committee report and the original bill to the Revisor's Office for engrossment. After the committee report is adopted by the Senate, the engrossed copy of the bill is available in the Senate Office, the day after session.

Governor's appointments processing. Appointments made by the governor to state agencies that require confirmation by the Senate are referred to the appropriate committees. Misty Redman processes governor's appointments for Senate approval and any questions should be referred to her in Room G-2 Capitol.

Floor amendment processing. Bills on General Orders may be amended on the floor of the Senate. All floor amendments must be forwarded to Catherine Morrison, the Engrossing Secretary, for review and approval before being presented on the floor. Do not forward amendments to the Desk. The Senate Desk receives the appropriate number of copies from the Engrossing Secretary upon completion. Senate Counsel attorneys are also available in the Senate Chamber for drafting amendments. Floor amendments should be prepared ahead of time whenever possible to permit proper review before session. Catherine Morrison may be contacted in Room G-2 before session, or at her desk in the Senate Chamber during session for assistance in drafting amendments. Floor amendments are given to the authors for distribution to the members when the amendments are offered. All floor amendments are converted to a computerized format for use in the Senate Journal and may be viewed by members on their laptop computers.

Agendas, General Orders, Calendars, printed bills. Patrice Dworak, assisted by Colleen Pacheco and Bart Fischer, has the responsibility for the processing of bill introductions, messages from the House of Representatives, bills reported out of committee, motions and all the other written material that is a part of the legislative process. The Senate Agenda, General Orders, Senate Calendar, Consent Calendar and Confirmation Calendar are created from all the written materials and are sent to the Journal Production Office.

Computerization process. The **Journal Production Office** receives the desk copy from the Senate Desk to produce the Agendas and all Calendars. All material is then computerized, proofread and sent to duplicating. The Journal Production Office, supervised by Connie Peltier, is located in Room G-3 of the Capitol. Copies of the Agendas, Calendars and printed bills are distributed to every Senator and appropriate staff by the Pages. The public may obtain copies in the Senate Office, Room 231 Capitol, the day of session.

The **Agenda** includes all the business that will come before the Senate each day. For the convenience of members, the Agenda is divided into two parts. The "Gray Agenda" is prepared the day before and lists bills being introduced in the Senate along with the committee to which the bill will be referred. The "Gray Agenda" gives members the opportunity to review introductions a day prior to session and decide whether to object to the committee reference under Rule 4.9. Bill introductions must be delivered to the Secretary of the Senate's Office by 11 a.m. the day before session. It is important that deadlines be observed in order to have all introductions printed in the "Gray Agenda."

The Senate Desk (continued)

The second portion of the Agenda is the "Blue Agenda." The "Blue Agenda" lists governor's appointments, bills being reported out of committee, various types of messages from the House of Representatives, motions and other items. The "Blue Agenda" is available the morning of session.

Bills that have been reported out of committee and given a second reading are sent to be printed. If a bill has been amended in committee, the bill is sent to the Revisor's Office for engrossment after the committee report has been adopted, but before being printed. Engrossment means incorporating the amendments into the bill. When a bill is reported out of committee, the bill title and status are printed in the "Blue Agenda". Most bills are placed on **General Orders** after having been reported out of committee. During consideration of bills on General Orders, the entire Senate becomes one large committee, called the Committee of the Whole. It is when the Senate is acting as the Committee of the Whole that floor amendments are offered. There is an index at the back of General Orders to simplify locating companion bills, substitutions and particular bills.

If a bill receives preliminary passage, it passes off General Orders and is placed on the **Senate Calendar** for third reading and final passage. Bills on the Senate Calendar may not be amended, except by unanimous consent of the Senate or under the exceptions outlined in Rule 33.5.

The **Consent Calendar** is a short-cut in the legislative process. The Consent Calendar is a third reading —or final passage— calendar on which noncontroversial or local bills are placed by the committee which recommended the bill to pass. Consent Calendar bills bypass General Orders, but may be moved to General Orders by motion if debate or amendment is required. Bills having received final passage are then transmitted to the House of Representatives.

The **Confirmation Calendar** is a calendar created from committee reports that have recommended the confirmation of gubernatorial appointments.

Messages from the House. There are many different types of messages from the House. A bill's status will determine what type of message is sent to the Senate. Every effort is made to notify Senators as soon as possible that their bills have been amended in the House. Patrice Dworak and Colleen Pacheco provide copies of the amendments, see that the proper forms and motions are filled out, prepare conference committee information and attend to various other detailed work.

Comparison and Substitution of bills. The comparison and substitution of companion bills is performed by the Senate Desk staff under the provisions of Rule 45. Rule 45 states:

> 45.1 A House bill, after its first reading, must be referred as follows, unless there is a motion by the Chair of the Committee on Rules and Administration or a designee of the Chair or objection under Rule 4.9:
>
> > (a) If there is no Senate companion bill, the House bill must be referred to the appropriate standing committee.

(b) If there is a Senate companion bill, the House bill must be referred to the standing committee possessing the Senate companion.

(c) If the Senate companion bill has been reported to the Senate, the House bill must be referred to the Committee on Rules and Administration, which shall report whether the House bill is identical to the Senate companion bill. If the bills are identical, the report must recommend that the House bill be given its second reading and substituted for the Senate companion bill and the Senate companion bill be indefinitely postponed. If the House bill is not identical to the Senate companion bill, the report of the committee must recommend an amendment to the House bill that when adopted will render the House bill identical to the Senate bill. Upon adoption of a committee report containing the proposed amendment, the House bill as amended must be given its second reading and substituted for the Senate companion bill and the Senate companion bill must be indefinitely postponed.

45.2 The Secretary shall prepare and submit a report under this rule on behalf of the Committee on Rules and Administration.

45.3 A House bill placed on the Calendar by substitution must not be given its third reading on the same day as the substitution.

Questions relating to any of the **Senate Desk** functions should be directed to Patrice Dworak at 6-0272 or Colleen Pacheco at 6-0227.

The Lundell Explanation of Rule 45

The Senate and the House each purchase a candy bar, the Senate an Almond Joy and the House a Mounds. The House sends its Mounds bar over to the Senate, where it is sent to the Committee on Rules and Administration for comparison with the Senate's Almond Joy. The Rules Committee opens up the wrapper of the Mounds bar, removes the Mounds bar contents and places them in the refrigerator. The contents of the Mounds bar cannot be eaten, for they may be used later. After the contents of the Mounds bar have been removed, the Rules Committee opens up the Almond Joy bar, removes its contents and places them in the empty Mounds wrapper. In effect, you now have a Senate candy bar in a House candy wrapper. The Almond Joy wrapper which belongs to the Senate is usually discarded. If the House does not like Almond Joy bars, a member of the Senate may wish to send their Mounds bar back. This can be done by striking the Rule 45 amendment on the Senate Floor. To do this, the member simply goes to the refrigerator, removes the uneaten Mounds bar contents, opens up the Mounds wrapper, and replaces the Almond Joy contents with the Mounds contents.

Senate Index Office

The **Senate Index Office**, under the direction of Judy Askeland, is located in Room 110 of the Capitol. Senate Index provides information on the content, status and progress of bills during legislative sessions and later compiles the Index to the Senate Journal. Information is available through computer terminals located in the **Senate Information Office** in Room 231 of the Capitol, by calling (612) 296-0504 or (612) 296-5560 or toll free 1-888-234-1112, or through the Internet on the Senate's World Wide Web site. The URL is http://www.senate.leg.state.mn.us

Senate Index maintains bill number, author, subject, committee, revisor number, companion bill and chapter number indexes. In addition, Index compiles content summaries for each Senate and House File introduced in the Senate through the use of an on-line computer system. On session days, floor action is immediately entered into the database and Senate Journal page numbers reflecting those actions are entered the following morning.

Miscellaneous records of appointments requiring Senate confirmation, resolutions and conference committee appointments are also maintained for reference purposes.

Monthly during the session, via e-mail, the Index Office provides each Senator and committee a numerical list of bill introductions authored or co-authored by the Senator or referred to the committee. Following adjournment of each annual session, Senate Index prepares and distributes to each Senator a composite list of the Senator's bills arranged by subject.

In addition, the TTY line for the hearing-impaired is located in Senate Index. The TTY telecommunications service allows deaf or hearing-impaired persons to communicate with Index staff to find out bill status, content and authorship. The telephone number for the TTY service is (612) 296-0250, or toll free 1-888-234-1216.

❖ *Minnesota Senate*

Senate Information Office

The **Senate Information Office**, supervised by Scott Magnuson, functions as a centralized information office for the public and for Senators and staff. Services provided by the staff include the distribution of information produced by the Senate Index Office such as the identification of bills by subject or author, bill status and Senate Journal page numbers for floor actions, as well as Senate Publications materials. All requests for information materials, except video tapes, are handled through the Information Office. The phone number for the Information Office is 651-296-0504 (TTY 651-296-0250). The toll-free number is 1-888-234-1112 (TTY 1-888-234-1216).

Other services include helping members of the public identify their legislators and answering general questions about the Legislature. In addition, staff members direct requests for information about other state departments and federal agencies to the appropriate sources.

Interns

The **Senate Intern Program** is coordinated through the Secretary of the Senate's Office by Scott Magnuson. Internships are in effect only during a legislative session. Participating Minnesota colleges and universities grant college credit to those students assigned to a Senator. While internships are essentially non-paid positions, a small stipend is provided. Participating students provide between 12 and 30 hours of service per week. Due to this part-time status, interns are not considered "official" Senate staff. Questions regarding internships should be directed to Scott Magnuson at 651-296-7198. (A detailed Internship Information packet is available.)

Duplicating Office

The Secretary of the Senate maintains a **Duplicating Office** to serve all members and committees. Xerox Docutech machines are used for duplicating needs and are located in Room B-15 in the basement of the Capitol. The phone number for Duplicating is 296-4383.

Dan Olson supervises the Duplicating Office. During the legislative session, a staff person is on duty between the hours of 4 p.m. and 11 p.m. to provide service for late committee meetings and any backlog of work. Pickup and delivery of materials is done by Senate Pages during the session.

The **Docutech** unit prints on 8 1/2 x10 inch to 11 x 17 inch paper. The Docutech prints on both sides of the paper and can sort an infinite number of copies. The machines also have an automatic document handler that holds up to 100 sheets of originals at a time and are equipped with reduction features of from 65 to 200 percent. The Docutech can copy photographs, colored background originals and paste-ups at a rate of two copies per second.

The Docutech unit is **not capable** of duplicating bound books or pamphlets.

Because of the costs involved, the Docutech is used only for large projects of at least 20 copies per original. Smaller jobs are to be done at the convenience copy center.

In most cases work sent for duplication will be returned the same day. Of course, extremely large projects may, in some cases, take longer. Only work relating to the official business of the Senate is done by the Duplicating Department.

The **Convenience Copy Center**, located outside Room 237 of the Capitol, is to be used for all short run projects. An operator will be on duty at all times during Session to copy material using a Xerox 480. The 480 copies on 8 1/2 x 11 to 8 1/2 x 17 inch paper, copies on both sides of the paper and is also equipped with a reduction feature. All projects of 20 copies or less, and bound books or pamphlets, should be done at the Convenience Copy Center. The phone number for the convenience copy center is 296-6014.

During the session, Dan Olson is on call, via a pager, 24 hours a day, 7 days per week to service high priority jobs.

Senate Pages

The **Senate Pages** are hired by Patrice Dworak. The Senate Pages are under the supervision of the Captain of the Pages and Patrice Dworak. Senate Pages are hired to perform various support services for Senators and staff during the legislative session. Pages distribute telephone messages, written messages, amendments and other materials to Senators in the Chamber and to Senators' offices. The Pages sort bills, daily Journals, various calendars and agendas and keep bill and Journal binders up to date in the Chamber and other offices. Other duties include locating Senators and persons that Senators wish to see and running errands for Senators and other authorized staff. The Pages do not run errands of a personal nature, nor do they run errands outside the Capitol Complex.

Human Resources Office

Karen Veninga serves as Director of Human Resources. In that capacity she provides leadership to all facets of human resources including policy development, staffing, employee relations, orientation and training. Karen also assists the Rules and Administration Personnel Subcommittee in regard to employment/compensation issues and administers the Senate performance appraisal system.

Fiscal Services Office

The responsibility of the **Fiscal Services Office** is to prepare all warrants and abstracts for payment of Senate salaries, vendor expenditures, travel expenses and to maintain accounting records for the Senate. Fiscal Services also prepares reports on cost analysis and budget preparation for the Senate.

Sergeant at Arms

A staff of sergeants, under the direction of the **Sergeant at Arms**, Sven Lindquist, is responsible for the security of the Senate. Sergeants maintain order, control the admittance of people to the Senate Chamber, Senate offices and Senate committee hearing rooms. In addition, the sergeant is responsible for controlling the temperature and ventilation of the Chamber and for performing various other related duties. Sergeants are responsible for the security of the Chamber, galleries, offices and hearing rooms and for enforcing the dress code in the Senate Chamber.

Senate Information Systems

The **Senate Information Systems Department (SIS)**, under the direction of Jim Greenwalt, is located in Room G-3 of the Capitol Building. The SIS Department is responsible for the operation, installation and coordination of all information processing and communication functions in the Senate.

The **Local Area Network (LAN)** provides computerized work stations to Senators and authorized staff. The LAN supports various software application packages such as word processing (WordPerfect 8), spreadsheets (Excel for Windows), a database (Access), electronic mail (Pegasus), a scheduler (OnTime), Senate and House bill status (provided by the Revisor of Statutes). Internet e-mail and access to the Internet are also available through the Senate network.

Before you are given access to a workstation, you must call the **Computer Helpline at 7-KEYS (297-5397)** to arrange for a login name and access to the LAN. The SIS staff may be contacted through the Computer Helpline at any time during working hours to assist you with any LAN related problems. The number is to be used for problems connected with the use of computers, printers, or any supported application packages available on the LAN.

A training facility is located in Room 320 Capitol. Before you will be granted use of any application packages, you must take training classes or prove your proficiency on a particular program through a standard testing procedure. Classes to learn how to use the LAN and the various applications are provided to users on a regular basis. To sign up for any of the classes, call the Computer Helpline at 7-KEYS (7-5397).

Please refer to the SIS Intranet page at *www.senate.leg.state.mn.us/intranet* for additional up-to-date information regarding the SIS Department.

Word Processing Center

The **Word Processing Center**, supervised by Cheri Fenstermaker, is located in Room G-3 of the Capitol. The center provides word processing, data entry, and coordination of large projects. The Word Processing Center also maintains databases for the following: city officials, senators, representatives, township officers, county commissioners, school board members, superintendents and principals. The primary function of the center is to provide large volume support, not individual correspondence (the center does not transcribe committee tapes). Please observe the following suggestions when sending work to the center:

1. Your name and phone number, Senator name and/or office;
2. Legible written or e-mailed data;
3. Stationery if required; and
4. Senate Resolutions drafted by the Revisors Office (see below for instructions).

Further questions regarding the center and the type of support provided should be directed to Cheri Fenstermaker at 6-8015.

SENATE RESOLUTIONS PRINTED IN THE WORD PROCESSING DIVISION

- Resolutions are drafted by the Revisors Office and given a blue jacket; Word Processing will not draft resolutions.
- Word Processing requires a blue-jacketed original copy to produce a formal copy; blue jacket copies must be submitted to the Secretary of the Senate for introduction.
- Resolutions will be printed with a standard font, Universal 11 pt. If the resolution does not fit on one page, adjustments may be made by reducing the font size.
- Signatures that will appear on resolutions are: Secretary of the Senate; Chair, Committee on Rules & Administration; and the names of Members who are involved.
- Necessary space will be provided for the placement of the Senate seal. The seal should not go beyond the bottom border. If there is not enough space for the seal, adjustments will be made by reducing the font size and/or deleting or combining paragraphs with the originator's help and approval.
- Only one original on official resolution stock will be printed for each resolution unless authorization is received from the Secretary of the Senate.
- Word Processing will not provide offical resolution stock to staff.

❖ *Minnesota Senate*

Senate Media Services

Senate Media Services, a nonpartisan public information office of the Minnesota Senate, produces television programs, photographs and multimedia services to raise public awareness of Senate activities, the legislative process, pending legislation and state government. The office, located in Room B-44 of the Capitol, is under the direction of Steve Senyk. Senate photographers may be reached at 6-5097.

Senate Media Services is responsible for the following:

- Providing broad coverage of the Minnesota Senate, the legislative process and Senate activities through unedited television coverage and Internet video streams of Senate committee hearings and floor sessions;
- Providing focus on current Minnesota legislative issues and legislators' views on pending legislation through Capitol Report, a weekly public affairs program.
- Providing current information on legislative and executive actions, press conferences and events through Session Update, which airs daily during session.
- Providing timely, accurate information to news organizations through live television pool feeds, video footage and photographs.
- Providing civic education programs and multimedia services to the public, including students and public interest groups, explaining the lawmaking process, the Minnesota Legislature and state government;
- Offering photography services to assist Senators in their communication with the public.

The following educational videotapes are available for public viewing:

Rules, Laws and the Process - A tape designed to inform children about lawmaking and the Legislature. It is geared toward third and fourth grade levels. Produced 1994. Length: 7 minutes.

The Citizen Lobbyist: Becoming Involved - A short documentary designed to help citizens become involved in the lobbying process. Produced 1997. Length: 12 minutes.

Discover the Minnesota State Capitol - Introductory video tour of Minnesota's prominent historical structure. Produced 1996. Length: 5 minutes.

A Building for All - An interactive, multimedia tour of Minnesota's extraordinary Capitol Building on CD-ROM (both PC and Mac versions). Produced 2000.

Senate Publications Office

Under the direction of Karen Clark, the **Senate Publications Office** provides bipartisan printed materials to interested citizens about the Minnesota Senate, its members and the legislative process.

Specifically, a staff of professional writers publishes **Senate Briefly**, a weekly newsletter, and **Perspectives**, a periodic magazine.

Senate Briefly is a summary of the issues heard in committee and on the Senate floor. The publication is designed to provide accurate information to the public to assist in the tracing of legislation and to provide notice of scheduled meetings. The staff of writers covers all committee meetings and floor sessions to insure complete coverage. Included within **Senate Briefly** is a section entitled **Preview** detailing the next week's committee schedule.

Perspectives provides feature articles about Senators and the various issues before the Senate.

Pamphlets and brochures designed to assist the public in understanding the legislative process are also available.

Meeting notices for the following week, to be published in **Senate Briefly**, are due in the Publications Office by 12 noon every Thursday. The Publications Office is located in Room G-22, Capitol; the phone number is 6-0259.

For up-to-the-minute committee schedules the office provides a **Hotline** which is recorded daily at 4 p.m and updated as necessary. The **Hotline number is 296-8088** and may be called 24 hours a day.

All Senate publications are provided free of charge to anyone interested in receiving them. However, the Publications Office **does not** accept lists of names to be placed on the mailing list. Persons interested in being on the publications mailing list are encouraged to simply call or write the Publications Office.

Information about weekly meeting schedules, member biographies, the status and full text of bills, Senate and House Journals and information on the legislative process may all be found on the Legislative World Wide Web page. The Legislative web page was established in a joint effort by the Legislative Reference Library, the Office of the Revisor of Statutes, the Senate and the House of Representatives. The web page address is **http://www.leg.state.mn.us**

A "listserv" of committee meetings is also available. Individuals may subscribe to the Senate listserv at any time and the schedules will be e-mailed on a daily basis. To subscribe to the Senate listserv simply send an e-mail message to: listserv@senate.leg.state.mn.us
Leave the subject line blank and in the message body type the following text: subscribe sen-schedules
A welcome message with information about how to unsubscribe from the listserv will then be sent to the new subscriber. Subscribers may leave the e-mail mailing list at any time by following the simple instructions.

Office of Senate Counsel and Research

The **Office of Senate Counsel and Research** is a nonpartisan organization that provides legal and research services to the Senate. The staff, under the direction of JoAnne Zoff Sellner, includes attorneys, legislative analysts, and support personnel. Each professional staff member is assigned to one or more Senate committees. Staff services are available to all members of the Senate for matters of public business. The office supports the Senate in four general ways:

1. The counsel and analyst assigned to each committee work as a team to support the work of the committee. They attend committee meetings, present information, answer Senators' questions, draft bills and amendments, and conduct research requested by committee members.

2. Members of the staff provide services to individual Senators on request. All staff maintain a confidential relationship with Senators; a project requested by one Senator is discussed with others only if the requesting Senator approves.

3. During the interim, staff work with Senators to anticipate, define, and study emerging issues. Staff members may focus on policy questions broader than those relating to specific bills and conduct original research in areas of importance to the Senate.

4. Staff members serve as general experts for the Senate in assigned subject areas.

Some more specific examples of the services provided by the office include:

1. **Policy research** - Staff collect, analyze, and disseminate information on legislative issues and concerns. An analysis may include policy alternatives and descriptions of approaches taken by other states.

2. **Legal research** - Staff explain the law on a particular topic, and provide analysis, including advice on constitutional issues.

3. **Budget and statistical analysis** - Staff use computer hardware, simulation programs and other software to provide information and conduct research.

4. **Bill drafting and bill summary preparation** - Staff draft bills and amendments and summarize bills being heard in committee.

5. **Review of bills** - Staff review all bills heard by committees and work with authors to be sure that bills are drafted correctly and carry out the author's intent.

6. **Committee meetings** - Staff attend all committee meetings, including conference committees, and provide legal and research support to members and the committee. On request, staff draft amendments to bills being heard in committee.

7. **Floor sessions** - The office has an assigned desk in the Senate Chamber. One or more staff will be present when the Senate is in session to answer legal and policy questions and to draft amendments.

8. **Legislative oversight** - Staff monitor implementation of laws.

9. **Special projects** - Staff may design, organize, or conduct seminars, conferences, or workshops for the Senate or Senate committees.

Senate Office of Fiscal Policy Analysis

Function

Under the direction of Mark Misukanis, the **Office of Fiscal Policy Analysis** is a nonpartisan organization of professional staff that specializes in providing information and analysis about the financing of state government programs and services. Staff in this office provide expenditure and revenue estimates of proposed legislation, analysis of state agency budgets and budget requests, review gubernatorial budget initiatives and monitor federal and local legislative and administrative activities to assess the potential state financial implications of those activities.

One fiscal analyst from the office is assigned to each Senate budget division and works with members to provide detailed budgetary information to all members of the Senate. During session, the office compiles and maintains the official tracking documents used by Senators in developing appropriation bills and in negotiating with members of the House of Representatives and the governor in enacting the biennial budget for the state. The office also develops and maintains statewide models of finance systems that provide members, advocates and the public with detailed information about local implications of proposed and enacted legislation. In addition, staff work with other Senate staff in drafting budget bills and amendments. Staff also provide information, research and analysis on general issues and provide services to individual Senators upon request. All staff maintain a confidential working relationship with senators.

The Office of Fiscal Policy Analysis produces a series of publications called "Fiscal Issue Briefs" that provide in-depth budgetary analysis and commentary on a variety of state programs, services and issues. The office also provides a fiscal summary and analysis of legislative action at the conclusion of each legislative session.

Mark Misukanis
Director

Phone: (651) 296-3817

Room G-24 Capitol

Phone: (651) 296-5555

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The Legislative Reference Library

The Legislative Reference Library, located in Room 645 of the State Office Building, has been a source of nonpartisan and thorough information to support the legislative process for over 30 years. Knowledgeable and experienced library staff help members and staff obtain the information they need, whether it's from the Library's collection, through an electronic subscription service, via the Internet, or from another library anywhere in the country.

All requests are confidential and information about users' materials or services will not be disclosed. All library staff are nonpartisan.

Collection highlights

- Extensive reference collection, with a focus on state-level statistics and state-by-state comparisons
- A public policy collection of over 40,000 books and reports, including a comprehensive collection of Minnesota state documents (many of which are mandated by the Legislature) and consultants' reports. The Library receives multiple copies of state documents and can often provide you with a personal copy.
- Nearly 700 magazine and newsletter subscriptions
- 31 newspapers from Minnesota, surrounding states and the nation (with access to hundreds more electronically)
- News clipping files by subject, 1970s to the present
- News clipping files on current legislators, former legislators, and prominent Minnesotans
- Legislative statistics
- Interest group ratings of legislators
- Minnesota Session Laws since 1871; Statutes since 1927; House and Senate Journals since 1909
- Speech materials: famous speeches, quotations, and guides to effective presentations

Electronic Services

Intranet: Access the Library's electronic services via our Intranet for legislators and legislative staff, one click away from the main page of either the House or Senate Intranet (Or bookmark the site, at: www.library.leg.state.mn.us/intranet). Access the following services and more!

- Online catalog of library materials
- Online magazine indexes with many full text articles
- Newspapers - Search the full text of the *Star Tribune*, *Pioneer Press*, and others.
- Links to the World - Library staff maintain subject-based links to relevant public policy Internet sites
- Resources on Minnesota Issues: Electronic guides to information in the Library and the Internet on pertinent legislative issues
- A handy link to send questions via e-mail
- Frequent notices of new and interesting library acquisitions

Librarians can also provide searches of fee-based services such as LEXIS/NEXIS and Dow Jones.

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The Library is a great source for information on Internet services - Library staff can locate information for you, supply searching advice, or provide Internet searching classes for individuals or groups. Library staff play an active role in coordinating the Legislature's Web site and LNET, the legislative staff group that manages it. Call with questions or suggestions.

Legislative History

The Library maintains a collection of House and Senate committee minutes, audio tapes of legislative committee meetings and floor sessions, and copies of House and Senate bills from previous biennia.

Call the Tape Room (651-296-0767, G-71 State Office Building) for assistance.

Tours and Training

Do you need help with library research or training on effective Internet searching? Experienced librarians provide tours or conduct customized training sessions for individuals or groups. Call (651)296-8338.

Special Services for Legislators and Staff

Inside Issues. This popular service alerts you to the latest magazine articles on topics you choose. It's an efficient way to follow a wide range of legislative issues. Library staff scan magazines as soon as they arrive and notify you of articles which match your interests. You may request a copy of any of the articles from this personalized weekly list.

Contents Page Service. The Library shares its subscriptions with members and staff through the Contents Page service. Library staff will send you the tables of contents of journals you select, as soon as they arrive in the Library. (Choose the magazines from the *Subject Guide to Magazines in the Legislative Reference Library*.) You may request copies of articles from any of the tables of contents.

Publications

Two regular newsletters notify you of new library materials:

- *Introductions* is a selected list of newly-acquired books and reports.
- *Minnesota Resources* lists current publications of Minnesota state agencies.

The Legislative Reference Library (continued)

Just ask! We can help you find answers to your questions and provide background information on public policy questions.

Reference Desk	(651)296-8338
Circulation Desk	(651)296-3398
Director	(651)296-8310
Fax:	(651)296-9731

email: refdesk@library.leg.state.mn.us

Intranet site for legislators and staff: www.library.leg.state.mn.us/intranet
Public Internet site: www.library.leg.state.mn.us

The library is open from 8 a.m. to 5 p.m., Monday through Friday, with extended hours during the session.

Office of the Revisor of Statutes

The Office of the Revisor of Statutes is a nonpartisan joint legislative service agency providing services to the members of the legislature and legislative staff. The office also provides services to the executive and judicial branches of government. The services provided are required by law, legislative rule, or legislative custom. The revisor is Michele Timmons. The staff includes 13 attorneys, a language specialist, a deputy revisor for editing, 27 drafting and editing assistants and supervisors, 10 computer specialists, and seven support personnel. The office is located on the seventh floor of the State Office Building. The phone number is 651-296-2868. The web site address is http://www.revisor.leg.state.mn.us and the e-mail address is revisor@revisor.leg.state.mn.us.

Legislative services

The revisor's office assists members and legislative staff at most stages of the legislative process, from the preparation of a draft of a bill through its presentation to the governor. The revisor's attorneys draft and review legislative documents for members of the Legislature, state agencies, and constitutional officers. These documents include:

- Bills
- Constitutional amendments
- Amendments
- Resolutions
- Committee reports
- Conference committee reports
- Bill comparisons

In addition to legislative drafting, the revisor's office serves the Legislature by:

- Preparing engrossments (updated version of bills incorporating the latest amendments)
- Preparing enrollments (official text of bills enacted by both houses) and presenting enrolled bills to the governor
- Preparing bills to correct errors in the law (revisor's bills)
- Reporting on problems in the law as noted in court opinions

Publication duties

The office publishes the official compilations of law for the state. Its three major publications are Laws of Minnesota, Minnesota Statutes, and Minnesota Rules.

- Laws of Minnesota is published yearly after the Legislature adjourns. It contains the text of all laws passed at the session, with an index and tables showing which laws were changed or added at the session.
- Minnesota Statutes is published in even-numbered years and is updated by Minnesota Statutes Supplement, in pocket-part form, in odd-numbered years. Minnesota Statutes and the Supple-

Revisor of Statutes (continued)

ment contain the state's general and permanent law. The publications include section histories, tables, an index, and other editorial aids. The full set of Minnesota Statutes includes a volume of court rules.

- Minnesota Rules is published in odd-numbered years and updated twice in each even-numbered year by the Minnesota Rules Supplement, in pocket parts. The publication contains the complete, current text of agency rules with indexes, tables, and editorial aids.

In addition, the office publishes the following manuals:

- Minnesota Revisor's Manual. The Revisor's Manual is a guide to the drafting of bills and amendments for the Minnesota Legislature. It provides information on clear drafting style, legal requirements for bills, statutory construction, and special subject areas, and contains many forms and examples. It is updated periodically.
- Minnesota Rules Drafting Manual. The Rules Drafting Manual is a handbook of drafting forms for agency rules. It is updated periodically.
- Rulemaking in Minnesota: A Guide. The Rulemaking Guide is a practical guide to statutory law and administrative rules governing Minnesota rulemaking procedures. It is updated periodically.

Computer services

The office provides computer programs and equipment in support of the drafting and publications work of the revisor's office; training, programs, equipment, and data in support of the work of certain House and Senate offices; and training and help desk support to users of the system. Systems supported include:

- Bill and amendment drafting
- Senate and House journals
- Calendars and agendas
- Senate and House indexes

The computer system uses a text processing program that was developed in-house. That system has customized applications that fit into the unique needs of the Legislature. For example, there are programs that provide assistance for automatically incorporating amendments into bills, renumbering sections of the bill, creating titles, finding obsolete citations, and creating tables of all statute sections amended. There are central databases from which users from the revisor's office, the House, and the Senate can copy to reduce redundant keystroking wherever possible.

The revisor's computer staff provides access on the Internet to all bills, engrossments, conference committee reports, Laws of Minnesota, Minnesota Statutes, Minnesota Rules, and bill status information.

Administrative rule drafting services

The office provides administrative rule drafting asssistance to state agencies and is required to approve the form of all proposed and adopted rules and all modifications made to proposed rules.

Capitol Building and State Office Building Facilities

Cafeterias
The newly renovated Capitol Cafeteria is located in the north wing basement of the Capitol. During session, the basement of the State Office Building is open and there is a snack bar located on the second floor of the Capitol. In addition, there is a cafeteria in the basement of the Judicial Center and on the ground floor of the Transportation Building.

Restrooms
Mens—Capitol Building: West wing of ground floor; east wing of first and third floors; corridor north of the Senate Chamber on second floor; basement cafeteria and east wing of basement corridor near Senate Supply.

Womens—Capitol Building: East and west wings on ground floor; north corridor on first floor; east wing on second floor; corridor north of Senate Chamber on second floor; north wing of third floor; basement cafeteria and east wing of basement corridor near Senate Supply.

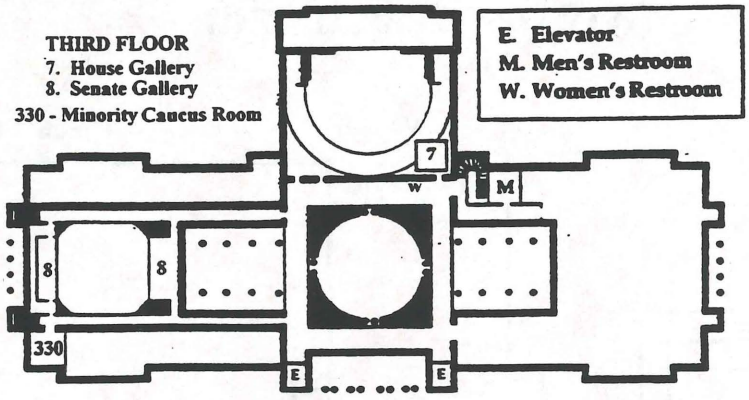
In the State Office Building, the restrooms are located near the elevators on every floor.

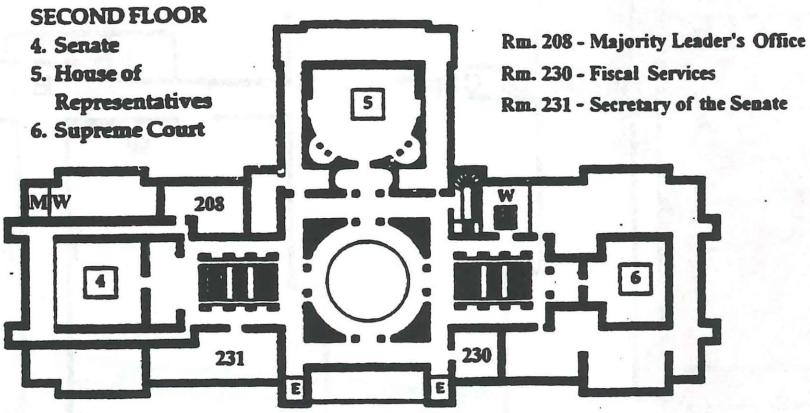
Lactation Rooms
Lactation Rooms are located in both the Capitol and the State Office Building. The room in the Capitol is on the second floor. See Marge Collins in Room 231 Capitol to obtain a key. The room in the State Office Building is located on the ground floor. See the House Sergeant at Arms in Room 45 to obtain a key.

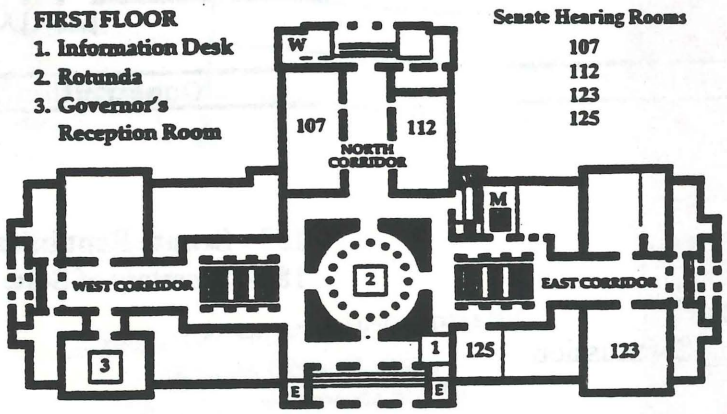
House, Executive and Judicial Branch Locations
The House of Representatives offices are located in the State Office Building. The Chief Clerk's Office and House Index are located in the Capitol. The governor, lieutenant governor and attorney general's offices are located in the west wing of the first floor of the Capitol. Offices for the Supreme Court justices are in the Judicial Center.

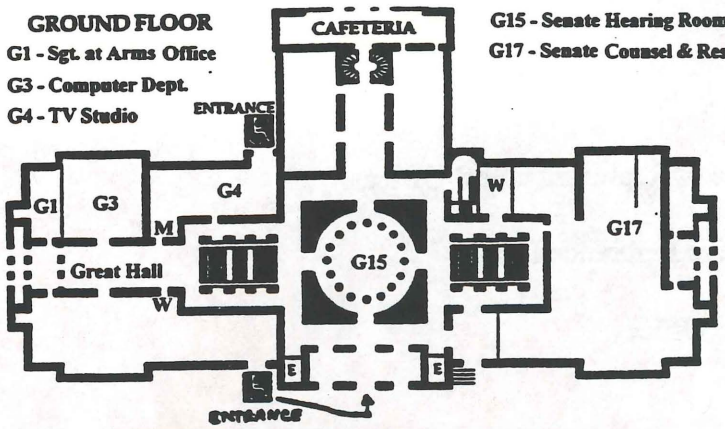
STATE CAPITOL BUILDING



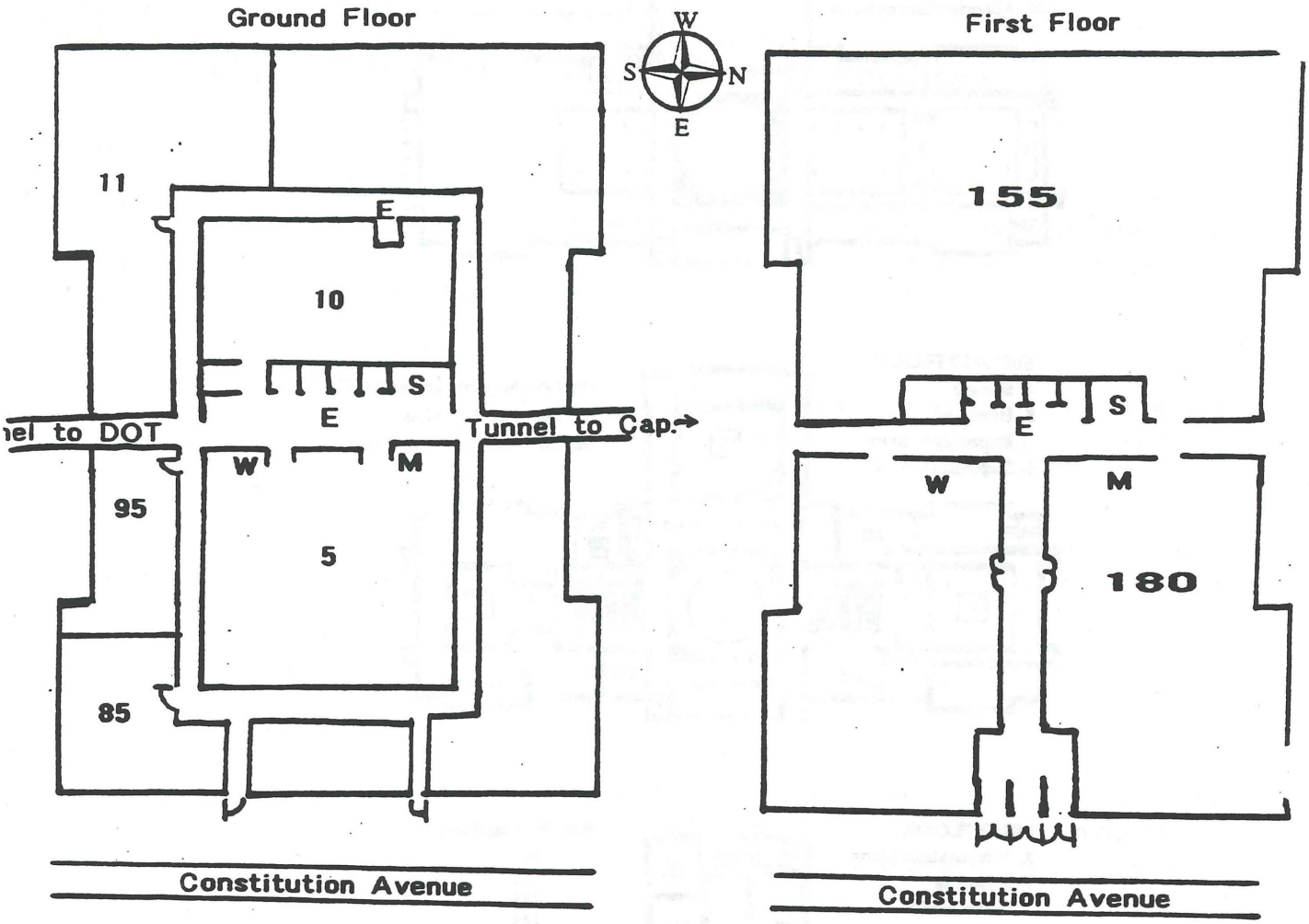








STATE OFFICE BUILDING



5 - House Hearing Room
10 - House Hearing Room
11 - Senate Minority Research
85 - Legislative Coordinating Commission
95 - Senate Publications

155 - Senate Republican Offices
180 - Secretary of State

E - Elevators
S - Stairway
W - Women's Restroom
M - Men's Restroom

Floors 2, 3, 4, and 5 - House of Representatives' Offices

Floor 6, Rm. 645 - Legislative Reference Library

Floor 7 - Revisor of Statutes Office