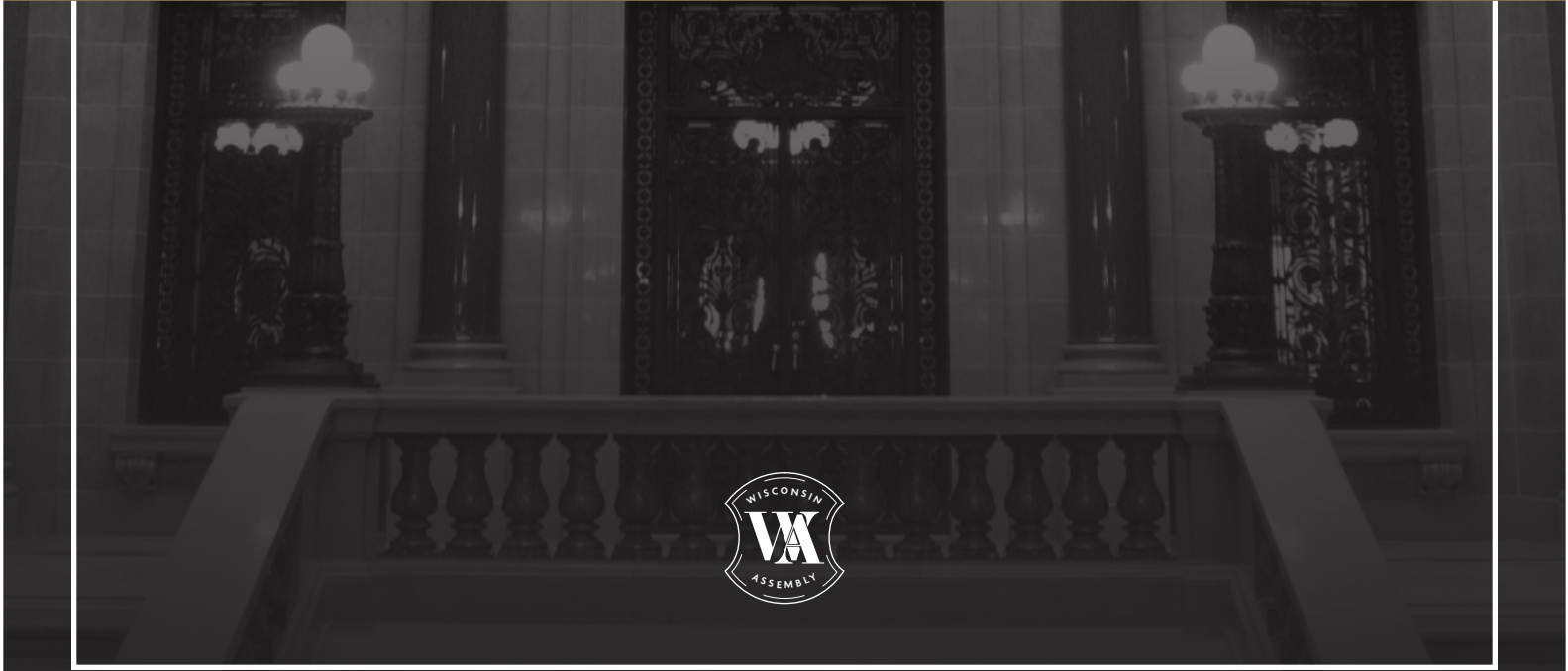




WISCONSIN STATE ASSEMBLY 2023-2024

POLICY MANUAL



REVISED 01.09.23

The Assembly Policy Manual is to serve as a guide for Representatives and staff regarding the business operations of the Wisconsin State Assembly. The Assembly Policy Manual serves to provide information regarding human resources protocols, business operations and daily processes for the Assembly related to a Representative's office and staff.

The Assembly Policy Manual was established by the Committee on Assembly Organization. In addition, it may be necessary to make changes to this policy manual. The Wisconsin State Assembly reserves the right to modify, amend, add or delete any policy, procedure or benefit set forth in this policy manual at any time, for any reason, with or without notice. The Assembly Chief Clerk and the Legislative Human Resources Office (LHRO) are responsible for maintaining and providing guidance and interpretation of Assembly policies.

ASSEMBLY POLICY MANUAL

ACKNOWLEDGMENT FORM

I have received a copy of the Wisconsin State Assembly Policy Manual and the Joint Committee on Legislative Organization Rule. I acknowledge it is my responsibility to read and request clarification of any information that I do not understand.

I agree to abide by the rules and regulations contained in this manual and by any other rules and regulations the Assembly may establish.

I have read and understand the definition of at-will employment contained in this manual.

This manual does not constitute an employment contract and does not modify the at-will employment relationship of the Wisconsin State Assembly and its employees.

It is impossible to include every situation or scenario that a policy manual can address. As such, all employees are responsible to exercise good judgment in their daily work, and abide by the standards outlined in this policy manual. If there are any questions regarding the application of the policies set out in the Assembly Policy Manual, you may consult the Assembly Chief Clerk or the Legislative Human Resources Office (LHRO) for clarification.

Signature

Print Name

Date

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1. EMPLOYMENT-AT-WILL

All employees of the Assembly are at-will employees in unclassified, non-represented service. In addition, because Assembly employees are employees of the legislative branch of state government they are subject only to those rules and laws governing unclassified employees of the Assembly. The Assembly determines which of these rules and laws apply to Assembly employees. Employees serve at the pleasure of the appointing authority (Representative, Chief Clerk, Sergeant at Arms), and the employment relationship may be terminated by the appointing authority or employee at any time without cause or notice. There is no expectation of continued employment with the Assembly, express/implied contract, or guarantee of employment.

2. EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

The Committee on Assembly Organization has adopted the following Equal Employment and Affirmative Action Policy:

Equal Employment Opportunity

The Wisconsin State Assembly shall provide fair and equitable treatment to all employees and shall comply with state and federal legislation, where applicable. It shall also provide equal employment opportunity in all terms, conditions or privileges of employment, including recruitment, selection, training, promotions, layoffs, disciplinary actions or terminations. In addition, it shall evaluate an employee or applicant for employment based upon the employee's or applicant's individual qualifications rather than upon a particular class to which the employee or applicant may belong.

In addition, the Assembly will not discriminate in employment on the basis of race, color, creed, sex (including pregnancy), religion, national origin or ancestry, age (40 or older), disability, marital status, sexual orientation, gender identity, arrest or conviction record, military service, use or non-use of lawful products, genetic information, or any other applicable protected classification as specified by state and federal law, except as permitted under applicable law. However, it is not discrimination to recruit, select, or employ persons on the basis of partisan political opinions or affiliation where the appointing authority can demonstrate that partisan political opinions or affiliation is an appropriate requirement for the effective performance of the position involved. [Branti v. Finkel, 445 U.S. 507 (1980)]. In addition, within the State Assembly, state and federal laws prohibit harassment by, and harassment of, Assembly employees. The Assembly's Anti-Harassment, Discrimination, Retaliation, Bullying and Violence Policy is discussed in more detail below.

The State Assembly shall also provide reasonable accommodations to persons with disabilities to provide accessibility and to accommodate qualified employees with disabilities when an accommodation is reasonable and required. The Assembly's Reasonable Accommodation Policy is discussed in more detail below.

Affirmative Action

Assembly appointing authorities may take affirmative action to increase employment of: (1) women, (2) ethnic and racial minorities, (3) persons with disabilities, and (4) veterans. Appointing authorities should contact the Legislative Human Resources Office if they would like to engage in targeted recruitment efforts.

3. HARASSMENT, DISCRIMINATION, RETALIATION, VIOLENCE, AND BULLYING POLICY

Introduction

The Assembly is committed to assuring that it operates in an environment that is free from harassment, discrimination and retaliation based upon race, color, creed, sex (including pregnancy), religion, national origin or ancestry, age (40 or older), disability, marital status, sexual orientation, gender identity, arrest or conviction record, military service, use or non-use of lawful products, genetic information, or any other applicable protected classification as specified by state and federal law, except as permitted under applicable law. The Assembly also prohibits violence and bullying in the workplace. In addition, this policy contains illustrative examples of prohibited behaviors; however, the Assembly has the right to determine what constitutes inappropriate behavior under this policy and take any level of corrective action (including termination) it deems appropriate.

For these reasons, the Assembly will not tolerate harassment, discrimination, retaliation, bullying or violence, as defined below, or any other behaviors that are considered inappropriate/ unacceptable in the Legislature. The Assembly is committed to preventing or stopping such actions/behaviors whenever it may occur. The policy presented here applies directly to the Assembly (Legislators and staff); however, every feasible action necessary will also be taken to protect Assembly employees from harassment and discrimination from external sources as well, including but not limited to: lobbyists, the public, and employees working for other branches of government/the private sector.

In addition, it is important for Legislators and employees to understand that concerns and/or complaints related to harassment, discrimination, retaliation, bullying, violence, or any other behaviors that are deemed inappropriate/unacceptable in the Legislature, may cover conduct that occurred outside of the work location and outside of work hours, and is not solely limited to conduct that occurred at the work location and/or on work hours.

Harassment, Discrimination, and Retaliation Defined

The Assembly prohibits discrimination. **Discrimination** can include disparate treatment directed toward an individual or group of individuals based upon race, color, creed, sex (including pregnancy), religion, national origin or ancestry, age (40 or older), disability, marital status, sexual orientation, gender identity, arrest or conviction record, military service, use or non-use of lawful products, genetic information, or any other applicable protected classification as specified by state and federal law.

The Assembly also prohibits harassment. **Harassment** is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990 (ADA), or the Wisconsin Fair Employment Act (WFEA). Harassment is unwelcome conduct that is based on race, color, creed, sex (including pregnancy), religion, national origin or ancestry, age (40 or older), disability, marital status, sexual orientation, gender identity, arrest or conviction record, military service, use or non-use of lawful products, genetic information or any other applicable protected classification as specified by state and federal law.

Harassment exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of one or more individuals' employment, internship, partnership or services;
- Submission to or rejection of such conduct by an individual or group is used as the basis for decisions about employment, internship, partnership or services affecting such individual; and/or,
- The conduct has the purpose or effect of substantially interfering with an individual's or group's work performance or of creating an intimidating, hostile or offensive work or service delivery environment. (A hostile work environment exists when the conduct is such that a reasonable person, under the same circumstances as the employee, would consider the conduct sufficiently severe or pervasive to interfere substantially with the person's work performance or to create an intimidating, hostile or offensive work environment.)

In addition, the Assembly also prohibits retaliation against employees. **Retaliation** is a materially adverse action against an employee by an employer for engaging in legally protected activity, such as bringing forward a concern or making a complaint, participating in workplace investigations (as a complainant, witness, etc.), or requesting/receiving a family or medical leave (FMLA) or reasonable accommodation. Retaliation can include any negative job action, such as demotion, discipline, firing, or salary reduction.

It is the goal of the Assembly to prevent the occurrence of harassing, discriminatory and retaliatory activity and to promptly stop such conduct when we become aware of potential violations. In that respect, it is imperative that all instances of potential harassment, discrimination and/or retaliation be reported to the appropriate supervisor or the Legislative Human Resources Office (LHRO) immediately. While based on state and federal law, this policy may cover behaviors, which may not meet the legal definition of harassment, discrimination or retaliation but are considered unacceptable in the Legislature. This policy will be interpreted so as to avoid infringement upon First Amendment rights of free speech.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used, or threatened or suggested to be used, as the basis for employment decisions affecting the individual (Quid Pro Quo);
- Such conduct substantially interferes with an individual's performance or creating an intimidating, hostile, or demeaning work environment.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration the totality of the circumstances, including the context in which the alleged incidents occurred.

Under this policy, sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a raise in salary or promotion by submitting to sexual advances. The suggestion or the advance need not be direct or explicit—it can be implied from the conduct, circumstances, and relationships of the persons involved.

Sexual harassment can also consist of persistent, unwelcome attempts to change a professional relationship to a personal one.

It can range from unwelcome sexual flirtations and inappropriate demeaning of individual persons or classes of people to physical contact/abuses such as sexual assault.

Examples could include, but are not limited to: unwelcome sexual advances; repeated and unwelcome sexually-oriented bullying, teasing, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women or men in general, whether sexual or not; leering, touching, pinching, or brushing against another's body; or displaying objects or pictures, including electronic images, which are sexual in nature and which create a hostile or offensive work environment.

The interpretation of sexual harassment in the law and the Assembly's policy provides that:

- Sexual harassment generally carries a component of power differential between individuals and can occur between men and women or between members of the same sex.
- An employee does not have to suffer economically before harassment can be found.
- A person who, on the surface, consents to sexual advances might still be subjected to harassment.
- Whether conduct is welcome or unwelcome depends on the "eye of the beholder" and a "reasonable person" test.
- Offenders can be Representatives, co-workers, or non-employees (including but not limited to: lobbyists, the public, and employees working for other branches of government/the private sector).

- A third person can be offended by harassing behavior among willing participants.
- Harassment does not necessarily have to be reported soon after it occurs to be addressed.
- A single incident or a few incidents may not be illegal harassment; however, a single incident of unwanted touching of a person's intimate body parts could be sexual harassment.
- Non-sexual but abusive, hostile, rude, or harsh treatment of members of one gender may also constitute harassment.

Consensual Relationships (Supervisor / Subordinate)

Sexual, romantic, or intimate relationships between persons in a supervisor/subordinate relationship that appear to be voluntary and welcome may nonetheless constitute sexual harassment under this definition. Relationships between a supervisor and those employees whom he or she supervises may give rise to legal and ethical concerns or a conflict between personal and professional interests. Although such a relationship may be viewed by the parties involved as consensual, that fact alone does not mean that no sexual harassment exists.

Relationships between supervisors and subordinates are not allowed in the Assembly.

Supervisors involved in such relationships have the obligation to remove themselves from the consensual relationship.

Racial Harassment

Harassment that is directed at a person or group of persons because of race, color, creed, national origin or ancestry is covered under this policy. Even if actions are not directed at specific persons, a hostile environment can be created when the conduct is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with the person's work or employment experience.

Harassment Based on Religion, Disability, Sex (including Pregnancy), Age (40 and older), Marital Status, Sexual Orientation, Gender Identity, Arrest or Conviction Record, Military Service, Use or Non-Use of Lawful Products, Genetic Information, or Other Protected Status

Harassment that is directed at a person or group of persons because of any characteristic protected by this policy or local, state or federal law is also covered under this policy.

Retaliation

Retaliation against an individual for bringing forward a concern or making a complaint (even if they are not the victim), for resisting discrimination or harassment, or for assisting in the investigation of a complaint (such as witnesses) is a violation of Assembly policy and will not be tolerated.

Violence and Bullying Prohibited

Most incidents of workplace violence are not lethal, yet have devastating physical and emotional consequences for vulnerable victims. In addition, they create a negative work place dynamic and create an unacceptable workplace environment. Examples of prohibited violence and bullying include, but are not limited to:

- Teasing and practical jokes that cause anger and/or humiliation
- Intimidation
- Bullying
- Angry outbursts
- Verbal abuse, name calling, biting sarcasm or obscene language
- Threats (verbal, written or gesticulated)
- Harassment (general and sexual)
- Theft, vandalism and sabotage
- Throwing or breaking objects
- Hitting, pushing, poking, slapping, grabbing, and other forms of physical battery
- Romantic obsessions and stalking
- Sexual assault and rape

Concern / Complaint Resolution

In an effort to prevent or stop discriminatory, harassing, retaliatory, or other inappropriate behavior, the Assembly has adopted specific avenues through which an individual can bring his or her concern or complaint forward to be resolved. With issues of discrimination, harassment, retaliation, violence or bullying, it is important to identify and remedy the situation as soon as possible. For this reason, we have established two different resolution methods that employees may use to raise discrimination, harassment, retaliation, violence, bullying or other inappropriate behavior concerns—an *Informal Concern Resolution* and a *Formal Complaint Resolution Process*. **Employees have the right to choose which process they would like to pursue (there is no requirement to engage in one process before another). In addition, employees who engage in the Informal Concern Resolution process first, may decide later to pursue the Formal Complaint Resolution process.** Each process is discussed more in depth below. Questions related to each process should be addressed with the Legislative Human Resources Office (LHRO).

To best remedy a situation, complainants or witnesses (which includes Legislators/staff who witness or are made aware of inappropriate behavior) are urged to promptly share concerns or complaints rather than risking their well-being or negatively affecting the Assembly's ability to look into such concerns/complaints, due to the passage of time and potential departure of witnesses.

Informal Concern Resolution Process

Under the Informal Concern Resolution Process, an employee can bring his/her concern, **either verbally or in writing, to a supervisor with authority over the person against whom the concern is directed, to the employee's supervisor, or the Legislative Human Resources Office (LHRO).** The employee's concern will be addressed/resolved in an appropriate manner. If an employee would like his/her concern addressed through a formal investigation, the employee should utilize the Formal Complaint Resolution Process below.

Supervisors who receive employee concerns should either:

- Refer the employee's concern to the LHRO to resolve, if the supervisor does not have the ability to resolve the concern or would prefer for the LHRO to resolve the concern; or,
- Meet with the employee to discuss the concern and attempt to resolve the employee's concerns as soon as possible, but consistent with the severity and complexity of the matter.

Resolution of such concerns may include, but is not limited to: speaking with appropriate parties and making sure any inappropriate behavior stops (and following up at a later date to make sure the behavior has not resumed); when appropriate, working with the LHRO to provide mediation for employees; when appropriate, working with the LHRO to provide remedial training for an employee/employees; disciplinary action; termination, etc. (if discipline or termination is pursued as a result of an informal concern, please consult with the LHRO prior to discipline/termination, when possible). Supervisors should document the concern/resolution of the concern.

Supervisors and the LHRO will take prompt and effective action on any concern received. In addition, supervisors and the LHRO will maintain confidentiality to the extent possible. Lastly, retaliation for bringing forward a concern or aiding with a concern will not be tolerated and should be immediately reported to the LHRO.

Formal Complaint Resolution Process

Under the Formal Complaint Resolution Process, an employee can bring a complaint **in writing, detailing the individual(s) involved, violations/behavior, locations, dates/times, witnesses, how the complainant would like his/her complaint resolved, and any other information relevant to the complaint, to the Legislative Human Resources Office (LHRO).**

The employee's complaint will be reviewed, and if appropriate, formally investigated. If an investigation finds inappropriate behavior on the part of an individual involved, the inappropriate behavior will be addressed/resolved in an appropriate manner. If an employee does not wish to pursue a formal investigation into his/her complaint/concern,

the employee should utilize the Informal Concern Resolution Process above.

Once a complaint is received from an employee, the LHRO will:

- 1) Meet with the employee to discuss the employee's complaint, determine if the complaint meets the standards of investigation, and if so begin the complaint investigation (if the employee's complaint does not meet the standards of investigation, he/she may instead utilize the Informal Concern Resolution Process above)
- 2) Interview pertinent witnesses
- 3) Interview the subject(s) of the complaint
- 4) Come to an investigatory conclusion
- 5) Share the investigatory conclusion with appropriate leadership/Representative(s); and,
- 6) Work with appropriate leadership/ Representative(s) to address any inappropriate behavior in an appropriate manner

The Assembly will take prompt and effective action on any complaint received. In addition, the Assembly will maintain confidentiality to the extent possible. Lastly, retaliation for bringing forward a complaint or aiding with a complaint will not be tolerated and should be immediately reported to the LHRO.

**Please note that this policy does not create any legally enforceable rights, contract, time frames or protections beyond those of the State or Federal Equal Employment Opportunity laws, even if the Assembly prohibits conduct which is less than the legally defined standards for harassment/discrimination/retaliation or other actionable conduct under these laws.*

Employee Assistance Program (EAP)

The Kepro Employee Assistance Program is a free service to all Assembly employees and their dependents. This program offers a wide variety of counseling, referrals, and reference services, all designed to make your family healthier, happier, and provide for a more balanced work and home life. These services fall under HIPAA confidentiality rules. Some legal and financial counseling may have associated fees. Please call Kepro at 1-(833)-539-7285, or visit the EAP web portal at:

<https://sowi.mylifeexpert.com/login>, code: SOWI. All users will be required to create a web account, which allows for site customization and saving information to your profile.

Confidentiality

Persons seeking general information or guidance about bringing forward a concern or complaint may be concerned about whether the information they share will be confidential. While the Assembly strives to maintain an environment in which individuals feel comfortable bringing forward concerns and complaints, legal obligations may require us to take some action once information is brought forward indicating that harassment, discrimination, retaliation, violence, bullying or, any other inappropriate behavior is occurring. Because of their positions of authority, certain personnel are obligated to take action when they receive such concerns or complaints. Although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be protected to as great an extent as is legally possible. The expressed wishes of the employee regarding confidentiality will be considered in the context of our legal obligations to the extent possible.

Sanctions

Employees found to have engaged in harassment, discrimination, retaliation, violence, bullying or any other behaviors that are deemed inappropriate/unacceptable in the Legislature are subject to appropriate disciplinary action, up to and including termination of employment.

Anti-Harassment Training Requirement

All Assembly Representatives and staff are required to attend anti-harassment training during each biennial session provided by the Legislative Human Resources Office (LHRO).

4. EMPLOYEE CONDUCT, DISCIPLINE, AND TERMINATION

In serving the public interest, Assembly employees will observe integrity, objectivity, and independence in discharging their professional responsibilities at all times. Employees should act professionally at all times in conducting their work. This includes compliance with laws, regulations and relevant technical and professional standards. In addition,

government information, resources, or positions are to be used for official purposes only and not for an employee's personal gain or in a manner contrary to the public interest. Failure to comply with laws, regulations, policies, and relevant standards may result in disciplinary action, which may include termination.

Actions which jeopardize or disrupt the security, health, safety and/or operations of the Wisconsin State Assembly, staff and/or others, or actions deemed to be policy violations, may be subject to any disciplinary action up to and including immediate discharge/termination, as determined by the appointing authority. In addition, the Speaker has authority to add or delete Assembly positions and determine office staffing allotment/classification authority.

5. DRESS CODE

Session/Committee Days/External Meetings

During Assembly session days and when representing the Assembly or Assembly District outside of the Capitol, a dress shirt and tie (a sport coat is not required, but encouraged) for male employees and professional business attire for female employees is required.

In-Office Attire (non-session/committee)

Due to the fact that meetings and conferences with outside visitors are often hosted in the office, it is important that legislative staff present themselves in a professional manner at all times. Therefore, while in the office, business casual dress is the standard for this policy. Examples of business casual dress include, but is not limited to: dress pants, khaki pants, dress shirts (collared, button down, etc.), sweaters, skirts of an appropriate length, polo shirts, Assembly apparel and appropriate dress shoes.

Attire that is too casual for the business environment is not acceptable. Attire considered too casual includes: jeans, fleece apparel, shorts, sweatpants, exercise pants, spandex, tank tops, T-shirts or other shirts with mottos, slogans and/or logos. Sandals may be acceptable if they are not too casual. Athletic shoes are never acceptable. In addition, for safety reasons, flip flops and slippers are not acceptable.

6. ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

Employees of the Wisconsin State Assembly are prohibited from possessing or using alcoholic beverages or controlled substances during work hours, while on state time or property, or while engaging in state business.

Employees are also prohibited from reporting to work in a condition unsafe to the employee, to others, or to physical property; or when unable to perform job responsibilities due to the influence of alcohol, controlled substances, medicine, or sickness. In addition, employees are also prohibited from reporting to work manifesting any evidence of alcohol or drug use while at work or when such evidence affects the performance of job functions.

7. APPOINTING AUTHORITY

An appointing authority is defined as a Representative, Chief Clerk or Sergeant at Arms. The appointing authority is responsible for hiring their employee(s) and handling all personnel decisions regarding raises, discipline, vacation usage, leave of absence, reasonable accommodations and compensatory time. The appointing authority is required by the Joint Committee on Legislative Organization's (JCLC) rule to verify and sign each of their employee's time sheets.

8. NEW EMPLOYEES

Written notification of employment must be made to the Legislative Human Resources Office (LHRO) as soon as possible by the new employee's appointing authority. The notification shall include the starting date, the classification, benefited/non benefited status, part-time/full-time status, and a resume. The LHRO will review the resume to evaluate educational experience, relevant legislative experience, and job-related non-legislative experience to determine salary. **It is the staff member's responsibility to provide the LHRO with a full resume that includes all relevant and job-related experience and education. Failure to do so may result in a lower salary determination.** The LHRO will work with the appointing authority to create and send out an appointment letter to all new employees.

The LHRO will work with new employees to schedule their legislative orientation, which shall include a

meeting with the Assembly Chief Clerk's Office. The LHRO shall provide an orientation schedule to the new employee on or before their first day of employment.

9. PROFESSIONAL DEVELOPMENT COURSEWORK AND TRAINING

The Assembly supports the professional development of Representatives and legislative staff. A Representative or a member of his or her staff may attend classes for purposes of obtaining instruction directly related to the Representative's or staff member's duties or proposed duties in the Assembly. Approval from the appointing authority should be obtained before training is taken to ensure that the proper protocols are followed. Additionally, offices must contact the Assembly Chief Clerk's office to review their office budget **before** purchasing or paying for a training/professional conference.

The Legislature offers a robust Learning Management System (LMS) to all Assembly employees. This system is called the Legislative Learning Hub. It is encouraged that employees take courses relevant to their legislative employment, and they may be assigned training through the LMS from their appointing authority. The LMS contains a variety of over 18,000 courses.

In addition, the LHRO also offers a variety of specialized legislative training courses, Please contact the LHRO Training Officer for more information.

10. HIRING FREEZE

The Assembly Speaker has the authority in an even calendar year to implement a hiring freeze in the Assembly. This means that no employees can be hired on or after an effective date set by the Speaker, unless an approved exemption is granted by the Speaker. This includes hiring staff from one Assembly office to another Assembly Office. Requests for exemptions must be made in writing to the Speaker's office and will be considered on an individual basis. Limited Term Employees (LTE) may only be hired if an Assembly office is going to be without any full-time employees. Additionally, LTE's may only be hired for a maximum of 90 days at \$15 per hour, unless the Speaker grants an extension. Requests for hiring an LTE must be made in writing to the Speaker's office and will be considered on an individual basis.

11. ATTORNEY POLICY

State law provides for the indemnification of state officers and employees in certain circumstances. In addition, under the Wisconsin Constitution, the Assembly has inherent authority to obtain legal counsel for itself, its members, and its employees. The policies that follow outline the general processes applicable to retention of legal counsel in the Assembly.

If charges of any kind are filed, (or expenses incurred in contemplation thereof), or a civil or criminal action is brought against any Representative, Assembly officer or employee, because of such Representative's, officer's or employee's position or for acts, actions or conduct related to and within the scope of legislative duties and responsibilities; and such charges or such actions are discontinued or dismissed, or such matter is determined favorably to such Representative, officer or employee, the Committee on Assembly Organization may (by a majority vote of the membership) on behalf of the Assembly and the State, authorize payment of reasonable expenses and costs, including attorney's fees, of defending against such charges or actions when such charges or actions are not defended by the Wisconsin Department of Justice. (A Wisconsin State Assembly Legal Fees Payment Agreement must be completed and on file with the Assembly Chief Clerk).

Acts, actions or conduct related to and within the scope of legislative duties and responsibilities mean those acts, actions, or conduct which are performed to serve or are in the furtherance of a public purpose or public interest rather than performed or in the furtherance of a private purpose or private interest. [Wis. Stat. § 895.46(1)(a).]

The Speaker may also approve the appointment of private counsel to a member of the Assembly. The Speaker must approve the contract and fees related to the legal representation. [Wis. Stat. § 13.124 (1) (a)].

Representatives may seek legal representation from the Department of Justice. If the Department of Justice denies the request due to a conflict of interest, the Representative may contact the governor to approve payment through the Department of Administration.

12. PERSONAL PROPERTY LIABILITY

The Wisconsin State Assembly is not responsible for loss, theft, or damage of personal items brought by employees to the office.

13. OFFICE HOURS, ALTERNATE SCHEDULES, AND COMPENSATORY (COMP) TIME

Office Hours

Within each pay period, each full-time Assembly staff member shall work at least an average of 40 hours each work week. If leave is used, the total amount of hours worked plus authorized leave must average a total of at least 40 hours per week for the pay period, as indicated on the employee's electronic Assembly Capitol In/Out (CapIO) time reporting system timesheet. Work will be scheduled at the discretion of each appointing authority to allow completion of assigned tasks on schedule and to ensure that each employee works the minimum number of hours.

Alternate Schedules

The appointing authority should set the work hours for the office and advise staff of the assigned time for starting and ending work. Alternate work schedules may be approved by the appointing authority (such as 6:30 a.m. to 3:30 p.m., Monday through Friday or 6:00 a.m. to 5:00 p.m., Monday through Thursday). Employees must inform the Assembly Chief Clerk and Legislative Human Resources Office of any approved alternate work schedules.

Compensatory Time

There is no additional compensation for overtime work, because salaries are considered to be commensurate with employee responsibilities. Compensatory time off is not an official benefit conferred by the Assembly. However, recognizing the irregularities of the Assembly's schedule and the variable work load during different time periods, the appointing authority may, at his or her discretion, authorize an employee compensatory time off for hours worked in excess of the 40 hour minimum. Please note that the appointing authority is responsible for determining the office policy regarding the allowance and usage of compensatory time. It should be noted that it is the duty of the appointing authority to review and approve their staff member's compensatory time usage. Both the appointing

authority and the employee are responsible for accurate record keeping of compensatory time earned and taken. **In addition, employees may not engage in campaign activity while on compensatory leave.**

Telecommuting

All Assembly employees are expected to work in the Capitol office of their appointing authority and are not authorized to work remotely/telecommute, unless they receive approval from the Speaker's office.



14. COMPENSATION, PAYROLL, AND TIME REPORTING

Pay Period and Payday

The normal pay period for employees of the Assembly is monthly. All employees are required to submit direct (electronic) deposit account information to the LHRO within seven days of date of hire. Multiple direct deposits are allowed and are made on the first federal banking day of the month following the pay period. Employees can access their pay stubs/advice statements in Employee Self Service (ESS). Employees should contact the LHRO for their EIAM account information. If an employee discovers an error on his or her direct deposit pay stub, they should contact the LHRO at (608) 316-9700 as soon as possible.

Salary Adjustments

Assembly staff are eligible for a pay adjustment eighteen (18) months from their starting date and every eighteen (18) months thereafter, until the employee reaches the maximum pay rate of his or her classification. This adjustment is discretionary and granted upon the approval of the appointing authority. Appointing authorities shall complete a performance evaluation for every employee that is granted a discretionary pay adjustment. Please contact the LHRO for information/templates related to employee performance evaluations.

When an employee accepts a higher level position/classification (e.g., Legislative Assistant (LA) to Research Assistant (RA)) or moves to a different office and stays in the same classification (e.g., LA to LA or RA to RA), the LHRO will again evaluate the employee's education and relevant/job-related experience in order to determine the employee's

salary. In addition, employees who achieve higher levels of educational degrees (e.g., associates, bachelors, masters or doctorate) are eligible to have the LHRO again evaluate the employee's education and relevant/job-related experience in order to determine the employee's salary. **It is the staff member's responsibility to contact the LHRO as soon as possible after the employee has completed a higher level educational degree. Failure to do so may result in a delay in resultant salary increases.** If the LHRO is immediately notified of the higher level of educational degree achievement, any resultant salary increase can be made effective on the date the educational degree was conferred. However, if the LHRO is not immediately notified of the higher level of educational degree achievement, the LHRO can only backdate any resultant salary increases to the first of the month in which the LHRO was notified of the higher educational degree achievement. **It is the staff member's responsibility to provide the LHRO with a full resume that includes all relevant and job-related experience and education. Failure to do so may result in a lower salary determination.** Employees who are given an increase in pay due to a change in office, position/classification, or educational degree achievement will then be eligible for a step increase after eighteen (18) months from that office, position/classification, or educational degree achievement change, not from their original starting date with the Assembly.

If an employee is re-classed from a higher classification to a lower classification (e.g., RA to LA; Administrative Assistant (AA) to LA; or AA to RA, etc.), the employee's salary will be reduced to the appropriate level of compensation within that classification. An exception will be granted if the employee's pay exceeds the maximum pay range of the lower classification. In this case, the employee

will be placed at the top of the pay range of the lower classification.

General Wage Adjustment

A General Wage Adjustment (GWA) is provided by state employee contracts and determined by the Joint Committee on Legislative Organization (JCLO) and the Committee on Assembly Organization. All GWAs are awarded at the discretion of the appointing authority.

Any approved GWA cannot be awarded until passage of the budget, in accordance with Wis. Stat. § 20.928(3).

Time Reporting

Employees within Representative offices will report all hours worked and paid time off within CapIO. Please note: employees need to notify the Assembly Chief Clerk in advance of any time they intend to use vacation time from their state position in order to work on a campaign. Employees must notify the Assembly Chief Clerk in an email in advance of taking the time off for campaign purposes. The CapIO timesheet submitted to the LHRO is the official record of hours of employment. The monthly timesheet must be certified and signed by the employee and the appointing authority, and must be submitted to the LHRO by the tenth day of each month for the previous month. Once the employee and/or the Representative has certified the timesheet and an adjustment needs to be made, the employee shall contact LHRO to re-open the timesheet for correction and recertification

If an employee is waiting on his/her Legislator to sign their timesheet, the employee should still certify their time sheet within CapIO on time and email LHRO at **Assembly.HR@legis.wisconsin.gov** to let them know that they are waiting for Legislator approval. The LHRO will accept the provisional unsigned timesheet, and the employee will have 30 days to submit the signed timesheet.

Employees within the Assembly Chief Clerk's Office (ACC) and the Assembly Sergeant's Office (ASGT) will report hours worked and paid time off within TRIO. The TRIO timesheet submitted to the LHRO is the official record of hours of employment. The monthly timesheet must be certified, signed by the employee and the appointing authority and submitted to the LHRO by the tenth day of each month for the previous month. After the TRIO timesheet is printed,

any adjustments to the hours reported must be noted manually on the printed copy, initialed by the employee and the appointment authority and sent into the LHRO.

If an employee within the ACC or ASGT offices is waiting on their appointing authority to sign their timesheet, the employee should email a copy to the LHRO at **Assembly.HR@legis.wisconsin.gov** stating they are waiting for supervisory approval. The LHRO will accept the provisional unsigned timesheet, and the employee will have 30 days to submit the signed timesheet.

Employees who fail to turn in a time sheet by the 15th of the month will have their direct deposit removed (for the check dated the first of the following month) as per JCLO rules. If the 15th day of the month falls on a weekend, the deadline will extend to the end of the day on the following Monday. **A paycheck will not be distributed to any employee who has not submitted a timesheet.**

The LHRO will not pay or authorize payment of salary to an employee unless the employee has submitted their timesheet to the LHRO. All Assembly employees are required, by action of JCLO, to submit a time report indicating the dates and hours the employee was engaged in employment for the Legislature. Hours worked, as well as an accurate account of all leave taken, will be noted on the employee's timesheet. This timesheet provides the Legislative Human Resources Office (LHRO) with the following:

- Hours worked on a weekly basis
- Personal, Sick, Vacation, and Compensatory time taken
- Official record of employee's hours

15. PAID TIME OFF

Holidays

The following is a list of paid legal holidays for all employees, except for LTE's (see *Wis. Stat. § 230.35(4)(c)*), that are granted each year:

- New Year's Day (January 1)
- Martin Luther King Day (the third Monday in January)
- Memorial Day (the last Monday in May)
- Independence Day (July 4)
- Labor Day (the first Monday in September)
- Thanksgiving (the fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)

Please note that if the holidays of January 1, July 4, or December 25 fall on a Sunday, the "day following" shall be a paid day off for that holiday. If these days fall on a Saturday or if December 24 or 31 falls on a Sunday, the employee will receive eight hours of vacation leave to use as authorized under Assembly policy. (See *Wis. Stat. § 230.35(4)(a)10*) In addition, holidays are prorated based on full-time/part-time status.

The above paid holidays are automatically entered into the appropriate time keeping system for the employee.

Jury Duty

If called for jury duty, an employee receives full pay without loss of vacation time. The employee will record "no hours" in CAPIO or TRIO and notify LHRO via email that they were on jury duty that day. Remittance of jury pay is not required. However, when not impaneled for actual jury service and only on call, the employee shall report back to work. (See *Wis. Admin. Code ER 18.10*).

Serve as an Election Official

Wis. Stat. § 7.33 allows an employee to serve as an election official without loss of pay for scheduled work hours, including fringe benefits, for the entire 24 hours of each Election Day in which the employee serves in his or her official capacity as an election official

(this includes training for election duties during this time frame). **However, the amount of compensation an employee earns for working as an election official during regular work hours, if any, must be deducted from the employee's wages (please contact LHRO regarding this), unless the employee uses leave time (excluding sick leave) for those hours.**

An employee who serves as an election official must provide his or her appointing authority with at least 7 days' notice of application for a leave. The municipal clerk must verify appointments upon request of any appointing authority.

Vacation

Employees must receive approval from their appointing authority prior to using vacation leave. **In addition, employees engaging in campaign activities while on vacation leave must notify the Assembly Chief Clerk of the use of vacation leave before the leave is taken.**

Vacation is earned on a monthly basis and must be earned before it is used. The appropriate number of hours will be added to each employee's vacation balance at the beginning of each month. Vacation is accumulated as indicated below, based upon cumulative years of service as a Wisconsin Retirement Service (WRS) participant in the Legislature or state agency.

1 - 5 years		
10 hours/month	120 hours/year	15 days/year
5 - 10 years		
13.34 hours/month	160 hours/year	20 days/year
10 - 15 years		
14.68 hours/month	176 hours/year	22 days/year
15 - 20 years		
16.68 hours/month	200 hours/year	25 days/year
20+ years		
18.00 hours/month	216 hours/year	27 days/year

Vacation for part-time, benefited employees will be prorated.

After 15 years of employment in state government, employees are entitled to five weeks of vacation. *Wis. Stat. § 230.35 (1p)* states that these employees

may take the fifth week as a cash payment. The LHRO will send an email to those qualifying employees each year to discuss this option.

Used vacation should be recorded on the employee's monthly timesheet and signed by the employee and the employee's appointing authority. Employees within the Representative offices can access their leave balances by clicking on the "Status" tab in CapIO. These balances are listed under the Processed Balance table. Employees within the ACC and ASGT offices can view their leave balances by clicking on the "Leave Balance" tab within TRIO. Leave balances, however, are only updated on a monthly basis, after monthly payroll processing. This means that any leave time entered before payroll closes and processes for that month, will not be reflected in the employee's totals.

It is recommended that employees use vacation time in the year it is earned. If not used, vacation time is carried over from one year to the next. However, when an employee leaves employment, that individual may only receive payment for the vacation time the employee is eligible to earn in a year, regardless of their cumulative vacation balance. An employee may be able to extend his/her last day of employment by using his/her earned and unused vacation if the employee's Representative approves the employee to do so. However, if the Representative approves this, the Representative would not be able to hire for that position until that staff member is off the payroll.

Please note that if an employee has worked for the Assembly less than six months, he/she will not be paid out any accumulated vacation.

In addition, if an employee uses more vacation leave than the employee has been granted, the unearned balance will be subtracted from the next month's pay.

If an employee is transferring to another state agency, the employee is strongly encouraged to obtain a written agreement related to how much vacation time may be transferred to the new agency. If the agency that the employee is transferring to will not accept any or all of the employee's vacation balance, vacation payout will only be made in accordance with the eligibility standards noted above (minus any leave time that was transferred to the receiving agency).

Personal Days

Benefited employees are entitled to 4.5 personal days per year (pro-rated for part-time benefited employees). Personal days may be used in lieu of vacation or sick leave but cannot be used for campaign related activities. These personal days are credited immediately upon employment, or for continuing employees, on January 1 of each subsequent year. An employee may, with the appointing authority or supervisor's approval, use the personal days at any time after the first day of employment. Personal days must be used in the calendar year in which they were credited—carryover of personal days from year to year is not allowed.

Unused personal time may be paid out upon termination or transferred to the receiving state agency upon transfer, if the receiving agency so authorizes.

Sick Leave

Employees earn sick leave at a rate of 130 hours per year or 10.84 hours per month (pro-rated for part-time benefited employees). Unused sick leave is accumulated year to year without limit.

Sick leave may be used for absences related to personal injury, illness, maternity/paternity leave, exposure to contagious disease, for immediate family or personal medical or dental appointments (that cannot be scheduled at times other than during work hours), temporary emergency medical care of ill or injured members of the immediate family, or upon a death in the immediate family.

"Immediate family" means:

- Parents, stepparents, grandparents, foster parents, children, stepchildren, grandchildren, foster children, brothers (and their spouses), sisters (and their spouses), of the employee or employee's spouse
- The employee's spouse
- Aunts and uncles, sons-in-law or daughters-in-law of the employee or employee's spouse
- Other relatives of the employee or employee's spouse providing they reside in the same household of the employee.
(See Wis. Admin. Code ER 18.03)

The number of sick days accumulated is one factor used to determine the premiums for income continuation insurance. If an employee retires and goes on immediate annuity, unused sick leave may be used to pay health insurance premiums. Upon termination of employment, an employee may not receive financial compensation for unused sick leave.

In the event the supervisor has reason to believe that an employee is abusing the sick leave privilege or may not be physically fit to return to work, the supervisor may require a medical certificate or other appropriate verification for absences due to illness. Please contact the LHRO for help with this process.

Employees can access their sick leave balances by accessing their leave information in the appropriate system. Leave balances, however, are only updated on a monthly basis, after monthly payroll processing. This means that any leave time entered before payroll closes and processes for that month, will not be reflected on the employee's leave balance totals.

Bereavement Leave

Use of accrued sick leave is limited to a total of three work days for immediate family member deaths. If travel time is required, the employee may take an additional four sick days to account for travel.

Immediate family is defined as: parents, step-parents, foster parents, grandparents, children, step-children, foster children, grandchildren, brothers and their spouses, sisters and their spouses of the employee or spouse; the spouse; aunts, uncles, sons-in-law or daughters-in-law of the employee or spouse; and other relatives of the employee or spouse providing they reside in the same household of the employee.

16. REPRESENTATIVE SICK LEAVE REPORTING POLICY

Legislators earn 7.042 hours of sick each month for a total of 84.50 hours a year. A member of the Assembly who is recorded as absent from a session day, a committee hearing, or a committee executive session due to a personal injury, illness, the birth or adoption of the member's child, exposure to contagious disease, or illness or death in the immediate family of the member or the member's spouse is highly encouraged to notify the Assembly

Chief Clerk and the Legislative Human Resources Office in writing and as soon as practicable of the need to debit his or her sick leave balance for the amount of leave taken. Members are highly encouraged to claim sick leave for the period of time beginning with the official roll call and ending with adjournment of floor session or a committee hearing or executive session.

If a member of the Assembly would like to reduce his or her unused accumulated sick leave balance to any lesser amount, they are required to direct the LHRO to do so (with a copy to the Assembly Chief Clerk). The LHRO shall debit his or her sick leave balance accordingly.

17. LEAVE OF ABSENCE

A leave of absence and the use of sick and/or vacation leave during such a leave of absence must be approved in advance and in writing, by the appointing authority. Please reach out to the LHRO to fill out the proper leave form, specifying: the beginning date and ending date of the leave, the purpose for the leave, and whether the employee is being allowed to use sick and/or vacation leave or whether the leave is unpaid. Employees may elect to maintain their insurances during a leave of absence for up to 3 months by prepaying their insurance premiums on their last payroll prior to their leave of absence. The Legislature will automatically make premium prepayments for the employee unless they decide to cancel the coverage. Please note that there are limitations on timing and re-enrollment. Contact the LHRO to discuss these options. Employees must make arrangements with the LHRO to extend their insurances beyond the 3 month time period—the employee is responsible for both their share and the state's share of premiums beyond the initial 3 month period. Upon the commencement of an unpaid leave of absence, the individual is no longer considered an employee of the Assembly for the purpose of time reporting.

All individuals remain subject to the Wisconsin Code of Ethics and lobbying law during a leave of absence.

18. LEAVE FOR CAMPAIGNS

The Wisconsin State Assembly requires employees who are going on a leave of absence for partisan political activity to take a fully unpaid leave of absence, unless they utilize vacation leave to cover

their absence. An employee taking such a leave will not be allowed to remain on the payroll, unless they utilize vacation leave. Assembly employees are not permitted to utilize "comp time" or personal holiday as paid leave to participate in partisan political activity.

Please Note: Employees who are out on a leave of absence for campaign purposes must notify the LHRO and their Legislator if they engage in state/capitol work (non-campaign work) during their leave of absence.

Assembly staff must take leave to run for a partisan elected office. The leave must start the first day of circulation of nomination papers and it must continue until after the date of the election or after the date of the primary election if the person appears as a candidate on a primary election ballot and is not nominated at the primary election. Any employee taking leave should contact the Assembly Chief Clerk's Office and Legislative Human Resources Office as soon as possible to make the appropriate pay and benefit arrangements.

19. JOINT COMMITTEE ON LEGISLATIVE ORGANIZATION RULE REGARDING CAMPAIGN ACTIVITIES AND TIME REPORTING

On October 11, 2001 the Joint Committee on Legislative Organization (JCLC) adopted a motion establishing procedures relating to time reporting requirements, standards of conduct, employee protection, and continuing ethics education requirements. JCLC policy states that "no staff member may engage in activities for private business or political purposes while on state time."

Legislative employees are not to engage in campaign activity in state offices or on state time. In order to participate in campaign activities a staff member must be outside the hours of employment claimed on a "non-paid leave of absence" or use vacation time. Accumulated sick time, personal time or accumulated comp time cannot be used to work on campaign activities.

If a legislative employee plans to use vacation time to conduct campaign activity, the employee shall notify the Chief Clerk by email prior to taking the vacation time and engaging in the campaign activity. The October 11, 2001 JCLC motion provides additional clarification on impermissible campaign activity and

related matter.

Every Assembly employee, upon employment, completes an Acknowledgment Form stating that they received a copy of the rules adopted by the Joint Committee on Legislative Organization dated October 11, 2001, and that they have read and understand its contents and acknowledge that it is their responsibility to request clarification or any information that they do not understand. The signed acknowledgment form is kept in their personnel file at the LHRO.

1) Definition of Campaign Activity

The term "campaign activity" means activity that does not reasonably and primarily fulfill and raise from official duties and that contributes to, enhances, or furthers a person's ability to run for, or chance of election or re-election to, public office. Illustrative activities include:

- ◆ Arranging or assisting in arranging a campaign-related event or raising of campaign contributions
- ◆ Soliciting, receiving, or acknowledging campaign contributions
- ◆ Preparing or distributing television, radio, newspaper, or other forms of campaign advertisements
- ◆ Preparing or designing campaign brochures, literature, nomination papers, or other campaign promotional materials
- ◆ Distributing or arranging for the distribution of campaign materials
- ◆ Directing, seeking, or coordinating campaign volunteers
- ◆ Preparing a campaign budget
- ◆ Directing or participating in "get out the vote" drives
- ◆ Creating, maintaining, editing, adding to, or deleting information from a list or database of campaign contributions or supporters
- ◆ Creating, maintaining, editing, adding to, or deleting information from a list or database designed or intended for a campaign purpose
- ◆ Preparing, coordinating, or participating in polling other than a Legislator's questionnaire seeking constituent views on issues

- ◆ Transporting voters to polls or campaign rallies
- ◆ Preparing campaign finance reports required by law
- ◆ Directing or participating in candidate recruitment
- ◆ Updating campaign websites and social media sites

2) Assigning Campaign Work

An appointing authority or supervisor of legislative employees may not assign, authorize, or request an employee of the Legislature to engage in campaign activity to be performed while the employee is on state time, with the use of state resources or on state property.

Employees who are asked to conduct campaign work during state time should report the incident immediately to the Assembly Chief Clerk.

3) Engaging in Campaign Activity

Legislative employees are prohibited from engaging in campaign activity in state offices and/or on state time. An employee of the Legislature may not assign or authorize campaign activity to be performed on state time and/or in state offices. An employee of the Legislature may not use, or make available for use by another, state property or resources in connection with campaign activity except as the property or resources are normally available to anyone under similar circumstances.

An employee of the Legislature may not engage in campaign activities:

- ◆ During claimed hours of employment.
- ◆ While on any form of paid leave (including “comp” time) other than vacation time. In order to utilize vacation for campaign leave time, the employee must submit a request to use vacation time to the Assembly Chief Clerk, and the Chief Clerk must find that the leave will not be contrary to the interests of the Assembly.
- ◆ During regular hours of employment, unless the employee has submitted to the Assembly Chief Clerk a request to work variant hours or for unpaid leave. The Chief Clerk must find that such variant hours or unpaid leave will not be contrary to the interests of the Assembly.

4) Employee Protection

It shall be part of an employee’s term of employment that no decision affecting an employee’s continued employment, salary, benefits, or the terms, hours, or other conditions of the individual’s employment may be based, in any manner or to any degree on the employee’s failure to participate in campaign activities or failing to make a political contribution. If an employee feels that they have been released or disciplined for not participating in campaign activity or for failing to make a contribution to a campaign they should report the incident to the Assembly Chief Clerk and Wisconsin Ethics Commission.

Required Ethics Training

Each house of the Legislature shall require the attendance of its employees at annual seminars conducted by the Wisconsin Ethics Commission on the standards of conduct and work rules.

The Legislature shall provide resources to obtain the services of experts for faculty from a variety of entities, such as the Wisconsin Ethics Commission, University of Wisconsin, National Conference of State Legislatures (NCSL), and other recognized individuals. Each new employee will attend the first seminar offered after the commencement of his or her employment. Each employee shall thereafter attend a seminar at least once every four years. Alternative methods shall be developed for providing training on standards of conduct and work rules, to provide opportunities for attendance by those who may be unable to attend scheduled sessions. Failure to attend a seminar or use alternative training methods may result in withholding of compensation.

Violation of Rule as Prima Facie Evidence of Violations of S. 19.45(5), Wisconsin Statutes

An appointing authority or legislative employee’s intentional violation of this rule may be evidence of an unlawful use of state resources.

Distribution of Rule

The Chief Clerk shall distribute a copy of this rule to every new employee upon hiring. As a term of employment and eligibility to receive payment of salary or compensations, the employee must provide the Chief Clerk with written acknowledgment of

the information's receipt.

Campaign Contribution Limitations

The Committee on Assembly Organization approved on February 14, 2013, a policy change that members of the Assembly and their personal campaign committees, cannot:

Solicit or knowingly accept any contribution in Dane County for the purpose of promoting the member's nomination or re-election to the State Assembly during the period beginning on the day the biennial budget bill is introduced and ending on the date the biennial budget bill is presented to the Governor. This prohibition does not apply to a fundraising social event of a current member of the Assembly who represents a district that contains part of Dane County.

It is recognized that under the limited circumstance of a member running as a publicly declared candidate for an elective office other than State Assembly, soliciting and accepting campaign contributions during the budget period is not contrary to the foregoing policy and that a member in this circumstance may solicit and accept campaign contributions for offices other than State Assembly during the budget period.

20. FAMILY AND MEDICAL LEAVE (FMLA)

The Legislature provides family and medical leave in accordance with the provisions of the Federal and Wisconsin Family and Medical Leave Acts. The Federal and Wisconsin Family Medical Leave Acts (FMLA & WFMLA) provide unpaid job-protected family and medical leave to eligible employees (**NOTE: the employee may elect to substitute accrued paid leave, including sick leave, vacation time, compensation time, and personal holiday, for unpaid FMLA leave**). Leave may be taken in a block of time or intermittently as the medical condition requires and the laws permit.

FMLA and WFMLA law require that group health benefits be maintained during the protected leave period and that employees are returned to the same (or an equivalent position) at the end of their FMLA leave.

The FMLA leave must be pre-approved, when possible, by the appointing authority, before the leave begins. A form to request FMLA leave is available from

the LHRO. Medical proof of necessity for the FMLA leave request may be required. The LHRO should be notified as soon as possible upon return to work.

Assembly employees who plan to take family or medical leave as partial absences must provide their proposed leave schedule to the Legislator's office for which the employee works as follows:

- 1) In advance of any family leave for birth or adoption
- 2) With reasonable promptness after the employee learns of the probable necessity for other family or medical leave

Except as precluded by the need for medical treatment, the schedule must be definitive enough to allow temporary employees to be hired to aid the office while an employee is on leave if needed.

FMLA Employee Eligibility

To be eligible for FMLA leave:

- 1) For Federal FMLA, the employee must have worked for the State of Wisconsin for at least 12 months. (**Note: For Federal FMLA, the months do not need to be consecutive, but a break in service cannot exceed 7 years, to be counted for this purpose.**) For Wisconsin FMLA, the employee must have worked for the State of Wisconsin for 52 consecutive weeks.
- 2) The employee must have worked for the State of Wisconsin for:
 - ♦ at least 1,250 hours (not including paid leave) in the 12 months before taking leave, for Federal FMLA, or
 - ♦ at least 1,000 hours (including paid leave) in the 52 weeks prior to the employee's leave, for Wisconsin FMLA.

Qualifying Reasons for Leave

The Federal FMLA requires that eligible employees be granted unpaid leave for the following reasons:

- 1) Birth of a child and to care for the newborn
- 2) Placement of a child for adoption or foster care
- 3) Care of an employee's spouse, child or parent (not parent-in-law) with serious health condition
- 4) Includes physical care and psychological comfort and support
- 5) Care of a spouse, child, parent, or next of kin who is a service member
- 6) The employee's own serious health condition
- 7) Any "qualifying exigency" when a spouse, child, parent or next of kin is a covered military member on active duty or has been notified of an upcoming call or order to active duty
- 8) To care for a covered service member with a serious injury or illness, incurred in the line of duty while on active duty (if the employee is the spouse, child, parent or next of kin of the service member). (Note: This qualifying event allows eligible employees up to 26 weeks of FMLA leave, per calendar year.)

(Note: All of the above Federal FMLA qualifying leave reasons, with the exception of (7), allow eligible employees up to 12 weeks of FMLA leave, per calendar year.)

The Wisconsin FMLA allows employees to take unpaid leave for the following reasons:

- 1) Birth of a child **(Note: This qualifying event allows eligible employees up to 6 weeks of WFMLA leave, per calendar year.)**
- 2) Placement of a child for adoption or a precondition to adoption (but not both). This does not include placement for foster care. **(Note: This qualifying event allows eligible employees up to 6 weeks of WFMLA leave, per calendar year.)**
- 3) Care for child, spouse, domestic partner or parent with a serious health condition, including parent-in-law or domestic partner's parent **(Note: This qualifying event allows eligible employees up to 2 weeks of WFMLA leave, per calendar year.)**
- 4) The employee's own serious health condition **(Note: This qualifying event allows eligible**

employees up to 2 weeks of WFMLA leave, per calendar year.)

(Note: Federal and Wisconsin leave eligibilities run concurrently.)

Limited Term Employee (LTE) coverage for Employees on FMLA Leave

When an employee takes a leave of absence for the birth or adoption of a child, the planned care of a child, spouse, domestic partner or parent, or the employee's own planned medical treatment, or for other reasons authorized by the Speaker, the appointing authority of that employee may hire an LTE to temporarily replace that employee.

- 1) The limited term employee may be hired for up to 3 months, for the same number of hours a week that the employee who is going on out FMLA works. The hourly wage will be based upon the individual's resume (e.g., education, relevant legislative experience, and job-related non-legislative experience). An LTE is not benefited. The benefits remain with the employee on leave. When the employee on leave returns, the LTE's employment will terminate.
- 2) When an employee takes a family or medical leave, and the appointing authority would like to hire an LTE, the Representative should work with Legislative Human Resources Office to coordinate the hire and make sure the individual qualifies to work as an LTE based upon Wisconsin Retirement System rules.

21. REASONABLE ACCOMMODATIONS

The Wisconsin Fair Employment Law (WFEL), Americans with Disabilities Act as Amended (ADAAA) and the Rehabilitation Act of 1973 (Sections 505 and 508) require employers to take reasonable steps to provide accessibility and to accommodate qualified employees with disabilities when an accommodation is reasonable and required.

A qualified employee with a disability may request a reasonable accommodation to assist them with performing essential job functions, accessing facilities, etc. The Legislature will attempt to accommodate a reasonable accommodation request that is not an undue hardship and is not unduly costly, extensive, substantial, or disruptive and does not fundamentally

alter the nature of the job or the nature or operation of the Legislature.

If an employee would like to request a reasonable accommodation or has questions related to accommodations, please contact the Legislative Human Resources Office (LHRO) at (608) 316-9700.

22. MILITARY DUTY

Up to 30 days (excluding weekends and holidays) are allowed for annual military duty per year. The absence from work must be at least three days to qualify for military leave. Compensation from the state will be based on the state pay minus the military pay. If the amount of military pay is greater than the state pay there will be no pay issued by the state during the leave. Employees on military leave are not required to use vacation to receive the portion of their state pay described above.

Employees are required to furnish the Legislative Human Resources Office (LHRO) a copy of their orders as soon as possible after receipt. In addition, employees are required to furnish the LHRO a copy of their military pay voucher as soon as possible upon return from duty. Employees continue to earn vacation, sick leave and any other benefits while on an authorized military leave. If an employee requires military leave beyond 30 days, that employee must use accumulated vacation to receive any pay from the state during his/her military leave.

Failure to provide a copy of the military pay voucher within three weeks of return to work may set in motion a procedure where the employee will be charged full vacation or have a reduction in pay if vacation is not available, until the pay voucher is provided.

23. RESIGNATION, TERMINATION, TRANSFERRING TO ANOTHER STATE AGENCY, AND RETIRING MEMBER EMPLOYMENT

Upon resignation and after notification of the employee's appointing authority, an employee must provide written notice to the Legislative Human Resources Office (LHRO) of the date of the last day of employment. If the employee is benefited, an appointment should be set up with the LHRO to discuss the impact leaving state employment will

have on the employee's benefits and other aspects of employment.

Employees eligible to receive vacation/personal payout will receive payment on their last paycheck if the LHRO has their final timesheet signed by their appointing authority. If no timesheet is available for the employee's last paycheck, a separate check will be issued once the LHRO has their final timesheet signed by their appointing authority.

Sick leave remains dormant for up to five years for employees leaving state service. If the employee is transferring to another state agency, the accumulated sick leave is transferred.

Upon departure, the employee shall return all keys, access cards, and their state ID to the Assembly Sergeant at Arms' office. The employee should turn their last time sheet into the Legislative Human Resources Office.

Vacation, personal, and sick time can be transferred to another state agency if the agency is willing to accept the employee's vacation and personal time. If the agency the employee is transferring to will not accept the employee's vacation and personal time, payment will only be made in accordance with eligibility (employees cannot receive payment for more vacation time than can be earned in one year) upon termination, minus any amount transferred to the receiving agency. Employees are encouraged to get an agreement in writing on leave transfer before accepting an agency position.

Severance Pay

When employment is involuntarily terminated (either the employee is terminated or chooses to resign in lieu of termination), the appointing authority may schedule the termination/resignation date **up to one month in advance**, direct the employee to refrain from coming into work, and authorize the employee to remain on payroll until the termination/resignation date through the use of the employee's own accumulated/earned vacation and/or personal leave. The appointing authority may fill the position immediately, regardless of whether severance pay has been authorized for the employee or not.

Retiring Member Employment Information

Legislators who announce they are not running for reelection or who have lost their reelection to their current seat cannot hire a full-time Wisconsin Retirement System (WRS) employee per WRS rules, because the WRS expectation is that a full-time/benefited employee will be working for that employer for at least one year. Please contact the LHRO for additional information regarding these requirements.

In accordance with ET-1127, the Wisconsin Retirement System (WRS) Administration Manual, in order for a newly hired employee to qualify for participation in the WRS, the expected duration of employment will be for at least one year (365 consecutive days, 366 in leap year) from the employee's date of hire.

Participation in the WRS is necessary for eligibility of benefits (health insurance, vacation, sick leave, etc.).

When a Legislator has declared a scenario (e.g., retirement, running for another office, etc.) that precludes him/her from continuing in their current position beyond Inauguration Day, no expectation generally exists that meets the requirement above and, therefore, the Legislator may only hire Limited Term Employees (LTEs) for the remainder of their term. However, the following are exceptions to this requirement:

- 1) An outgoing Legislator may transfer current WRS participating employees from another Assembly office to their office (e.g., from Assembly District 1 to Assembly District 8) but not between houses (e.g., from Senate District 1 to Assembly District 8).
- 2) If an outgoing Legislator has an agreement with a continuing Legislator (in the same house) that the newly hired staff will transfer to the continuing Legislator's office on or before Inauguration Day, and the overall duration of the combined employment will be at least one year, the newly hired staff is WRS eligible.

If an outgoing Legislator wants to rehire a former WRS employee who was employed within the same house within the previous year, he/she may rehire that employee as a WRS participating, benefited employee. However, the employee cannot have received a lump sum WRS benefit or be a WRS annuitant.

24. WORKERS' COMPENSATION

Workers' compensation insurance is required in the state of Wisconsin. It provides benefits for injury or illness as a result of one's employment. This covers not only sudden accidents, but also for injuries that occur over a longer period, such as neck or back injuries. Workers' compensation policies also pay out a death benefit in the event that a death occurs at the workplace.

If an employee suffers an injury/illness, it should be reported to the LHRO within 24 hours of occurrence (or as soon as possible). Once notified, LHRO will send an "Employee Workplace Injury or Illness Report" form (DOA-6058) to the employee as well as a 'Supervisor and Safety Coordinator Investigation for Injury or Illness' form (DOA-6437) for the appointing authority to complete. These forms need to be returned to the LHRO. The LHRO will provide the appropriate documentation to Risk Management at the Department of Administration (DOA). DOA bases their decisions on the medical evidence provided by attending physicians in the adjudication of claims. Therefore, medical documentation is required for all workers' compensation claims that involve loss of time and medical care. It is the responsibility of the injured employee to provide this documentation to the LHRO. After the initial documentation has been presented, the employee must provide medical progress updates, until the employee is released to return back to work. Employees will be brought back to work as soon as they are medically able.

25. INCLEMENT WEATHER AND OTHER EMERGENCIES

Employees who cannot get to work or have requested to leave work early because of inclement weather may use vacation, personal time, or accumulated compensatory time. In some situations, employees may arrange with their appointing authority to make up the time on an hour-for-hour basis. The Speaker has the authority during inclement weather to close the Assembly without loss of vacation or personal time.

The need to use leave for inclement weather should arise very infrequently. Employees are expected to make a reasonable attempt to get to work when the employee is safely able to do so.

In cases where the governor has used his statutory power (See *Wis. Stat. §230.35*) to close state office buildings due to weather conditions, energy shortages, or emergency situations, he or she may also specify how any time off may be covered for state employees.

The Assembly Chief Clerk, with direction from the Speaker, will contact all offices when an inclement weather day is declared. The appointing authority makes final decisions on the closing of individual offices. Employees are required to account for inclement weather in CapIO under Weather Day when the Speaker or governor closes the Assembly/state office buildings.

26. NEPOTISM

According to the Wisconsin Ethics Commission nepotism is prohibited by *Wis. Stat. § 19.45(2)* of the Ethics Code. This statute, in the Ethics Commission's view, prohibits a state public official from using his or her office to bring about the employment by the state of the official's spouse or a dependent relative.

Thus, the Ethics Commission suggests a public official should neither: (1) hire as a state employee; nor (2) advocate the hiring or promotion by the state of a person who is the official's parent, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, or nephew. The Ethics Commission also suggests that an official, in order to avoid appearances of favoritism, not have his/her spouse, dependent relative (dependent as defined by the IRS), or any other of the aforementioned relatives under his/her jurisdiction or supervision.

27. NOTARY PUBLIC

A notary public is available in the Assembly Chief Clerk's Office, Assembly Sergeant at Arms' Office and the Legislative Human Resources Office.

28. OPEN RECORDS

The Assembly Chief Clerk provides a memorandum titled *Public Records Request Procedure Policy* for offices to follow. This is the preferred procedure for fulfilling Public Records requests to provide a consistent process that complies with Wisconsin's Public Records Law while allowing legislative offices

to continue to function and meet the needs of the Representative, district, and constituents.

Disposition of Records

Note that when a Representative leaves office prior to the expiration of his or her term, the Representative may choose to allow his or her staff to continue to have access to records of the office. In this situation, after the Representative leaves office, the leader of his or her party caucus (i.e., Majority or Minority Leader) is the custodian of those records and controls their disposition.

Custodian

Each Legislator is the custodian of the records of his or her office and of the records of any committee of which he or she is the chairperson. The Chief Clerk is the custodian of the records of his or her office and the Assembly (e.g., personnel, per diem, purchasing, telephone records, travel records, and documents that are part of the permanent historical records of the Assembly).

Assistance with Response

The Chief Clerk is responsible for responding to open records requests made of the Assembly as a whole. All public records requests of that nature must be directed to the Assembly Chief Clerk. When a request is made to the Assembly Chief Clerk, the Clerk will notify the Legislator in writing that a request relative to his or her office or staff has been submitted.

Requests of legislative offices are primarily delivered through the Chief Clerk's office. After the legislative office identifies and compiles responsive records, the Chief Clerk will make arrangements for the requester to receive or review the records, provide any copies that may be requested, and collect any location or reproduction costs associated with the request.

This policy allows individual legislative offices to efficiently comply with records request, while continuing the day-to-day operation of official duties without disruption. Fulfillment of requests through the Clerk's office also avoids issues of allowing unfettered access to legislative offices.

Confidentiality

Pursuant to the holding in *State v. Zien*, Dane County Case No. 05 CV 2896, proposed legislation that has not been introduced may be withheld from public inspection under the public records law as a draft document, regardless of whether the proposed legislation was shared with other individuals or entities. To accomplish the public policy objectives of this exception from disclosure, it is likewise the policy of the Assembly that any information that identifies, discusses, or refers to such proposed legislation may be withheld from public inspection.

Pursuant to *Shill v. Wis. Rapids Sch. Dist.*, personal emails and similar documents are not subject to disclosure under the public records law if the content of the email or document is unrelated to public business and the document does not evidence a violation of law or policy.

Hours of Inspection and Fees

Offices are open for business and inspection of records from 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. Requests for records may be made at any time during normal business hours. The cost for copying documents is \$0.15 per page. In addition, an Assembly office may charge the actual, necessary, and direct cost of locating requested documents if the cost exceeds \$50.00. Fees **may not** be charged for redaction. (*Milwaukee Journal Sentinel v. City of Milwaukee*, 2012 WI 65). Prepayment of fees may be required if the total exceeds \$5.00, Wis. Stat. § 19.35(3) (f). These fees may be waived. Individual offices are not set up to accept cash or check as payment for records requests. Therefore, all payments for retrieval and copying of records is sent through the Chief Clerk's office.

Record Management

The records of the Assembly, whether held by a Representative or the Chief Clerk, are governed by Wis. Stat. § 16.61 (2) (b) 1. Neither a Representative nor the Chief Clerk is under any duty to preserve any records, except those that are subject to an open records request, an investigation, or a court order prohibiting their destruction. The Chief Clerk shall preserve all personnel, per diem, purchasing, and travel records of the Assembly for a minimum of six years as required under the General Records Schedule, provided by the

Department of Administration. Any other records of the Chief Clerk's office may be destroyed at his/her discretion. If any of the records have any historical significance, the Wisconsin Historical Society or the Legislative Reference Bureau Library should be contacted prior to destruction. For further information, contact the Chief Clerk.

When a Representative leaves office, he/she controls the disposition of the records of that office. The Representative should complete the proper form provided by the Legislative Technology Service Bureau (LTSB) concerning disposition of electronic records. Generally, a Representative may choose to delete electronic records, transfer them to a successor in office, or delete and receive a copy of records. For additional information, contact the Chief Clerk or LTSB.

29. ADDITIONAL EMPLOYMENT

Additional employment includes any work in which the employee enters into an employee-employer relationship or performs work for gain for an employer other than the Assembly on an independent basis. No employee shall accept additional employment that interferes or conflicts with the full and faithful discharge of his or her duties to the Legislature. When an Assembly employee seeks additional employment or would like to pursue a private venture outside of their primary employment with the Legislature, the requesting Assembly employee should let their appointing authority/Legislator know about the additional employment. The employee should discuss any ethics questions/concerns related to the additional employment with the Chief Clerk's office prior to accepting the additional employment.



30. COMPUTER POLICIES AND GENERAL INFORMATION

Information Technology Services

The Legislative Technology Services Bureau (LTSB) provides and coordinates information technology hardware, software, and services to the Wisconsin Assembly.

Per Assembly policy, Assembly personnel should have no expectation of personal privacy with regard to their business use of legislative information technology. However, outside of the employment context and depending upon the circumstances, employees may have a great expectation of personal privacy with regard to this information. For example, due to privacy concerns, certain personal emails are not subject to public inspection under the Wisconsin Open Records Law. Offices that receive a request for access to electronic records under the Wisconsin Open Records law should contact the Chief Clerk or the Legislative Council.

Cybersecurity

Cybersecurity threats continue to increase for individuals and institutions. Risks include damage to public image, interruption of business, data theft, data destruction, stolen identities, and significant financial impacts.

To protect the Wisconsin Legislature, LTSB uses advanced cybersecurity technology and strong security practices in its management of legislative computer systems. Protecting the Wisconsin Legislature from cybersecurity threats requires adherence to good security practices and diligence from everyone.

Password Policy

- All passwords expire after 180 days
- Minimum password length is 10 characters
- Maximum password length is 128 characters
- Passwords need to contain at least one character from three of these categories:
 - ♦ Uppercase characters (A through Z)
 - ♦ Lowercase characters (a through z)
 - ♦ Digits 0 through 9
 - ♦ Special characters (such as: ~ ! @ # \$ % ^ & * + = { } | \ : " ; > ? , . /)

Password Security

Maintaining the secrecy of your password is critical to preventing unauthorized access to legislative technology systems.

It is recommended that you:

- Don't share your password with others
- Don't use your legislative password for any other accounts
- Don't write it down and leave it in places where others can see it
- Don't include personal names/dates in your password because those can be easy to guess

LTSB doesn't know your password and will never ask for it. If someone purporting to be from LTSB asks for your password, that person is not from LTSB.

For more information on passwords, please visit LTSB's Cybersecurity website: <https://legis.wisconsin.gov/cybersecurity/passwords/>

Phishing

Phishing is a type of cyber-attack where the attacker attempts to trick the recipient into taking a specific action by pretending to be correspondence from a specific legitimate person or institution. Phishing is one of the most common cyber-attacks.

When reading an email, keep the following things in mind:

- Do you recognize the sender's email address?
 - ◆ Not just the name, but the email address itself?
 - ◆ Are there any irregularities/typos?
- Does the email message contain any spelling errors, grammar errors, or typos?
- Were you expecting an email from this person/institution?
- Is the email asking you something reasonable?
- If it is asking you to click a link or open an attachment, think twice before doing so.

Here are some common themes in phishing emails:

- A sense of urgency
 - ◆ For example:
 - Your account was locked/disabled
 - Your account has reached its size limit
 - Please confirm your credentials
- Asking you to click a link or open an attachment
- Asking you for your personal information
- Asking you to do something out of the ordinary

For more information on phishing, please visit LTSB's Cybersecurity website:

<https://legis.wisconsin.gov/cybersecurity/phishing/>

Use of Internet and Web Browsing

The LTSB provides internet access to all staff, and the use of this resource for business purposes is encouraged. Employees should use discretion in choosing websites to visit. Visiting or downloading material from inappropriate websites is prohibited.

Information regarding internet activity is the property of the Assembly. The content of any site accessed on the legislative system is not protected from public disclosure and may be considered a public record under Wisconsin law. The Wisconsin Assembly

reserves the right to review and disclose accessed websites, without the prior consent of the employee.

Standard Hardware and Software

Each Assembly office is issued the following standard hardware and software:

- **Representative**
 - ◆ Windows laptop computer, including docking station, keyboard, monitor, and mouse
 - ◆ Desk phone
 - ◆ Windows operating system, including Microsoft Office
- **Staff**
 - ◆ Windows desktop computer, including keyboard, monitor, and mouse
 - ◆ Desk phone
 - ◆ Windows operating system, including Microsoft Office
 - ◆ Access to a variety of legislative-specific software systems
- **Office Hardware**
 - ◆ One office printer
 - ◆ Access to shared multi-function device—printer, scanner, copier
 - ◆ Up to two intern desktop computers and one intern phone

Non-Standard Hardware and Software

The use of non-standard **non-work-related** software is not authorized on Assembly computers.

Non-standard **business-related** software may be permitted. Non-standard business-related software requires prior approval from the Assembly Chief Clerk. If the non-standard software is approved by the Assembly Chief Clerk, LTSB will assess the software for any cybersecurity, support, or interoperability concerns before final approval is given.

Technology Support

LTSB provides information technology support and services to the Wisconsin Assembly. In some cases, LTSB coordinates services and support with a third party, such as Mailchimp.

Contact LTSB for all legislative information technology support questions.

Contact the Assembly Sergeant for toner and paper refills.

Technology Support for Personal Devices (i.e., devices not issued by the Legislature)

LTSB provides limited technology support for non-legislative hardware devices. Limited support includes helping connect a personal device—such as a laptop, tablet, or smart phone—to the Legislature’s wireless network, VPN, or a legislative email account. LTSB will not troubleshoot or modify personal devices beyond the above scenarios.

Please note: personal devices are required to have the latest cybersecurity updates before connecting to the Legislature’s VPN.

Websites and Social Networking

Representatives and their staff may use State resources to create, post information to, and maintain State-supported websites, herein referred to as Legislator homepages, to communicate for legislative purposes. Each Legislator is responsible for the content of his or her Legislator homepage.

Representatives and their staff may use State resources to use social networking technology, such as Facebook, Twitter, LinkedIn, FourSquare, Google+, to communicate for legislative purposes.

Representatives and their staff **may not** use State resources to create, post information to, or maintain campaign or business websites.

The Code of Ethics for State Public Officials prohibits the use of an official’s public position for private benefit [Wis. Stat. § 19.45(2)]. As such, it is important for an official to be able to distinguish between a public purpose and a private purpose when considering the use of public resources. To avoid the appearance of misuse of public resources, a public official should include some indication of whether a social media account is for their official position or is a campaign, business, or personal account in the profile, summary, or other description of the account.

The use of websites and social media by Representatives and their staff should be limited

to official legislative business. Representatives and their staff may create and maintain state websites and other social media sites while on state time if the sole purpose is to communicate official state and legislative business. Chapter 19 of the Wisconsin Statutes covers the Code of Ethics for State Public Officials. This statute prohibits the use of an official’s public position for private benefit.

Best Practices for Official Social Media Accounts

Representatives should limit the use of their official social media accounts to information related to an official’s position, duties, and issues with a public purpose.

Examples of acceptable communications from an official social media account:

- Posts discussing how the state could address an issue through state laws or actions
- General legislative activity like information about bills that the official has sponsored or co-sponsored
- State budget information
- Sharing newsletters from the official’s office
- Publicizing public events
- Public service announcements
- Endorsements and messages of support when justified by having a state purpose: “I support [candidate or organization] and their work to address [state policy issue] in Wisconsin.”

Examples of communications that should **NOT** come from an official social media account:

- Solicitation of campaign contributions
- Promotion of campaign-related events
- Photos of campaign-related branding and events such as T-shirts, signs, or banners
- Any content that is strictly personal or commercial such as promoting the official’s personally owned business or a business with which the official is associated

Best Practices for Campaign and Personal Social Media Accounts

A campaign may use a campaign social media account for all communications allowable for an official account, in addition to campaign-related activities including solicitation of contributions. Campaign social media accounts should not be used for strictly personal or commercial purposes.

A personal account may contain both official and campaign-related information.

Use of Social Media on “State Time”

Because an elected official is simultaneously an official and a candidate, elected officials will often switch between official and campaign activities throughout the day. To avoid the appearance of misuse of public resources an elected official may not create campaign-related social media communications or content while performing their official duties (i.e., while participating in an event in their official capacity, an event listed on their official calendar, a floor session, or committee hearing). Also, no person may enter or remain in any state building, office, or room for the purpose of requesting or collecting a contribution; therefore, elected officials should take special care as to the content of their social media communications while in a state building.

An elected official is also advised to not use campaign committee resources for strictly personal benefit, or for commercial purposes. For instance, the candidate should not use a campaign social media account or campaign website to advertise for personal business

50-Piece Rule Application to Social Media

The language of the 50-piece rule does not distinguish between electronic pieces and printed pieces. It simply prohibits the use of public funds for the distribution of 50 or more pieces of substantially identical material by an elected official during a specified time period.

If a message is actively communicated to individually addressed recipients (e.g., via email, instant messages, or direct messages), each individual recipient is considered a single piece under the 50-piece rule. However, a passive message such as a website, Facebook post, or tweet, where the sender has no direct control over the audience of his or her

message, is only counted as a single piece under the 50-piece rule.

Use Of Legislative Social Networking Websites

Representatives and their staff may use State resources to create, post information to, and maintain legislative social networking websites, defined as social networking websites which exclusively contain material used to communicate for legislative purposes.

Each Legislator is responsible for the content of his or her legislative social networking websites. If legislative social networking websites are used, the legislative office should either:

- 1) Prohibit others from posting material on them
- 2) Regularly review the websites to remove inappropriate material.

Representatives and their staff may add links on their legislative social networking websites to any content or website used to communicate for legislative purposes, except they should **NOT** contain links to websites containing campaign or business content.

Use Of Mixed-Content Social Networking Websites

Representatives and their staff may post content to websites that contain a mix of legislative, personal, business, and campaign materials, as long as they adhere to the following:

- 1) State resources should not be used to create the mixed-content websites
- 2) Legislative staff may publish legislative content to mixed-content websites while using State resources as long as that legislative content is also distributed more broadly to the press and public
- 3) Legislative staff may publish personal, business, or campaign material to mixed-content websites only on personal time and without using State resources

A State legislative website may not link to a personal, business, or campaign website. In addition, although it is generally permissible for a personal, business, or campaign website to link to a State legislative website, it should be clear that the State legislative website is unaffiliated to the personal, business, or campaign website.

31. PRINTERS AND COPIERS

Each office is provided with a printer in their office. There are also copiers/printers located through the west and north wings (19 West, 110 North, 313 East, 319 North, 411 West and the Assembly Chambers). The multi-function devices (MFD's) have the capability of printing letters and large documents from your computer. The MFDs function as a scanner as well as a copier.

Each office is provided a personal, 4-digit identifier number that must be entered into the MFD machine prior to use. The Chief Clerk's Office will provide the number to each new Assembly office at the beginning of a new session. Each Assembly committee is assigned a code and the number will be provided to the committee clerk at the start of the new session.

General maintenance and repairs are provided by LTSB. If you have any issues with the performance of the MFDs please contact LTSB's technical support, 267-9528.

32. FURNITURE, OFFICE EQUIPMENT, AND WORKSPACE

Furniture Policy

All furniture purchased by and intended for use by the State Assembly is owned and managed by the State Assembly. Do not modify or adhere items to furniture or glass tops. Glass tops must stay on the furniture—contact the Sergeant at Arms office for removal of glass for spills or cleaning.

Legislative offices have the same style and number of furniture pieces to create consistency and eliminate the need to move pieces. Large furniture should not be moved within offices due to the location of data drops, weight of the furniture and to minimize wear and tear. This includes Legislator desks, credenzas, staff desks, and wardrobes. Representatives and staff should take the furniture layout into consideration when choosing office space, as these items will not be rearranged. All furniture is to remain within the office unless the Assistant Majority/Minority Leader has given an exception to Assembly policy.

No one other than the Sergeant at Arms' staff should move furniture. This includes small pieces within the office that do not have the same non-moving restrictions. Each piece of furniture has been

recorded and location identified to ensure all items are accounted for and placed equitably throughout the Assembly. A review of this inventory will be conducted every session.

Workspace

Workspace will be assigned within the Wisconsin Assembly by the appointing authority, taking into account staffing levels, equipment needs, and type of work being performed. Personal workspace decorations are permitted so long as they do not interfere with space needed for work or cause damage to walls, floors, furniture, or equipment. The appointing authority may inform employees on a case-by-case basis of decorations that are inappropriate for the office environment.

Do not mark, paint, hang or affix anything to the walls, furniture, windows, doors, or elevators. Affixed items that deface surfaces will be removed and costs will be charged, out of the office account or to the individual. Posters and announcements are not to be placed in the public areas without specific permissions. Bulletins, notices, posters, articles, pictures, etc., shall not be attached to walls, windows, woodwork or furniture in any fashion.

Building management staff must hang any items in an office by request. Contact the Chief Clerk's office to place a work order to have items hung. There may be a charge to the office account for this work. The Department of Administration prohibits signs from being displayed in exterior windows of the building. For more information consult the *Facility Tenant Manual*.

All plants shall be actively and well-maintained. Plants shall have water collection trays placed under them. Due to the possibility of water leakage, refrigerators should not be placed on new furniture pieces with glass tops. Whenever possible electrical appliances like refrigerators, microwaves and coffee pots should be plugged directly into a wall outlet as a fire prevention measure.

Portable heaters are not allowed due to the potential fire hazards. Windows are to remain closed. Please contact the Chief Clerk's office to request an appropriate heating/cooling adjustment. Should a request for reasonable accommodation be necessary, individuals can work with the Legislative Human Resources Office for approval.

33. MAINTENANCE REQUESTS

If a Representative needs to have items hung in his or her office or general maintenance or repairs you should call the Assembly Chief Clerk's office, 266-1501. The Department of Administration's Buildings and Grounds office is responsible for performing maintenance and repairs in the Capitol. Maintenance charges are office account expenditures and will be included in your monthly office account statement.

34. PER DIEM AND MILEAGE ALLOWANCE

Wis. Stat. § 13.123 outlines the provisions of per diem payments for the Wisconsin State Legislature:

Any member of the legislature who has signified, by affidavit filed with the department of administration, the necessity of establishing a temporary residence at the state capital for the period of any regular or special legislative session shall be entitled to an allowance for expenses incurred for food and lodging for each day that he or she is in Madison on legislative business.*

Per diem payments are not allowed on Saturdays or Sundays unless the Legislator is in actual attendance on such day at a session of the legislature or a meeting of a standing committee of which the Legislator is a member.

*At the beginning of each session, the Assembly Chief Clerk's office will distribute the affidavit claims for temporary residence allowance to each Representative for completion. The affidavit will be notarized and kept on file.

Wis. Stat. § 13.08 outlines the provisions of mileage allowance for the Wisconsin State Legislature:

All members of the legislature shall be entitled to an allowance for transportation expenses incurred in going to and returning from the state capitol once every week during any legislative session, at the same rate per mile for each mile traveled in going to and returning from the state capitol on the most usual route...Such allowances shall be paid monthly upon presentation to the department of administration of a verified written statement containing such information as the department requires.*

*At the beginning of each session, the Assembly Chief Clerk's office will distribute a certificate of mileage to establish the Representative's round trip mileage. The certificate of mileage will be notarized and kept on file.

Mileage allowance is limited to the current state mileage rate of \$0.51 per mile.

The Assembly Organization Committee passed the following provisions related to Assembly per diem and mileage payments:

- Per diem is limited to 153 days per year in the first year of the biennium and 80 days in the second year of the biennium
- Per diem is 90% of the federal rate for overnight stays = \$155.70
- Per diem is 45% of the federal rate for non-overnight stays = \$77.85
- Per diem is 45% of the federal rate for Dane County Legislators = \$77.85
- Assembly members are allowed to take two round trips per week. If an overnight is taken members are limited to one round trip per week
- Assembly members residing in Dane County are not eligible for the overnight per diem rate
- Assembly members who live within 25 miles of the state capitol may not seek weekly mileage reimbursement

Assembly members who live between 500 and 600 miles round trip and fly to the state capitol to attend session or an Assembly committee meeting will be reimbursed for the ticket up to the cost of the mileage for one round trip had the member driven.

According to the state's travel schedule amounts, the state rate for in-state lodging is \$90 for all counties excluding Milwaukee, Waukesha and Racine counties. Rates for Milwaukee, Waukesha and Racine counties is \$95. Please obtain the appropriate state rate for any in-state lodging when in Madison or staying elsewhere in the state on official business. A Representative may be asked to show their state ID upon check-in or check-out as proof of their state employee status.

State employees are exempt from paying sales tax in Wisconsin on lodging. Representatives should use

their state ID and the tax exempt number on the back of it as documentation of their status and that they are traveling on official state business.

TAXATION of PER DIEM and TRAVEL EXPENSES

Requests for per diem and reimbursement for travel expenses submitted to the Chief Clerk's Office later than 60 days after being incurred, will be taxed in accordance with IRS publication 463.

<http://www.irs.gov/pub/irs-prior/p463--2020.pdf>

35. MILEAGE REIMBURSEMENT

In-District Mileage - Representative

In-district mileage is an option given to Representatives for reimbursement of mileage costs incurred during the performance of official legislative duties within their district or adjoining counties. In-district mileage is an Assembly general fund expenditure.

The number of miles reimbursed each session is capped at an amount based on the size of the Representative's district. See the following chart:

Madison Representatives	500 Miles
Dane County Representatives	500 Miles
0 - 25 Miles	500 Miles
26 - 50 Miles	1,500 Miles
51 - 75 Miles	2,500 Miles
76 - 100 Miles	3,500 Miles
101 - 250 Miles	5,000 Miles
251 - 1,000 Miles	6,500 Miles
1,001 - 1,500 Miles	8,250 Miles
1,501 - 3,000 Miles	10,000 Miles
3,001 and Over	12,500 Miles

Reimbursement is limited to the current state mileage rate of \$0.51 per mile.

Reimbursements should be entered in the Reimburse program under "In-District Mileage" and submitted for

payment. Please include the purpose of each trip—**BE SPECIFIC**, the itinerary and miles traveled.

Keep accurate records of your mileage costs and use discretion when deciding what meetings to claim for in-district mileage reimbursement.

No reimbursement will be allowed on a day a Representative claims per diem.

No reimbursement will be allowed for **ANY** Representative, including those who are retiring, between April 15 and the date of the November election of every even-numbered year.

No reimbursement will be allowed for a Representative following an announcement of candidacy for a special election and the date of the election.

No reimbursement will be allowed for mileage costs incurred as a result of attending political party activities, campaign committee and political action committee meetings or events, activities related to endorsements or announcements of candidacies for public office, or for any other political purpose.

No reimbursement will be allowed if an honorarium is received, or if the sponsoring organization of the event reimburses the Representative for travel expenses or mileage costs.

The kinds of activities and meetings eligible for in-district reimbursement include:

- Meetings with constituents
- Meetings and interviews with local news media
- Meetings with government officials and agencies
- Meetings, conferences, and related activities of local, regional or statewide organizations held within the district that are non-political or non-campaign related

In-State Mileage – Representative

In-state mileage is an option given to Representatives for reimbursement of mileage costs incurred during the performance of official legislative duties outside of their legislative district and adjoining counties. In-state mileage is an Assembly office account expenditure.

Reimbursement is limited to the current state mileage rate of \$0.51 per mile.

In-state mileage reimbursement must be approved by the Assembly Speaker **BEFORE** the travel takes place. Travel for minority party members must also first be approved by the Assembly Minority Leader and then by the Assembly Speaker. (*see travel approvals for more information*). Unapproved in-state travel, may not be reimbursed.

Travel approvals should be entered in the Reimburse program under “Travel Authorizations” and submitted for review. Please include the purpose of each trip—**BE SPECIFIC**, the itinerary, and miles traveled.

The kinds of activities and meetings eligible for in-state reimbursement include:

- Out-of-state standing committee meetings
- Meetings and interviews with news media
- Meetings with government officials and agencies
- Meetings, conferences, and related activities of regional or statewide organizations that are non-political or non-campaign related

Reimbursements should be entered in the Reimburse program under “Travel Reimbursements” and submitted for payment.

For travel reimbursements related to a committee hearing, meeting or executive session outside of the state capitol, please see committee travel for more information.

For lodging, meals and other costs associated with in-state travel, please see the travel section of the policy manual.

In-District And In-State Mileage – Staff

In-district and in-state mileage is an option given to staff for reimbursement of mileage costs incurred during the performance of official legislative duties

in the Assembly district or elsewhere in the state. Staff mileage reimbursement is an Assembly office account deduction.

Reimbursement is limited to the current state mileage rate of \$0.51 per mile.

Staff mileage reimbursement must be approved by staff’s appointing authority (Representative) and the Assembly Speaker **BEFORE** the travel takes place (*see travel approvals for more information*). Unapproved staff travel may not be reimbursed.

Travel approvals should be entered in the Reimburse program under “Travel Authorizations” and submitted for review. Please include the purpose of each trip—**BE SPECIFIC**, the itinerary, and miles traveled. All staff travel begins and ends at the state capitol, not the point of residence, unless the mileage from that point is shorter.

Examples of activities and meetings eligible for staff travel reimbursement include:

- Meetings in the district with constituents, government officials and agencies
- Meetings with regional or statewide organizations that are non-political or non-campaign related
- Listening sessions, town hall meetings and community events
- Meetings with local media
- Distributing blue books, surveys, newsletters, or contact cards

Reimbursement for in-district and in-state travel will **NOT** be allowed for any staff between April 15 and the date of the November election of every even-numbered year.

Mixed purpose mileage reimbursement for state-related activities and political activities is not allowed. For example, a staff member travels to the district during the day for a legislative meeting and stays into the evening for a political fundraiser.

For lodging, meals, and other costs associated with in-district and in-state travel, please see the travel section of the policy manual.

All mileage reimbursement requests must be submitted within 60 days of attendance.

For instructions on filing a reimbursement, please see the Reimburse program section of the policy manual.

36. COMMITTEE EXPENSES AND TRAVEL

Each standing committee (excluding Legislative Council study committees) may travel in-state once per session, if it is clear that doing so will benefit the work of the committee. This policy exempts the Joint Finance Committee and any special Speaker task force committees.

Committee chairs must request and receive prior approval from the Speaker for committee travel and associated committee-related expenses such as the rental of a meeting room or audio-visual equipment, and the use of fleet cars or vans. These expenses related to committee travel are for direct services to the committee as a whole, or by the chair, to facilitate the public hearing process. These costs are an Assembly general fund expense.

Cost for mileage, meals, and overnight hotel costs (if needed) are an office account expense for each member of the committee and the committee clerk. The committee travel approval will serve as the travel approval for each member of the committee. Representatives do not need to fill out individual travel approval forms.

Travel approvals should be entered in the Reimburse program under "Travel Authorizations" and submitted for review. Enter the approval under the committee chairperson's name and click the committee tab. Please include the purpose of the trip—**BE SPECIFIC**, the itinerary, and miles traveled.

Representatives, who have legislation before a committee, must request and receive prior approval from the Speaker for travel to attend a committee meeting. This travel is a reimbursable expense out of the Representative's office account. Please see In-State Mileage-Representative for more details.

A location outside of the State Capitol may request certificate of protection in lieu of an insurance policy (proof of insurance) in order to reserve a meeting room. If this happens, please contact the Assembly Chief Clerk's office to obtain a certificate of insurance through the Department of Administration. Please allow 2-3 business days for the document to be prepared.

All committee chairs and ranking minority members of a committee are allowed 2,500 pieces of letterhead and 2,500 corresponding envelopes out of the Assembly general fund per session. This stationery must be ordered before April 15th of an election year.

Postage costs related to committee correspondence are an Assembly general fund expense.

All committee correspondence must comply with state law limiting the distribution of 50 or more substantially identical materials during certain time periods.

37. TRAVEL

Representatives are allowed to take one out-of-state trip **PER YEAR** out of their office account to attend conferences and meetings that pertain to their duties and development as an elected official.

Representatives are also allowed to take in-state travel out of their office account to attend conferences and meetings that pertain to their duties and development as an elected official. See mileage reimbursement, in-state travel-Legislators, for more information.

All travel must be approved by the Assembly Speaker **BEFORE** the travel takes place. Travel for minority party members must also first be approved by the Assembly Minority Leader and then by the Assembly Speaker. Travel approvals should be entered in the Reimburse program under "Travel Authorizations" and submitted for review. Please include the purpose of each trip—**BE SPECIFIC**, the itinerary, and anticipated travel and lodging costs.

All allowable travel costs must be paid for by the member and then submitted for reimbursement after the travel has taken place. Unapproved travel may not be reimbursed.

Below is a list of allowable costs that will be reimbursed within certain limits. Exceptions to these limits will only be allowed with approval from the Speaker.

Registration Fees

The actual cost of a registration fee for a seminar or conference is an allowable expense.

Transportation

Reimbursement for commercial air travel is limited to

the lowest airfare possible, not to exceed \$500.00 per flight. This includes extending the trip to include a Saturday stay if this results in significant savings after inclusion of additional lodging and meal costs.

The Wisconsin Ethics Commission and the Department of Administration have ruled that, if flight coupons earned by an individual were earned in large part while flying on state time and/or at state expense, the benefit of the coupon shall be to the State of Wisconsin, not the individual. However, if miles accrued are incidental to the total necessary for the issuance of a flight coupon, the individual may retain such benefit.

If a Representative opts to drive his/her personal automobile, the mileage allowance is \$0.51 per mile. Mileage cost is capped at the cost of a comparable round trip airline ticket had the member chosen to fly.

Lodging

Reimbursement for out-of-state hotel costs will be reimbursed up to \$250.00 per night.

When accompanied by a spouse, the employee will be reimbursed for lodging at the single rate only. This single rate must be shown clearly on the receipt. An original receipt must accompany all lodging claims submitted.

According to the State of Wisconsin's travel schedule amounts, the state rate for in-state lodging is \$90 for all counties excluding Milwaukee, Waukesha, and Racine counties. Rates for Milwaukee, Waukesha, and Racine counties is \$95. Please obtain the appropriate state rate for any in-state lodging when in Madison or staying elsewhere in the state on official business. A Representative may be asked to show their state ID upon check-in or check-out as proof of their state employee status.

State employees are exempt from paying sales tax in Wisconsin on lodging. Representatives should use their state ID and the tax exempt number on the back as documentation of their status and that they are traveling on official state business.

Meals

According to the State of Wisconsin's travel schedule amounts, the maximum amounts allowable for meal reimbursement (including tax and tips) are as follows:

In-state	
Breakfast	\$9.00
Lunch	\$11.00
Dinner	\$21.00
Out-of-state	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Alcohol may not be purchased with state funds.

The maximum allowable tip is 15% of the meal cost and is included in the maximum allowable meal amounts listed in this section.

An individual may claim reimbursement for breakfast if he/she leaves home before 6:00 a.m.; lunch if he/she leaves home before 10:30 a.m. and returns after 2:30 p.m.; and dinner if he/she returns home after 7:00 p.m.

No reimbursement will be made for meals if they are provided by the conference and included in the registration fees. Also, if meals are being claimed, a copy of the meeting or conference brochure should be attached to the travel voucher along with the original receipt.

Scholarships

Representatives may accept scholarships to attend a conference or seminar. Typically these scholarships include the cost of meals, travel, and lodging associated with the meeting.

Wis. Stat. § 19.56(3)(c) allows state officials to receive and retain, on behalf of the State of Wisconsin, and primarily for the benefit of the state government, to accept food, drink, transportation, or lodging, or reimbursement in certain circumstances. The Representative must present clear and convincing evidence that the food, drink, transportation,

or lodging, was received on behalf of the state, primarily for the benefit of the state, and not primarily for the private benefit of the official or any other person.

According to Ethics Commission guidance, members of the Assembly should obtain the authorization of the Assembly Speaker, confirming that the cost of attendance at the conference or seminar would otherwise be paid by the Assembly in furtherance of state business.

Several organizations regularly invite state Representatives to conferences or seminars for the primary benefit of the state for the purpose of issue education and discussion, policy analysis, and sharing experiences from fellow Representatives and experts throughout the country. Due to the established nature of these groups and the recurring nature of these events, the Speaker has given prior approval for scholarships accepted in connection with a conference or seminar hosted by any of the following groups:

- NCSL** National Conference of State Legislatures
- ALEC** American Legislative Exchange Council
- CSG** Council of State Governments
- SLLF** State Legislative Leaders Foundation
- NBCSL** National Black Caucus of State Legislators
- NFWL** National Foundation for Women Legislators
- NALEO** National Association of Latino Elected and Appointed Officials

Representatives wishing to accept a scholarship in connection with a conference or seminar **NOT** hosted by groups on this list must receive prior approval from the Assembly Speaker. As part of this approval, a Representative must demonstrate that the scholarship is received **on behalf of the state of Wisconsin and primarily for the benefit of the state and not primarily for the private benefit of the official or any other person.** Prior approval may be obtained by completing an Assembly travel approval form.

Please note that Representatives are required to list any scholarships received during a calendar year with a value of over \$50.00 on their Statement of Economic Interest, which is filed with the Wisconsin Ethics Board every year.

Retiring Member Travel

Wis. Stat. § 13.123 (3) (b) 1., states that no member of the legislature may be reimbursed for attendance at any meeting held outside this state, other than a meeting of the legislature, a legislative committee, committee of the joint legislative council or a statutory body of which the person is a duly constituted member, after the Assembly Chief Clerk of the member's house determines one of the following:

- 1) After the day of the partisan primary, that the member either has not filed nomination papers for re-election or election to another legislative seat or has sought a party nomination for a legislative seat but is generally acknowledged that the member has not won nomination.
- 2) After the day of the general election, that it is generally acknowledged that the member has not been elected to a legislative seat for the succeeding session.

In making the determination under sub. 1., the Chief Clerk is bound by the determination of the chairperson of the Elections Commission or the chairperson's designee if such determination has been issued.



38. PRINTING - NEWSLETTERS, SURVEYS, AND STATIONERY

All printing and other forms of communications that are designed at the request of a Representative must conform to the rules, policies and customs of the Assembly. A Representative may not distribute any mailing or other communication outside of his or her district.

Mail services and costs associated with it are provided to each Assembly office through the use of their office accounts. Mail and newsletters may only be sent within the district that the member represents. Any mailing that would exceed the district boundaries requires prior approval from the Chief Clerk.

Assembly printing services are obtained through a state contract printer. A different printer may do a printing job if the cost is equal to or less than the state contract print price (Wisconsin Constitution, Article IV; Section 25). If you want to use a printer that is not on the state contract approved list you must contact the Assembly Chief Clerk and graphic designer. If a different printer is chosen, the graphic designer will generate a state bid for the project and send it to that printer. The printer must then provide a quote that is equal to or less than the state bid before the job can begin.

The Assembly employs two graphic designers for all print work. Since these services are already provided, the Assembly will not pay to have the same services provided by outside sources.

Stationery

Various stationery products are available to offices for purchase out of their office account. Please contact

one of the Assembly graphic artists to start the ordering process. Below is a list of the main types of stationery a typical office initially orders with the average quantity and price of each kind.

Letterhead	500-5000	\$200-\$500
Envelopes	2500-5000	\$250-\$650
Labels	500-1500	\$50-\$150
Clipping Cards	500-1500	\$150-\$500
Business Cards - Representative & Staff	250-2000	\$100-\$350
Thank You Cards	500-2500	\$100-\$350
Thank You Card Envelopes	500-2500	\$200-\$500

All committee chairs and ranking minority members of a committee are allowed 2,500 pieces of letterhead and 2,500 corresponding envelopes per session out of the Assembly general fund. This stationery must be ordered before April 15th of an election year. Please let the graphic artist know when placing an order if it is part of a committee allocation.

Newsletters and Legislative Mailings

Legislative newsletters and surveys are a good way to explain issues and policy actions, and are an excellent form of contact with your constituents. Surveys also provide you an opportunity to build your database for future mailings.

Careful preparation for your mailings is important to ensure you have the funds available in your office account to cover the cost of printing and distribution. Work with the graphic designers, LTSB, and the

legislative mail room to determine what kind of mailings work best for you.

Cost for correcting errors after printer sign-off is an office account deduction.

“Newsletter Season”

The spring season prior to an election at the end of a Legislator’s term is known as “Newsletter Season,” beginning roughly December 1 and ending at midnight on April 14. Most Representatives choose to send out a mailing during Newsletter Season to update their constituents on the work they have accomplished as their elected Representative. Completing newsletters for all Assembly members within this strict time frame is an involved and difficult process that includes the efforts of the Assembly graphic designers, LTSB GIS Applications, Forward Database teams, the legislative mail room, the Sergeant’s staff, and the state contract printers.

It is important to know the steps that must be followed during “Newsletter Season” in order to allow all Representatives the chance to send out their newsletters.

Any Representative running for office in a spring election will need to discuss timelines with the Chief Clerk to ensure they are following campaign laws.

1) Work with the Graphic Designer

The graphic designers will serve as the point person for the project and will create a staggered production schedule with FIRM deadlines.

Failure to honor these deadlines or adhere to newsletter policy eliminates any guarantee that your newsletter will be completed and postmarked by April 14th.

A kick-off meeting will be scheduled sometime in early December, where a staff member from each Legislator will be present. This meeting will discuss any changes from previous years (e.g., newsletter designs, layouts, restrictions on content) and be a place to answer any questions regarding this year’s newsletter and timeline.

A content packet going over the same information will also be distributed. The packet will include samples of the newsletter design/layouts, content required, who to contact, and where to submit the information.

Also at this meeting, a “Content Delivery Sign-Up Sheet” will be present where a staff member is **REQUIRED** to sign-up for the date they will have the content submitted to the graphic designer. It’s imperative that a date is scheduled at this time, as the graphic designers are not responsible for content development nor can they do any work without content.

The content delivery date is the deadline to provide the graphic designer with ALL of the following:

- **Representative-approved articles/copy**
 - This is the main content a Representative would like within the newsletter (e.g., important topics to discuss, bills the Representative helped pass, events from the last two years)
 - The copy **MUST BE FINALIZED AND PROOFED** prior to sending to the graphic designers, they are not responsible for spelling or grammar errors
 - Word documents are best if staffers have specific formatting they’d like to maintain within the articles (e.g., underlines, bolding, italics) and can be emailed to the graphic designer instead of using the online submission website
- **Photos or pre-made graphics**
 - Any photos along with related captions that Representatives would like to use within the newsletter
 - Existing graphics already in the Representative’s possession can be sent along with notes on which article/copy they should go with
 - An attempt to include as many of both will be made by the graphic designers, however it will depend on layout and length of the articles/copy
- **Newsletter format/size**
 - Newsletters are available in a few layout variations and it’s important staffers inform the graphic designers which layout they want
 - Some layouts require less content than others and should be used if a Representative don’t

have much content to send out

- ◆ To ensure completion and delivery of all Representative newsletters, a custom design/layout **IS NOT** an available option— all Representatives are required to choose from the available layouts shown in the newsletter kick-off packet

- **Branded color selection**

- ◆ The overall color scheme Representatives would like to use throughout the newsletter (can be found within the newsletter packet)

2) Proofs and Proofreading

The newsletter process includes three (3) rounds of proofs so that staffers have ample opportunity to carefully review the design and content of the final newsletter. The first two proofs will come from the graphic designers and the last one is generated by the state contract printer from the final approved files sent by the graphic designer.

Proofing and approving your newsletter **MUST** be completed within seven (7) days of the staffer receiving the first proof in order to stay on schedule. If this step takes longer than seven days, the graphic designer is not responsible nor will it be guaranteed that the newsletter can be printed on time due to the high volume of newsletters needed to be created.

- **Initial Proofs**

After the newsletter lay out is completed, the graphic designer will email an initial PDF proof to the staffer who submitted the content. If there are any revisions to the proof, they should be sent to the graphic designer in writing. This can be handled in one of two ways:

- Staffers gather revisions and email an updated Word document to the graphic designer, with clear notes as to what the changes need to be
- Print out the PDF proof, clearly mark the revisions on the print out and send the marked-up proof to the graphic designer via inter-departmental mail

The final proof will have a sign-off sheet included that both the staffer and Representative will need to sign off on and return to the graphic designer before the next steps can happen. **No work will**

continue UNTIL this sign off sheet is received.

- **Printer's Proof**

All newsletter projects will include a final pre-press proof from the printer. This proof is generated internally by the graphic designers and is sent on to the Representative's office for a final signature approval in order to proceed with printing.

It's important to know that the colors and paper quality at this stage **DOES NOT** reflect the final print and is meant as a last step to ensure the .PDF file has been properly integrated on the printer's end. It's also important to note that no changes to the newsletter should be made at this stage as it will drastically halt the process of getting the newsletter printed on time.

State contract print vendors are allowed 10 business days to print and deliver a newsletter project, starting the day after they receive files electronically from the graphic designer. Within this 10-business day period, the printer's proof will arrive, be signed-off on, and returned to the graphic designer ASAP. Once received, the graphic designer will give the printer the go-ahead to print.

If a printer's proof is not signed off on and returned within 24 hours from when it arrives to the graphic designer, the printer does not have to guarantee the job will be printed and delivered within the 10-business day time frame.

3) Final Approval and Sign-Off

"Sign-off" refers to the Representative's final approval for the graphic designer to send files to the printer and for the printer to proceed with the production of the newsletter. No files will be sent to a printer without final approval in writing, either in email or a signed hard copy proof. No printer will print a job without a sign-off on their own proof. This is the Representative's confirmation that they have carefully reviewed the newsletter and it's approved to be printed. Once an approved newsletter has been sent to a printer, no additional changes can be made.

Paper Supply

Paper may need to be ordered months ahead of time in order to ensure newsletter production. A paper order cannot be cancelled because the shipping process begins immediately once the paper vendor receives the

order. Therefore, if an office requests to reduce their print quantity **AFTER** they have signed off on the final proof, their account will still be charged for the original order amount. The printing price may reduce slightly, but the bulk of the printing cost is the price of the paper. A printer outside the state-contracted printers most often chooses to order its own paper, so these restrictions would not apply.

Questions regarding printing costs can be directed to the graphic designers.

Print Quotes

If DOA updates or changes their contracts with state printers during newsletter season, the graphic designer will email a revised print quote to any Legislator's office that has already received a print quote. The graphic designer will provide offices with an accurate print quote before the newsletter has been sent to the printers.

Determine How You Will Distribute Your Newsletter

Distribution options are:

- **Saturation Mailing** (Mailed to more recipients but not targeted)
 - ◆ Contact LTSB's GIS Applications team for your postal customer list (283-1830).
 - ◆ E-mail your final list to the mail room for a processing and postage quote (266-1006). For Democrats, email your list to your graphic designer, not the mail room.
 - ◆ If it's determined that the Sergeant's office will process your mailing, you **MUST** contact them for scheduling purposes.
- **Address List Mailing** (Mailed to targeted addresses, but additional costs incurred for outside mailing services)
 - ◆ Contact LTSB's Forward/Database team for your mailing list (267-9528) You **MUST** provide the CASS certified list from LTSB to the mailing service. For Democrats, provide the CASS certified list to your graphic designer.

For accurate postage cost information, contact the Capitol Mail room (266-1006).

39. OFFICE ACCOUNTS

The Assembly office account allowance for each Representative is \$22,500.00 for the 2023-2024 session. Please note this is per session, not per year. The office account is used for operational expenses such as, but not limited to; postage, printing, communication costs, pre-approved travel, subscriptions and other miscellaneous supplies and charges. Office accounts are not allowed to exceed the \$22,500.00 allotment. Negative balances are not permitted.

All office account expenses and reimbursements must be deducted from the session account in which they occurred. For example, an expense or reimbursement which happened in the 2021-2022 session cannot be deducted from the 2023-2024 office account.

An Assembly office has 60 days to dispute a charge or credit to an office account. Reimbursements cannot be made to a previous session budget, or a current session budget, once the close of the previous session budget has occurred. Reimbursements to an office account are not allowed without prior approval from the Chief Clerk.

If you have any questions related to the use of an office account please contact the Assembly's Financial Manager, at 237-9616, or the Assembly Chief Clerk prior to making any expenditures. The items listed in these sections are not intended to cover all necessary and approved expenditures. The Chief Clerk will use guidance on past practices, leadership directives and actions by the Assembly Committee on Organization when ruling on expenditures. Any questions or disputes should be handled within sixty days of the expense.

Food And Drink

Coffee service for large office meetings and special legislative gatherings inside the state capitol can be requested by a Representative from the Assembly Sergeant's office. This service is an office account deduction. Water pitcher service can also be requested for similar situations at no cost to the office. Coffee and water is provided at committee meetings and in the Assembly parlor on session days.

Other food and drink purchases by individual Representatives for functions inside the state capitol or in their legislative districts are not allowed as an office account deduction.

Interpreters and Translators

The State has a list of vendors that provide interpretation/translation services throughout Wisconsin at competitive prices. Please contact the Assembly Chief Clerk's office for an updated list of vendors who provide interpretation/translation services.

Since interpreters charge for their mileage traveled, offices should choose a vendor closest to the location needed (i.e. a Madison vendor should be chosen for interpretation services at the state capitol and a Milwaukee area vendor should be chosen for a committee meeting in the Milwaukee area).

Interpreter and translation costs are an office account deduction when used for a private meeting in a Legislator's office, for a meeting/event in a Legislator's district, or for translation services directly related to the Legislator's work as an elected official.

Interpreter and translation costs are an Assembly general fund deduction when needed for a committee meeting. Interpreter and translation costs are a general fund deduction when needed for an Assembly session. Interpreter and translation costs are not the responsibility of the Assembly for a function held in the Assembly chambers not sponsored by the Assembly or a member of the Assembly.

Payment for any interpreter/translator costs should be submitted to the Assembly Chief Clerk through an invoice or bill explaining the charges within 30 days. Reimbursement for any interpreter/translator costs should be submitted through the Reimburse program with a receipt within 60 days of incurring the cost.

Mail

- **Incoming and Outgoing Mail**

The Assembly mail room is located in B-10 West of the Capitol. Mail room personnel deliver incoming mail twice daily at approximately 10:00 a.m. and 1:00 p.m. Outgoing mail is picked up twice a day. DOA picks up outgoing US mail and inter-d mail from the Risser Justice Center at 2:30 p.m. Mail that needs to be out by the end of the day must be delivered to the mail room no later than 1:50 p.m. All mail room questions can be sent to the Legislative Mailing Services Coordinator, Chuck Johnson, at chuck.johnson@legis.wisconsin.gov.

- **Stamps**

Postage stamps are not a supply item provided to offices. Only with prior approval from the Assembly Chief Clerk can stamps be purchased for mailing needs as a reimbursable expense. Only limited exceptions will be allowed to this policy.

- **First Class mail**

Mail that you want to send first class should not be sealed and the envelopes should be stacked front to back with the flaps up. Make sure your mailing slip is attached to your outgoing mail. The first class metered rate is \$0.52. Stamped mail should be sealed. Packages or large envelopes also need to be sealed prior to being picked up by mail room personnel.

- **Bulk Mail**

Bulk mail can be sent through the legislative mail room. Bulk mail must be in #10 envelopes in batches of 200 or more identical pieces, such as a targeted topic or informational newsletter. The bulk mail postage rate is \$0.37 and is a savings of approximately \$0.15 per piece than first class rate. Bulk mail is processed early Tuesday and Thursday mornings so they need to be to the mail room the day before by 1:50 p.m.

- **Mail House Services**

District-wide mailings, such as newsletters, may be processed by a mail house vendor or done in-house. Their costs depend on the layout, type of paper, set-ups, tabs, etc. Arrangements should be made with the graphic designers. You may contact Chuck Johnson with questions at chuck.johnson@legis.wisconsin.gov, or the Assembly Chief Clerk's office for verification, 266-1501.

- **Package Express**

Packages can be sent via FedEx. All packages must be properly labeled for delivery and billing purposes. You can contact the mail room at chuck.johnson@legis.wisconsin.gov for assistance with packages.

Newspaper and News Service Subscriptions

Offices have the opportunity to subscribe to statewide newspapers and news services through the Assembly Chief Clerk's office. These papers include

the Wisconsin State Journal, the Milwaukee Journal Sentinel, the New York Times, WisPolitics and the Wheeler Report. Digital subscriptions are included with the Wisconsin State Journal and the Milwaukee Journal Sentinel. An email is sent out at the beginning of each year notifying offices of the subscription offerings. Please note these subscriptions are for delivery to state capitol offices only.

Offices can also subscribe to district newspapers by contacting the newspaper to start a subscription. An invoice should be sent to the office and then forwarded onto the Assembly Chief Clerk's office for payment. District papers can be subscribed to both the district and the office.

All newspaper/news service subscriptions are an office account deduction.

Color Copies

Color copies are available through the two Assembly graphic artists or the Assembly Chief Clerk's office. Copies are \$0.10 each on 8.5×11 paper and \$0.25 each on 11×17 paper. Color copies are an office account deduction.

Flags

Wisconsin state flags and United States of America flags are available for purchase through the Chief Clerk's office. Both the Wisconsin and U.S. flags cost \$12.00 each. The Chief Clerk's office and the Assembly mail room can assist in mailing out flag requests. All requests to fly a flag over the Capitol should be made through the Sergeant's office. A certificate is available through the Clerk's office.

Wisconsin and U.S. flag sets are available for Capitol office use. The flag set, consisting of both flags, poles, stands, cords and tassels, cost \$202.05. Upon retirement from the Assembly each Legislator can take the flag set with them.

Citations

Citation requests made through the Chief Clerk's office are official citations and a copy is provided to the Legislative Reference Bureau to be printed and bound at the end of the biennium. Official Assembly citations are signed by the requesting Representative, Speaker and Speaker Pro-Tempore per Assembly Rule 97. Official joint citations are signed by the Senate

President, Assembly Speaker and the Assembly Chief Clerk per Joint Rule 7. For a citation template please contact the Clerk's office. Please allow for a couple of days for the Clerk's office to complete any citation request.

Letter size citation plaques are available through the Sergeant's office at a cost of \$12.00 per plaque. Legal size plaques are available in the Chief Clerk's office at the cost of \$13.50 per plaque and are available in oak, cherry or walnut. Seal, ribbon and paper are available for \$0.10 each from the Sergeant's office. Plaques come pre-assembled. Please contact the Sergeant's for plaques or assistance with placing ribbons, seals or framing.

Office Supplies

Supplies are provided to the Assembly and may be picked up or requested from the Sergeant at Arms' office. All supplies are recorded. General office supplies are not an office account deduction, rather a service provided at no cost to the office. Certain items such as mailing envelopes, labels, Capitol activity books and other items do have a charge associated with them. Every day supply items are kept in stock so an office does not need to ask for more than what they need.

Membership Fees

Membership fees for organizations are not an allowed office account expenditure.

Special Order Supplies

Requests outside of the usually stocked supply items require prior approval before purchase. All approved special orders are an office deduction. Approval for all requests for any special items must be made to the Chief Clerk's office, (266-1501).

Laminators

Legislative offices are allowed to purchase laminators that stay with the district office. Please contact the Assembly Sergeant at Arms' office to order a laminator and supplies.

Standing Desks

Individual Legislators can determine if they would like to purchase standing desks and standing mats out of their office account. When a Legislator leaves office, standing desks stay with that district office.

Should a standing desk no longer be wanted, they can be returned to the Sergeant at Arms' office so it may be reallocated it to another Legislative office. The kind of standing desks the Assembly orders are Varidesk. All staff must sign for their standing desk verifying that they understand that the desk is property of that district office and remains within that office.

Second Monitors

An office may request a second monitor for staff. Each Representative and any interns are allowed only one monitor. All requests for a second monitor should be made to the Assembly Chief Clerk. The Chief Clerk will work with LTSB to obtain and deploy the monitors. All costs for a second monitor come from the Representative's office account.

School Groups

All photos of school groups, or individuals, visiting the Capitol taken by the Assembly photographers can be converted to a color postcard and charged to the office account at a cost of \$0.10 each for small (4x6) or \$0.25 for large (5.5x8.5). Consult your graphic artist or the Chief Clerk's office if you have questions. These charges are billed monthly to office accounts.

Faxination

Sending faxes is done through Outlook. In the To: field in a new email message, enter [fax:1 followed by the area code and phone number, then end with]. EXAMPLE: [fax:16082665617]. Press CTRL+K, then send the email/fax as usual. The fax is converted into *.TIF format. Faxination will always email a confirmation informing the user whether or not the fax was sent successfully. If the fax machine on the receiving end did not work properly, Faxination will wait 60 seconds and try again. Contact LTSB Help Desk (267-9528) for assistance.

Media Authorization

Any social media boosting, domain name purchasing or other internet related purchase out of the office account, must be pre-approved through a media authorization. Media authorizations can be completed and submitted through the Reimburse program.

Reimburse Program

Reimburse is the main program for all reimbursement submissions relating to per diem, mileage, travel and

office accounts. Reimburse is also the program for all travel and media authorizations. Reimburse can be accessed through the Assembly intranet site, Beacon. Instructions for using the program are located in the blue banner along the top of the home screen.

Representatives can complete an authorization form through the Assembly Chief Clerk's office giving staff permission to enter and submit reimbursements and authorizations on their behalf.

- **Submitting an approval**

- ♦ **Representatives** – The Representative (or staff on behalf of the Representative) submits a travel or media authorization in the Reimburse program. The authorization is sent directly to the Speaker's office for review. If the Representative is a minority caucus member, the authorization will be sent to the Minority Leader first for approval and then to the Speaker's office for review. The Representative will receive an email once the submission has been approved or denied.
- ♦ **Staff** – Staff submits a travel or media authorization in the Reimburse program. The appointing authority (Representative) receives an email requesting approval by the staff. The Representative should forward that email to the appropriate staff in the Assembly Chief Clerk's (ACC) office indicating approval or denial. The ACC staff will then approve or deny the transaction as the appointing authority and send an email back indicating the action has been completed. If approved, the submission is sent to the Speaker's office for review. The staff will receive an email once the submission has been approved or denied.

- **Submitting a reimbursement**

- ◆ **Travel** – The Representative or staff submits a travel reimbursement in the Reimburse program linking the travel authorization to the reimbursement. Scanned in original receipts must be submitted for all expenses claimed for reimbursement.
- ◆ **Media** – The Representative or staff submits an office account reimbursement in the Reimburse program linking the media authorization to the reimbursement. Scanned in original receipts must be submitted for all expense claimed for reimbursement.

Other reimbursable items are typically office account reimbursements and must be submitted through an office account reimbursement in the Reimburse program. Scanned in original receipts must be submitted for all expense claimed for reimbursement.

Photographers and Photo Services

The Assembly and Senate employ two photographers for all legislative photography needs. Please contact the photographers for any photo needs within the state capitol. A photographer is always present on the floor when the Assembly is in session.

Assembly office account funds are not allowed for photography services outside of the legislature.

The intent is to ensure that state funds are not used for photographers or photo development for non-state related activities. The use of the photographers in Assembly districts needs prior approval from the Assembly Chief Clerk.

No Late Fee Payments

The Assembly will not pay any late fees incurred by an office. The late fee will be charged to the office account.

Tax-Exempt

The Wisconsin State Assembly is tax-exempt. Taxes applied to outside state contracted services (e.g., high-speed internet, cable, cell phone bills, etc.,) will be charged to the office account.

District Office

The Assembly does not allow for a district office. Legislative staff employed by the Wisconsin State Assembly shall work in the Legislator's Madison Capitol office, unless attending district events authorized by the Representative.

Plunder Boxes

Each Representative is given the opportunity to order one oak storage box (plunder box) during their tenure in the State Assembly and have the cost deducted from their office account. Members who have ordered a box previously may order an additional box but this is an out of pocket expense that must be paid at the time of purchase. The current price for a plunder box is \$944.56 (price subject to change).



40. OFFICE KEYS, ACCESS FOBS, AND PHOTO IDS

Capitol office keys, photo IDs and access cards will be issued only to legislative staff, not interns. All Capitol keys need to be ordered through the Sergeant's office and made by the Capitol locksmith. When someone terminates employment with the Legislature, the office keys/fobs/IDs must be returned to the Sergeant at Arms' Office. Failure to return these items will result in a deduction from the final paycheck with the Assembly. Charges for replacing any of these items are as follows:

Office Keys and Hallway Keys	\$25.00 each
Photo ID/Access Card	\$15.00 each
Access Key Fob	\$15.00 each

To report lost keys, photo IDs and access cards, please call the Sergeant at Arms' office (266-1503).

41. PARKING

The Wisconsin State Assembly is allocated a limited number of parking spaces in downtown Madison. Prior to the start of a new Legislative biennium, Representatives are given the opportunity to keep or relocate to an open assembly parking space with top leadership choosing first, and then by seniority. The very limited number of additional stalls are assigned to specific leadership positions. After Representatives have made their parking choices, the remaining stalls will be assigned to individuals in leadership offices.

Representatives can choose whether to allow staff to utilize their stall when they are not. Permits are required for all vehicles. To receive or return a permit (temporary or permanent), please contact the Sergeant at Arms' office. For parking enforcement issues, please contact Capitol Police (608-266-8797). For parking stall information, stickers, or openers, please contact the Sergeant at Arm's office.

Garage door openers will be issued by the Assembly Sergeant at Arms. There is a \$30.00 deposit for all garage door openers. Garage door openers must be returned upon termination of employment with the Assembly. If a garage door opener is not returned then \$30.00 will be deducted from the final paycheck with the Assembly.

42. SMOKING POLICY

Wisconsin state law prohibits smoking in the Capitol or any state government buildings.

43. TELEPHONE POLICY

State issued office phones and cellphones are to be used for calls that are related to official state business. Assembly policy prohibits personal long distance calls except in the case of an emergency. The Assembly Organization Committee policy does allow for the "Personal use of Assembly phones for local calls, limited to calls which are essential." This authorization for some personal use of Assembly phones will continue as long as employees are judicious and do not make excessive use of telephones for personal use.

It is improper and illegal for a state public official to charge the State of Wisconsin for a telephone call if the call is not primarily related to the person's official responsibility—even if the official later reimburses the State for its costs.

If a telephone call is related primarily to official business, the State of Wisconsin appropriately pays it. If a telephone call is primarily personal, the call should not be billed to the State of Wisconsin, even if some official activities are discussed in the course of the conversation.

The identification of telephone calls properly paid by the State of Wisconsin requires the exercise of judgment—most appropriately exercised, and responsibility most appropriately borne by, the official making or authorizing the telephone call.

Calls properly paid by the State

Although a state public official's purpose determines whether his or her telephone call should be billed to the State of Wisconsin, telephone calls of the types described below are usually properly paid by the State:

- 1) Telephone calls between a state public official and his or her government office (e.g., a vacationing official calls his or her government office or a Legislator's aide calls the Legislator at the Legislator's home or place of private employment).
- 2) A telephone call between a state public official and the official's home or place of private employment at which the official regularly receives messages related to his or her official duties (e.g., a state public official publishes his or her home telephone number on official stationery and uses the home as an extension of his or her government office).
- 3) A telephone call made by a state public official required to be away from home on official business because the official's schedule is changed abruptly (e.g., an official at an out-of-state conference or a Legislator at the Capitol calls home because his or her schedule has been changed abruptly).
- 4) A state public official's telephone call to a Representative of the press.

Calls usually paid by Individual

Telephone calls described below are of types likely to be made to further a personal interest. If a state public official makes one of these calls, he or she should be certain that it arises because of official functions before billing it to Wisconsin's taxpayers:

- 1) A telephone call made to any political campaign headquarters or political committee.
- 2) A telephone call made by a state public official to a relative, business associate, personal friend, or to

the official's place of private employment.

- 3) A telephone call made by a full-time, salaried, appointed state public official from his or her government office to his or her home.

Although an official receiving a message to return a telephone call is sometimes unable to know the call's purpose, the Wisconsin Ethics Commission recommendations apply to calls returned as well as to calls initiated by a state public official.

The Wisconsin Ethics Commission has indicated that the test is whether the telephone call arises independently of official functions or because of them.

VoIP Phone Features

The Assembly uses a VoIP phone solution hosted by LTSB. More information can be found here: <http://itsb/> or by calling LTSB (267-9528).

The VoIP phones allow for 5 digit dialing between other offices in the Capitol or legislative agencies. There is no need to dial a "1" for long-distance or toll-free calling, just the area code and phone number is sufficient. If you are calling within the 608 area code, you can dial the 7 digit number without using "608", as the phone system will assume it's a local call.

Wireless Phones

State public officials are the only individuals who are authorized for the state rate for cell phones (this does not include staff). **Cell phones are to be used for official state business only.** Under this program, state officials are only authorized one cell phone or smartphone. The Assembly will not pay for any calls on other devices. Data plans can only be paid by office account if no high-speed internet is charged to the office account.

Cell phone packages provided by multiple companies are available to Representatives. Please contact the Assembly Chief Clerk's office for available options. Cell phone bills are an office account deduction. **All cellphone bills must be approved and the bill signed before being submitted for payment to the Assembly Chief Clerk.** Personal calls should be highlighted and paid for with a personal check made out to the Assembly Chief Clerk.

Equipment accessories are an out-of-pocket expense.

Voice Mail

All districts are set up with traditional voicemail and it is shared among the office. The first time you access the voicemail system, you will be prompted to create a greeting and a passcode (PIN). The PIN must be four or more digits in length. Any questions regarding setting up or changing a voice mailbox should be directed to LTSB (267-9528).

When you receive a new voicemail, your phone's message indicator (envelope button) will light up. Tapping the lighted button will dial your office's voicemail line and then prompt you to enter your PIN followed by the "#" sign. Follow the menu prompts to check the messages, update your greeting, etc.

To retrieve voicemail messages from outside of the office, dial 608-237-9300. When prompted, enter your mailbox number (91XX) followed by #, then enter your PIN followed by #. Mailbox numbers are always "91" and "XX" is your district number.

District Phone

Each Representative may submit a local and/or long distance district phone bill. **All calls must be approved and the bill(s) signed before being submitted for payment to the Assembly Chief Clerk.**

A second home line may be installed at the direction of the Representative. The "district phone line" is a "business line" installation. The installation charges are a one-time fee paid by the general fund. Expenses such as reconnect charges for moving or reconnect due to late payment will not be paid for by the Assembly general fund or as an office account expenditure.

The district phone monthly bills are paid through the general fund. These bills cannot exceed \$150/month for both local and long distance services. Any overage will be an out-of-pocket expense.

Internet and Data Service Reimbursement

A Representative may choose to have the data portion of a smart phone or home internet services reimbursed by the Assembly general fund. Full reimbursement is half general fund and half office account expenditures. Partial reimbursement is a general fund expenditure.

A Representative may choose to have the data portion of a cellphone paid for through the office account, but then **CANNOT** have high-speed internet also paid from the office account.

Please contact the Chief Clerk's office for authorization, (266-1501).

Telephone Repair Service

If you have any problems with the phone system, contact LTSB (267-9528). They will troubleshoot the issue and provide replacement equipment if necessary.

44. USE OF GOVERNMENT MATERIALS BY CANDIDATES (50-PIECE RULE)

Wis. Stat. § 11.1205 restricts the use of public funds for the cost of materials or distribution for 50 or more pieces of substantially identical material after the date for circulation of nomination papers.

(1) (a) Except as provided in sub. (2), no person elected to state or local office who becomes a candidate for national, state, or local office may use public funds for the cost of materials or distribution for 50 or more pieces of substantially identical material distributed after:

- 1) In the case of a candidate who is nominated by nomination papers, the first day authorized by law for circulation of nomination papers as a candidate.
- 2) In the case of a candidate who is nominated at a primary election by write-in votes, the day the board of canvassers issues its determination that the person is nominated.
- 3) In the case of a candidate who is nominated at a caucus, the date of the caucus.
- 4) In the case of any other candidate who is nominated solely by filing a declaration of candidacy, the first day of the month preceding the month which includes the last day for filing the declaration.

(b) This subsection applies until after the date of the election or after the date of the primary election if the person appears as a candidate on a primary election ballot and is not nominated at the primary election.

(2) This section does not apply to use of public funds for the costs of the following:

- (a) Answers to communications of constituents.
- (b) Actions taken by a state or local government administrative officer pursuant to a specific law, ordinance or resolution which authorizes or directs the actions to be taken.
- (c) Communications between members of the legislature regarding the legislative or deliberative process while the legislature is in session.
- (d) Communications not exceeding 500 pieces by members of the legislature relating solely to the subject matter of a special session or extraordinary session, made during the period between the date that the session is called or scheduled and 14 days after adjournment of the session

This section has been interpreted to apply to both legislative newsletters and other state publications. This section also prohibits the purchase of materials for distribution with state monies. This has the practical effect of preventing Representatives from using office funds to purchase state highway maps, brochures, Capitol Guide books, etc. (over 49 pieces) for distribution in any manner after circulation of nomination papers begins.

45. ACCESS TO CAPITOL PRESS ROOM AND OTHER PRESS AREAS

Members of the press are allowed access to the area reserved for press within the Assembly Chamber if they possess a valid, permanent or temporary registration card. The Legislature has established a process for members of the media to apply for Legislative credentials to gain access to the floors during legislative session. Credentials are not to be used outside of the Legislature and those covering the sessions are expected to abide by the rules set by each body. On session days credentials are issued/checked before access is granted to the designated press areas on the Assembly floor. This policy does not limit the authority of the presiding officer to have individuals removed from the Assembly Chamber pursuant to Assembly Rules.

46. PROFESSIONAL LISTS AND OTHER LISTS

Lists Specific to District

If a Legislator desires to obtain a list that is specific only to his or her district but that is not in LTSB's regular inventory, the Legislator may request the Chief Clerk to purchase the list. A Legislator may make such a request only if the Legislator will use the list to distribute communications that are directly related to the affairs of state government. Upon receipt of such a request, the Chief Clerk shall request that LTSB obtain and process the list accordingly. For any such list, the list's cost is charged to the Legislator's office account.

Statewide or Multi-District Lists

The Wisconsin Ethics Commission maintains the Statewide Voter Registration System which is Wisconsin's official list of registered voters. It contains voter id, name, address, county, municipality, ward, year of birth, sex and elections voted. LTSB obtains this list after each election once the Wisconsin Ethics Commission is prepared to release it.

The cost of the list is split between the Assembly and Senate. Once received, LTSB standardizes and geocodes the addresses adding Assembly and Senate districts. Offices may request the raw data or have it added to their Forward database by LTSB for use in the conduct of legislative business.

The Chief Clerk may provide LTSB with funds to purchase other statewide lists commonly used in the Legislature for use by all Legislator's and non-partisan legislative agencies in the conduct of legislative business.

47. OFFICE STAFFING

Speaker (14)

- 1 Senior Legislative Assistant
- 1 Communications Specialist
- 1 Videographer
- 2 Research Assistants
- 4 Administrative Assistants
- 3 Administrative Assistant V or 2 Administrative Assistant V and 1 Communications Director
- 1 Administrative Officer or Senior General Counsel
- 1 Speaker's Chief of Staff

Majority Leader (5)

- 1 Senior Legislative Assistant
- 2 Administrative Assistants or 1 Administrative Assistant and 1 Communications Specialist
- 1 Administrative Assistant V
- 1 Majority Leader's Chief of Staff or Administrative Officer

Speaker Pro Tempore (3)

- 1 Senior Legislative Assistant
- 1 Administrative Assistant
- 1 Administrative Assistant V

Minority Leader (5)

- 1 Senior Legislative Assistant
- 1 Administrative Assistant
- 2 Administrative Assistant V or 1 Administrative Assistant V and 1 Communications Director
- 1 Minority Leader Chief of Staff or Administrative Officer

Chair Joint Finance (5)

- 1 Senior Legislative Assistant
- 2 Administrative Assistants or 1 Administrative Assistant and 1 Communications Specialist
- 2 Administrative Assistant V

Assistant Majority Leader and Majority Caucus Chair (3)

- 1 Senior Legislative Assistant
- 2 Administrative Assistants

Co-Chair Joint Committee for Review of Administrative Rules (3)

- 1 Legislative Assistant
- 2 Administrative Assistants

Assistant Minority Leader and Minority Caucus Chair (3)

- 1 Senior Legislative Assistant
- 2 Administrative Assistants

Committee Chairs and JFC Members (2)

- 1 Legislative Assistant
- 1 Research Assistant

Non-Freshman Minority Members (1.5)

- 1 Research Assistant
- .5 Legislative Assistant

Freshman and Non-Committee Chair / Vice Chairs (1)

- 1 Legislative Assistant (No exceptions will be given. For example, even if a freshman is made a Committee Chair/Vice Chair, he/she will still only be allotted one staff member.)

48. GIFTS

Representatives and staff may not receive anything of pecuniary value from lobbyists or lobbying principle. Upon occasion a Representative may receive a gift from a foreign delegation or constituent. All gifts that are provided to a Representative while conducting their duties as an elected member of the Assembly must be reported to the Chief Clerk in writing. A Representative may accept a gift on behalf of their Assembly district. All gifts must stay with the Assembly district when the Representative leaves office. Any questions regarding the acceptance of gifts may be directed to the Chief Clerk or the Wisconsin Ethics Commission.

49. ASSEMBLY BEACON

The Assembly has an intranet site to provide resources to Representatives and staff. The Assembly Beacon site is located on every computer desktop in the Assembly.

50. MEETING ROOM RENTALS

Renting room space for a committee hearing or for district and in state meetings should be a last resort after all options to secure a free space have been tried. Rental fees for an official committee meeting hearing or executive session are an Assembly general fund expense. Rental fees for individual district in in state meetings are and office account deduction. Meeting room rental fees must be approved by the Speaker before securing the room. Representatives should complete a travel authorization form to request the approval of a meeting room rental. Travel authorizations are found in the Reimburse program and the approval process is the same as a travel authorization.

51. HEARING ROOMS

The Assembly hearing rooms are managed by the Assembly Sergeant at Arms. Assistant Sergeant Pat McKee oversees the use of the spaces as well as the technology in those spaces. Room reservations can be made by contacting Pat (237-9624), pat.mckee@legis.wisconsin.gov or by requesting a space on Room Management System (RMS): <https://rms.wisleg.root.local/>. You can also see what rooms are in use by accessing the RMS site.

The Assembly has a room prioritization order that is followed and outlined in the *Sergeant's Service Guide*. Once committees are determined, Assembly standing committees are assigned a designated meeting location on alternating weeks (even/odd). Partisan caucus and committees take precedence over other Legislative functions in the Assembly and other reservations can get bumped. Assembly members are welcome to reserve rooms to meet or reserve on behalf of groups, but keep in mind during busy work periods some reservations may need to be bumped.

When not being used for Legislative functions, the general public is permitted to use Assembly spaces during normal building hours. The Sergeant at Arms' website has more information and an application process for interested parties.

52. CAPITOL POLICE

The Capitol Police respond to all state office buildings. The Capitol Police are located in room 2BN, State Capitol (north wing basement). Their headquarters are located in the Risser Justice Center, 17 West Main Street, Suite 301. Their phone numbers are as follows:

Police Dispatch/Emergency 266-7700

Non-Emergency 266-8797

53. DISRUPTIVE AND HARASSING VISITORS

Duress/Panic Button Use

Duress alarm systems (sometimes referred to as panic buttons) are utilized in an employment setting where an immediate emergency response is required and you are unable to use the telephone to get law enforcement assistance. The purpose of the alarm is to allow a person under duress to quickly and silently call for help in the event of an emergency. The duress buttons should be used when you or someone else is being physically threatened or feel that the use of a phone may cause the situation to escalate. Activation of the duress button sends an alarm to the Capitol Police dispatch center who in turn dispatches police officers to where the alarm is located. The Capitol Police law enforcement dispatcher will also be calling the office where the alarm is located. Capitol Police will still continue to the location even if the alarm is accidentally activated or set off.

Office personnel should know the locations of the duress buttons in their offices and how to activate these buttons. If you are uncertain as to where duress buttons are in your office, please contact the Sergeant at Arms' office (266-1503).

The Wisconsin Capitol Safety and Security Guidelines provides more information on duress alarms and other valuable safety and security information specific to the Wisconsin State Capitol. These guidelines are included in your orientation materials from the Assembly Chief Clerk's office.

54. CHARITABLE AND SALES SOLICITATION BULLETIN BOARD

Solicitations by Wisconsin State Assembly employees for charitable purposes or sales, fund-raisers, etc., should be approved by the appointing authority and be confined to employees' non-work time. A bulletin board is provided to allow staff members to post non-legislative items, such as extra sports and theatre tickets, or rental apartments. Posting these items on the bulletin board will also keep the legislative e-mail system free of extraneous items. The site is available at: <http://assemblybulletin/>. Postings may be made only with the permission of the appointing authority and other state resources may not be used. Personal gain from solicitations or sales on state property by Assembly employees is strictly prohibited.

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