State of Alaska
Legislative Staff
Employee Handbook

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GENERAL NOTES

The Handbook for Legislative Employees provides legislative employees with general information about legislative positions and the support services and facilities available. More detailed information is available in the Guide for Legislators and Legislative Staff, a notebook distributed to each office at the beginning of each Legislature. This handbook is not to be considered as terms and conditions of employment but is a reference tool. This handbook is not a contract of employment and may be changed or amended at any time without notice.

This handbook does not apply to employees hired under AS 24.10.210.

Senate and House Legislative Staff Positions These positions are not year-round positions and continuous employment should not be presumed. At the beginning and end of session, an individual Legislator must request authorization from the appropriate authority for staff to continue on the payroll.

Getting on the Payroll When your employment has been approved in writing, contact the Legislative Affairs Agency (LAA), Division of Administrative Services, Personnel, Room 216, Terry Miller Legislative Office Building (129 6th Street, Juneau AK) to fill out payroll forms or access them on the intranet.

Office Location and Phone Numbers A directory of legislative offices, committee rooms, and telephone numbers is prepared by the Agency and is distributed shortly after the commencement of session when final space decisions have been made.

Mail, Supplies, and Equipment See Supply under Central Supporting Services for more information.

Documents Copies of bills, resolutions and forms are available at the Documents Room on the Ground Floor of the Capitol. Legislative documents are expensive to produce and should only be requested as needed. Bills and resolutions may be called up and printed on BASIS, available on the Legislature’s Intranet web site.
General Notes

**Legislative Lounge**  The Legislative Lounge on the Second Floor of the Capitol is for Legislators only and is off-limits to all others.

**Rules of the Legislature**  The Legislature operates under Uniform Rules, which apply equally to both bodies.

**Legislative Ethics Code and Committee**  All Legislators and legislative employees, with the exception of certain positions are subject to the legislative ethics code.

The Select Committee on Legislative Ethics, which is comprised of four Legislators and five public members, administers the code. This is a permanent interim committee, with an office and staff located year-round in Anchorage. The committee is responsible for educating those subject to the code, issuing advisory opinions interpreting the code, providing informal, confidential advice, receiving and maintaining disclosure forms, recommending ethics legislation and considering complaints alleging violations of the law.

As a legislative employee, you must comply with the ethics code, which includes, but is not limited to, submitting written disclosure of economic associations, service on boards and gifts of travel for legislative purposes. The code sets out specific restrictions on fund raising and campaign activities, use of State resources for non-legislative purposes, acceptance of gifts and participation in State contracts, grants and leases. It also includes restrictions on certain legislative, administrative and political actions.

You are strongly encouraged to read the *Standards of Conduct Handbook*, published by the Ethics Committee, and to attend the annual ethics training sessions. Please call the Ethics Office at (907) 269-0150 for more information.

**Other Legislative Aids of Use to You**  The Legislative Affairs Agency stocks the following aids which may be obtained from the Legislative Information Office, Room 111 in the Terry Miller Legislative Office Building, from the Senate Secretary's Office, Capitol, Room 211, or from the Chief Clerk's Office, Thomas Stewart Legislative Office Building, Room 202. Most of these documents can also be found on the Legislative Affairs Agency intranet web site.
General Notes

Alaska and U.S. Constitutions
Session Laws
Alaska Statutes (for reference use only)
Bills, Resolutions, Slip Laws
Status of Bills and Resolutions
House Bill History/Senate Bill History
House and Senate Journals
Summary of Alaska Legislation
Directory of State Officials
Pocket Directory
Handbook on Alaska State Government
Glossary of Legislative Terms
Legislative Process in Alaska
The Manual of Legislative Drafting
Roster of Members, 1913-2004
Standards of Conduct Handbook
Handbook for Legislative Employees
Lists of Legislators, Alphabetical, by District, by Committee
Uniform Rules
Calendars, State and Session
Seating Charts
Employee Lists, Alphabetical and by Supervisor
LEGISLATIVE EMPLOYEES

General Information
Legislative staff employees are selected by individual Legislators and serve at their will. Employees are on call seven days a week and receive neither compensatory time nor overtime pay. No offer of employment implies a commitment to continued employment.

This policy governs the employment of those who serve under the authority of the Senate or House Rules Committees during the legislative session and those who serve under the authority of the Senate President or Speaker of the House during the interim. This includes the Senate Secretary's and Chief Clerk's Offices; House and Senate Records staff; staff to individual Legislators, standing and special committees; legislative lounge employees; and Chamber floor staff.

All staff selections must be authorized in writing by the appropriate authority before an individual may be employed. The main hiring authorities during legislative sessions are the Chair of Senate or House Rules and during the interim, the President of the Senate or Speaker of the House.

These authorities determine the number of legislative employees, their pay ranges, and their lengths of hire based on budget appropriations. A Legislator requests an employee hire in writing from the appropriate entity. If the hire is authorized, the Rules Chair or the Presiding Officer notifies the Personnel Office to send the necessary paperwork to place the person on the payroll. If the hire paperwork is obtained from the Intranet site and turned into the Personnel Office, it will not be accepted or the person put onto payroll until the Personnel Office receives the appropriate authorization.

Legislative employees are exempt and can be terminated at any time without cause. Requests and authorizations must be processed for each change from interim to session and back again.

House and Senate Rules Committee
Uniform Rule 20 establishes the House and Senate Rules Committees within the Legislature, and generally describes the duties as interpreting the Uniform Rules, managing the calendar of bills moving through each
Legislative Employees

Chamber for floor votes, managing the internal administrative affairs of each Chamber (controlling the budget) and dealing with other matters pertaining to the Legislature in general. Some of the key responsibilities of the Rules Chairs are the assignment of members’ offices, approving the hiring of legislative and support personnel, managing the Legislative Lounge, and distribution of all furniture and data processing equipment. There are other references in the Uniform Rules regarding the House and Senate Rules Committees.

Secretary of the Senate/Chief Clerk of the House
Each Chamber of the Legislature has an internal administrative officer nominated by its Rules Committee and elected by the full membership of that body. In the Senate, it is the Senate Secretary; in the House, it is the Chief Clerk. The Chief Clerk and Senate Secretary choose their own immediate staff members who need to be approved via the same method as Legislator’s staff.

AS24.10.030 and Rule 3 of the Uniform Rules of the Alaska State Legislature provide that these administrative officers work at the direction and under the supervision of their respective Presiding Officer and Rules Committee. Included among their duties are:

- select and supervise their immediate staff;
- prepare and certify the daily journals;
- maintain and prepare weekly and daily committee schedules;
- update and maintain data bases for bill history and publish the weekly status of Bills and Resolutions;
- certify, authenticate and transmit all legislative documents and records; and
- safe keep all documents, records and papers in the possession of their Chamber.

In addition to the duties listed above, the offices assist legislative staff in preparation of committee reports, provide bill history information to staff and the public and provide general assistance as necessary. The offices also provide amendment forms to members and staff, membership lists and cosponsor forms.
During the legislative floor sessions, these officers read all messages, bills, resolutions and committee reports. Members of their staff join them in the Chambers to take notes and record all action.

**Sergeant-At-Arms**
The Rules Committee of each Chamber selects and directs its floor staff [Uniform Rule 3(b)]. The Sergeant-At-Arms and the Assistant Sergeant-At-Arms serve as supervisors for the floor staff of their respective chamber. Among their responsibilities are:

- attending floor sessions to supervise staff activities and access to the Chambers;
- securing attendance of Legislators for a call of the House;
- assigning, coordinating and supervising floor staff responsibilities;
- maintaining proper procedure and decorum during session; and
- recording session proceedings.

**Pages or Messengers**
Hired by the Rules Committees of each Chamber, the pages serve under the supervision of their Sergeant-At-Arms to provide support services to legislative members. They are on call in the Chamber for each legislative day providing such services as:

- mail distribution, whether in the form of Legislators' notes, letters, packages and documents or Agency communications, and
- maintenance of Chamber materials including bill files and journals.

**Chaplains**
The Chief Clerk and Senate Secretary through the House and the Senate Rules Committees have the authority to arrange for chaplains to open the floor sessions. Though usually drawn from the local clergy on a rotating basis, there is no restriction on selection.

**House and Senate Records Office**
Uniform Rule 23(f) cites the authority for, and describes the duties of the House and Senate Records operations. These duties are adhered to closely by each body’s standing and special committees and are managed by the respective Rules Committee Chairs as part of the session budget. While this staff ultimately reports to the Rules Committee Chairs, the individuals are assigned to committees and
Legislative Employees

customarily take most of their committee-related instruction from the Chairs of the standing or special committees.

**Professional, Finance, Legislative or Administrative Assistant**

At the direction of a Legislator or committee chair, a Professional Assistant, Finance Assistant, Legislative Assistant or an Administrative Assistant may, among other assignments:

- gather data and statistics related to issues referred to the Legislator or committee;
- keep a log of the location of each bill referred to the committee;
- analyze and documents the rationale of any committee action including what the legislation is supposed to do, the issue it solves, the fiscal impact indicated by the fiscal note, and the effect of any committee amendments. Analysis may include a listing of those supporting and opposing the bill;
- prepare meeting agendas, arrange and notify all concerned if teleconferenced, and prepares a separate list of those people, including name, title, affiliation and address, who wish to testify;
- prepare and maintain committee backup bill files for each committee member and the Chair, which includes all versions of the bill, any prepared testimony or statements, proposed and/or adopted amendments or substitutes, fiscal notes and correspondence;
- prepare, maintain and safeguard master committee bill files containing copies of the bills, substitutes, amendments, fiscal notes, signature sheets, bill histories, research data, work requests, analyses, and supporting research materials;
- prepare draft amendments and/or substitute bills as proposed by the committee (additional information on style and format is in the *Manual of Legislative Drafting*); and

Procedural Note: Legal Services at the Legislative Affairs Agency must do all final bill drafting. Contact the Division of Legal and Research Services at 465-2450. All bills and resolutions prepared by Legal Services, both final and draft version, are recorded electronically. To save time, effort and money, note any revisions of the documents on the copy produced by Legal Services.
Legislative Employees

Any changes on final bills (those in goldenrod or blue jackets), must be made by Legal Services to assure that the electronic copies are kept completely accurate. This is important because these electronic copies are then used in the processes of engrossing and enrolling the bills. Bring the original and all three copies of any final bills needing changes, no matter how minor, to the Legal Services Offices on the third floor of the Terry Miller Legislative Office Building.

- after final committee action, complete committee report, obtain committee members’ signatures and includes committee substitute, fiscal notes, letter of intent, amendments (if there is no committee substitute); deliver the bill file to the Senate Secretary or Chief Clerk, as appropriate.

The persons holding these positions are responsible for maintaining adequate security for all committee records and files. As soon as is feasible after the sine die adjournment, the Legislative Assistant or Administrative Assistant is responsible for sending the master committee files and public materials to the Legislative Reference Library. Files should be purged of confidential information since the library will preserve these as public documents. The blue and yellow hard files as transmitted to the committee from the Senate Secretary and Chief Clerk must be returned to those offices.

All office materials and equipment must be accounted for and keys returned to the Building Manager.

**Researcher**
At the direction of a Legislator, a Researcher may research issues and perform responsibilities specified in the duties of the Administrative Assistant and/or Secretary and also perform other duties as assigned by the hiring Legislator or committee.

**Secretary**
Under the direction of the Legislator a Secretary may perform the following:

- type correspondence, answer phones, schedule appointments, handle public opinion messages, greet guests; and
Legislative Employees

• work with the committee aide and other duties as assigned.

Caucus Staff
Staff for caucuses may or may not be authorized. The political parties represented in each Chamber constitute the majority and minority caucuses depending on their numbers. Each caucus elects a leader who may supervise any caucus staff, which may be authorized. Suggested duties that may be assigned to caucus staff include:

• taking notes or minutes of caucus meetings;
• notifying caucus members of meetings and preparing materials and the meeting room;
• preparing notes, memoranda, reports and correspondence for the caucus; and
• preparing and maintaining a “caucus workbook” containing any past caucus action, agendas and materials pertaining to matters before the caucus.

Salary Schedule

<table>
<thead>
<tr>
<th>Position</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Assistant</td>
<td>24, 23, 22</td>
</tr>
<tr>
<td>Finance Assistant</td>
<td></td>
</tr>
<tr>
<td>Senate Secretary/Chief Clerk</td>
<td></td>
</tr>
<tr>
<td>Legislative Assistant</td>
<td>21, 20</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>19, 18</td>
</tr>
<tr>
<td>Assistant Senate Secretary</td>
<td></td>
</tr>
<tr>
<td>Assistant Chief Clerk</td>
<td></td>
</tr>
<tr>
<td>Sergeant-at-Arms</td>
<td></td>
</tr>
<tr>
<td>Legislative Chef</td>
<td>19, 18, 17</td>
</tr>
<tr>
<td>Assistant Sergeant-at-Arms</td>
<td>17, 16</td>
</tr>
<tr>
<td>Researcher</td>
<td></td>
</tr>
<tr>
<td>Lounge Assistant</td>
<td>16, 15, 14</td>
</tr>
<tr>
<td>Legislative Secretary</td>
<td>15, 14, 13</td>
</tr>
</tbody>
</table>
Legislative Employees

Lounge Attendant  14, 13, 12
Clerk  12, 11, 10
Page

Benefits
All employees are paid semi-monthly based on the salary schedule in effect for legislative employees (AS39.27.011). They receive neither compensatory time nor overtime pay and are on call seven days per week.

Note: No commitment for continued employment may be assumed. Employees serve at the will of their respective supervisors and with the written authorization of the appropriate entity described in the employment policy. Employees must be reauthorized with each change from session to interim or vice versa.

No employee will receive a geographic pay differential, either during session or interim.

All employees receive the following basic benefits: Supplemental Benefits System Annuity (SBS), Unemployment Insurance and Workers Compensation Insurance.

All semi-monthly salaried full-time employees receive health insurance, retirement and leave benefits. Employees do not receive compensatory time or overtime and are on call seven days per week.

Depending on the scheduled amount of hours, salaried part-time employees (and some hourly part-time employees) may receive benefits provided to full-time salaried employees. Benefits provided are as follows:

- Employees scheduled to work 30 to 37.5 hours per week (80% of the time or greater) will receive all benefits that full-time employees receive. Employees will earn leave, but on a prorated
Legislative Employees

basis.

- Employees scheduled to work between 15 and 30 hours per week (between 40% and 80% of the time) will be eligible for all benefits including health insurance, however, the State will only pay half of the health insurance benefit credit. Employees in this category may elect not to have health insurance if they so choose. At their time of appointment, the employee must make the selection and inform the Personnel Office in writing on the form specified by the Division of Retirement and Benefits. Forms can be obtained from the Personnel Office Intranet web site. Employees will earn leave, but on a prorated basis.

- Employees who work less than 15 hours per week (less than 40% of the time) are not eligible for health insurance. They may receive PERS only if their employment is during the legislative session. Employees will earn leave, but on a prorated basis.

Information on Health Insurance, SBS Annuity, PERS retirement, Differed Compensation, and the Select Benefits System can be obtained at the Division of Retirement and Benefits web site: http://doa.alaska.gov/drb/

Hourly Employees

Employees hired for a short term may be paid on an hourly basis. Hourly employees receive benefits except leave, retirement and health insurance. Hourly employees who work during a session will be eligible to participate in the public employees retirement system.

- Hourly employees cannot be worked more than 37.5 hours in a work week as it would violate the Joint Rules Committee Employment Policy.

- If an hourly employee is worked consistently over 30 hours per week Legislators will have to pay benefits including health insurance.

- Legislative offices are required to track their hours carefully since the Personnel Office cannot track hourly employees since they do not receive the timesheets until AFTER the hours have been worked.
Employee Assistance Program

Employees who are health insurance eligible qualify for the employee assistance program (EAP). The EAP is a confidential counseling service, free of charge to participants and their dependents. It provides assessment, treatment and referral services. It is geared to provide assistance with difficulties that you might encounter at work, emotional problems, stress, family and relationship problems, and drug and alcohol abuse. Information on the EAP can be found on the Division of Retirement and Benefits web site at:
http://doa.alaska.gov/drb/alaskacare/employee/eap

Longevity

Longevity (by step increase) is awarded on the 16th of the month following an employee's eligibility. These step increases are determined provided you meet the following criteria:

  Step A - No prior legislative experience
  Step B - Two legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
  Step C - Four legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
  Step D - Six legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
  Step E - Eight legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
  Step F - Ten legislative sessions of at least 100 days each, or one full year with the legislature at comparable or higher level.
  Step J - Fourteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or higher level.
  Step K - Eighteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable range or higher level.
  Step L - Twenty-two legislative sessions of at least 100 days each, or two full years with the legislature at a
Legislative Employees

comparable or higher level.

Step M - Twenty-six legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or higher level.

Additional steps (N through Z) are based on eligibility criteria that conforms to and continues the system set out above. This policy generally states that an employee is eligible for a step increase of 3.25% after two years of service or four sessions of at least 100 days each, in a comparable or higher level.

A comparable level of service is defined as work performed in a position with similar duties and responsibilities under the following guideline:

Ranges 24, 23, 22
Ranges 21, 20
Ranges 19, 18
Ranges 17, 16
Ranges 15, 14, 13
Ranges 12, 11, 10, 9

When promoted to a position with a higher range that is not comparable, step placement above Step A may be granted so that the employee receives a one-step increase. Future longevity increases are then granted when the actual qualifying experience is completed.

Leave
Legislative employees are subject to AS39.20 and legislative policies and procedures on the accrual and use of personal leave. Leave benefits accrue according to employee service in most State positions with leave benefits as follows:
For employees hired before 7/1/2013:

<table>
<thead>
<tr>
<th>Years of Leave</th>
<th>Accrual per complete Accruing service</th>
<th>Semi-monthly pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 years</td>
<td>1 day or 7 hours 30 minutes</td>
<td></td>
</tr>
<tr>
<td>2-5 years</td>
<td>1.125 days or 8 hours 26 minutes</td>
<td></td>
</tr>
<tr>
<td>5-10 years</td>
<td>1.25 days or 9 hours 23 minutes</td>
<td></td>
</tr>
<tr>
<td>10 or more years</td>
<td>1.5 days or 11 hours 15 minutes</td>
<td></td>
</tr>
</tbody>
</table>

For employees hired 7/1/2013 or later:

<table>
<thead>
<tr>
<th>Years in Leave</th>
<th>Accrual per complete Accruing service</th>
<th>Semi-monthly pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 years</td>
<td>.875 days or 6 hours 33 minutes</td>
<td></td>
</tr>
<tr>
<td>2-5 years</td>
<td>1 day or 7 hours 30 minutes</td>
<td></td>
</tr>
<tr>
<td>5-10 years</td>
<td>1.125 days or 8 hours 26 minutes</td>
<td></td>
</tr>
<tr>
<td>10-15 years</td>
<td>1.25 days or 9 hours 23 minutes</td>
<td></td>
</tr>
<tr>
<td>15+ years</td>
<td>1.5 days or 11 hours 15 minutes</td>
<td></td>
</tr>
</tbody>
</table>

Complete a leave slip to notify the Personnel Office of any absence from work. Leave slips for planned absences should be completed by the employee, signed by the employee's supervisor and sent to personnel prior to the absence. Leave slips for unplanned absences (illness, accident, emergency, etc.) should be submitted immediately upon the employee's return to work. If an employee is unable to complete the leave slip by the pay period cutoff (the 15th or the end of the month), it is the responsibility of the supervisor to complete the leave slip and turn it into the Personnel Office.

Accrual rates are prorated for employees who work less than full time during a pay period. The prorated accrual is proportional to the amount of time in pay status in a pay period.

Leave may not be used until it is posted to the employee’s leave account. New employees must remain on the payroll for 30 days to be eligible for leave.

All personal leave earned is given a cash value based on the employee’s annualized rate of pay at the time it is posted to the leave account. The cash value is only used when processing leave cash-ins.
and paying terminal leave; it does not affect the manner in which personal leave is used or reported.

**Mandatory Leave Usage**
Employees are required to use a minimum of ten days (fifteen days if an employee has a large leave balance) personal leave each leave year. The leave year follows the calendar year, January 1\textsuperscript{st} through December 31\textsuperscript{st}. If an employee does not use the required amount of leave, it will be deducted from his or her account without compensation.

**Effect of Leave Without Pay**
When leave without pay (LWOP) exceeds 23 days (172.5 hours) in a leave year, the leave base date and merit anniversary date are moved forward one month. An employee’s accumulated LWOP balance is reduced to zero at the end of the leave year.

If an employee is on LWOP the entire workday before or the entire workday following a holiday, they are considered to be on LWOP for the holiday.

**Family Leave**
Legislative Branch employees except employees of the Legislative Library are not subject to the Federal Family and Medical Leave Act of 1993. However, there are two different Alaska Statutes that provide for Family and Health Leave. For employees who normally earn leave AS39.20.305 (Family and Health Leave) applies. This statute covers the majority of full-time and seasonal employees.

The Alaska Family Leave Act (AS 39.20.500-550) covers employees who do not earn leave, such as hourly employees. Leave taken under the Alaska Family Leave Act requires an employee to have worked at least 35 hours each week in the preceding six months or at least 17.5 hours each week for the preceding 12 months. For additional information please contact the Personnel Office.

**Serious Medical Condition:** An employee who meets the applicability requirements is entitled to take up to 18 weeks of leave during any 24-month period for a serious illness. This may be for a serious illness of the employee or to care for a spouse, parent, or child of the employee. The 18-week period
for illness does not have to be one continuous block of time; it may be broken into different periods over the 24-month period. **Pregnancy or Adoption of a Child:** An employee who meets the applicability requirements is entitled to take up to 18 work weeks of leave during a 12-month period for pregnancy, birth, adoption or placement of a child (other than the employee's stepchild). This entitlement must be taken in a single block of time and expires one year after the birth, adoption, or placement of the child.

**Prior Notice** If the use of family leave is foreseeable based on pregnancy, adoption, or planned medical treatment; the employee is required to give prior notice to the employer.

This notice should be in writing as soon as the need for Family Leave is known. Verbal notice should be followed up in writing.

Additionally, if the reason is for planned medical treatment, the employee shall also make a reasonable effort to schedule the treatment so as to not unduly disrupt the operations of the Agency.

**Use of Paid Leave** State employees are required to use any paid leave accrued until a balance of five days remains in the account. At that point the employee may opt to use the remaining balance or to go into leave without pay status. If the employee does not state in writing prior to running out of leave, that they want to retain five days of leave, the Personnel Office will run out all personal leave. However, the Leave Rules state an employee must utilize all personal leave before they can utilize donated leave.

If an employee elects to retain the five-day leave balance, they cannot later elect to use paid leave for their Family Leave entitlement.

**Health Insurance** (For employees who are eligible for employer paid health benefits) While on paid leave, health eligibility will be maintained and both the employer and
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employee’s portion of the premiums will be paid on a normal payroll basis.

While on leave without pay, health eligibility will be maintained and the employer will continue to pay employer’s portion of the health insurance premium if the employee elects to pay the employee portion (if any) of the premium each month. Eligibility under this rule only applies to the first 12 weeks of Family Leave. Under this rule the employee premium must be received by the LAA Personnel Office no later than the 10th of the month.

After the first 12 weeks employees on leave without pay may elect normal leave without pay insurance options by paying the full premium.

**Return to Work** The law requires an employee be returned to the same or substantially similar position upon completion of Family Leave. This brings up a situation unique to seasonal or legislative employees. Because legislative staff members are hired for specific periods (session/interim) use of Family Leave could extend beyond an employment period. In no case will the leave be granted beyond the end of the current employment period. Your supervisor may request a “fit-for-duty” statement from your health care provider before you can return to work.

**Leave Cash-in**
Employees who have more than five days (37.5 hours) of accrued leave may cash in personal leave. Employees are allowed only six (6) leave cash-ins in a leave year. A cash-in will reduce both hourly leave balance and the cash value of the leave account. A cash-in may not reduce an employee’s leave balance to less than five days (37.5 hours). When personal leave is cashed in, it is taken from the leave account on first accrued, first used basis. This means that when the cash-in is processed, the valuation of each hour will be at the earliest accrued cash value in the individual’s leave account. If employees experience pay changes over time, their leave accounts will contain hours valued at different rates. Therefore, the actual dollar value of a cash-in may be the result of more than one hourly rate, which may not be the
employee’s current rate. It can take up to three work days before receiving your leave cash-in.

Court Leave
An employee appointed to a leave accruing position that is called to serve as a juror or subpoenaed as a witness regarding a matter not related to their official state duties is entitled to court leave. With the exception of per diem, any compensation received for these services while on court leave must be given to the Accounting or Personnel Office. Court leave has no effect on personal leave balances. Employees subpoenaed in the course of official business will be considered in work status, not court leave status. Court leave will not be applicable for hours outside of the employees regular schedule.

Military Leave
Military leave may be used by an employee who is ordered to training duty with a reserve component of the armed forces or for search and rescue operations with the U.S. Coast Guard, Civil Air Patrol, or the Alaska National Guard. Paid absences may be authorized for up to 16.5 days in a year. Military leave has no effect on personal leave balances. Employees should provide a copy of their orders along with their leave slip requesting military leave to their supervisor and the Personnel Office.

Leave Donations
Legislative Branch employees may receive leave from or donate leave to other employees in the Legislative, Executive, or Judicial Branches of government for medical purposes. Leave slips for donations should be submitted to the donor’s department Personnel Office, and must contain the name of the recipient. The donors personal leave balance will be reduced by the number of hours they donate. The recipient will have a new leave bucket set up and will be able to use this leave for a qualifying condition.

Donated leave can only be used for qualifying conditions as defined in family leave section. Employees must utilize all their accrued leave before they can utilize donated leave. Upon separation, unused donated leave is deleted from an employees account without compensation.
Legislative Employees

Donated leave can only be used in the pay period it is received or thereafter. Donated leave cannot be applied retroactive from the date it is received and processed in the payroll system.

**Layoff Leave Cash Out**
When an employee is placed in layoff status, all unused personal leave accrued through the last day worked will be paid at its cash value. For new employees who leave payroll prior to completing 30 calendar days in pay status, all personal leave is canceled without payment. Employees are only kept in layoff status for three years, then they are automatically separated from state service.

**Terminal Leave**
When an employee is separated from State service, all unused personal leave accrued through the last day worked will be paid in accordance with AS39.20.250 (Terminal Leave). For new employees separated prior to completing 30 calendar days in pay status, all personal leave is canceled without payment. The payment for terminal leave is equal to the cash value of the employee’s personal leave balance at the time of separation from service. Upon separation from state service all banked medical leave is cancelled without payment.

**Workweek Defined**
The workweek begins at 12:00 am Monday and ends at 11:59 pm Sunday.

**Work Hours**
The work hours of a regular workday for payroll and leave purposes are 7.5 hours, with 37.5 hours per week. Actual work schedules are to be determined by the supervisor or Legislator depending on business needs.

Regular office hours are 8:00 am to 5:00 pm Monday through Friday. Employee work times may be flexed and schedules arranged to cover these hours. Other hours of operation will be scheduled as necessary to ensure service and availability to the Legislature and public.

**Holidays**
The Alaska State Legislature observes holidays in accordance with AS44.12.010. Except as noted below, observance of a holiday means
Legislative Employees

non-essential offices will be closed and employees given the day off work. Eligible employees will receive the appropriate holiday pay.

To be eligible for holiday pay an employee must be a full-time salaried employee or part-time salaried employee working regularly scheduled hours. Part-time salaried employees (and a few hourly employees) will receive a holiday pay on a prorated basis depending on the average number of hours in pay status during the pay period. Employees must be in pay status at least some portion of the workday before and the workday after the holiday to receive holiday pay. Generally employees who do not earn leave are not eligible for holiday pay.

Confidentiality

In order to protect the employee’s right to privacy, the personnel and payroll records maintained by the Legislative Affairs Agency Personnel Office are considered confidential and are not open to public inspection except as provided below.

The following information regarding employee records is available to the public at reasonable times and in a reasonable manner.

- Employee name
- Current and former position titles held by an employee
- Pay range and step
- Authorized compensation
- Exempt service status
- Dates of employment
- Supervisors name

For the purposes of this section, authorized compensation includes the salary and employer paid benefits, and also includes leave accrual rates. Authorized compensation does not include voluntary deductions or garnishments to an employee’s pay, tax withholding information, leave balances, or an employee’s net pay.

The LAA Personnel Office will not give out home addresses or telephone numbers to the public or other employees except that:

1. Appointing authorities and supervisor’s have access to this information for employees they supervise.
2. Agency personnel responsible for mail distribution have access to this information as needed to forward personal
Legislative Employees

mail received at an office address.

3. The Executive Director has access to this information and may release this information to other employees, Legislators, or in case of emergency to the public if necessary.

Employees may examine their own or authorize in writing other persons to examine their personnel and payroll records at reasonable times during normal office hours. Personnel and payroll files may not be taken from the Personnel Office.

Payroll Accounting
The Alaska State Legislature utilizes semi-monthly pay periods. Pay periods are from the first day of the month to the 15th and the 16th to the last day of the month.

Paydays are on the 15th and the last day of the month and cover the previous pay period. For example the June 15 payday covers the period of May 16, through May 31. Checks are issued approximately three workdays prior to payday.

Personnel and Payroll forms may be found on the Personnel Office Intranet web site located at http://intranet.akleg.gov/personnel/index.php. If you are having problems finding the appropriate forms, please contact the Personnel Office for assistance.

Payroll Delivery
The LAA Personnel Office processes paycheck information and paychecks are produced by the Department of Administration. Employees may select one of several options for paycheck delivery by completing a Payroll Delivery Form available from the LAA Personnel Office.

Employees with Direct Deposit will only be able to access their payroll stubs on-line through the Employee Documents On-Line system located at http://fin.admin.state.ak.us/empldocs/index.jsp.
Legislative Employees

**Hold Check at the LAA Personnel Office**  Employees may pick up their checks on the date checks are issued.

**Deliver Check to Juneau Office**  LAA Personnel Office staff will place paychecks in the outgoing mail basket to be delivered via the regular internal mail system.

**Mail:**  Paychecks are mailed by the Department of Administration on the date before payday. Employees must furnish an address to the LAA Personnel Office for this option. Checks are sent through the U.S. Mail and may take up to several days to arrive.

**Direct Deposit**  Electronic transfer to a participating financial institution. This option is the most efficient method of payroll delivery, especially for those who travel or move to different locations throughout the year. Except for federal banking holidays, funds are available on the same date checks are issued. **Employees with Direct Deposit will only be able to access their payroll stubs on-line through the Employee Documents On-Line or IRIS Employee Self Service System.** The URL will be located on the LAA Personnel Office intranet site.

**Note:** The direct deposit option requires two pay periods to take effect due to the pre-note period required by the federal bank clearinghouse. A payroll warrant will be issued during the first pay period; the employee will need to designate how this warrant is to be delivered.

**Timekeeping**
Full-time salaried employees and most part-time salaried employees who work a regular schedule are not required to complete time sheets.

Employees who are paid on an hourly basis and part-time employees who do not work a regular schedule must complete time sheets. Time sheets are available from the LAA Personnel Office or on the Personnel Office Intranet web site.
Final Pay
Final pay is processed the same way for layoff and separation. Employees are paid through the last day worked and for unused leave in accordance with the procedures outlined in the Layoff Leave Cash Out and Terminal Leave Sections above. Employees who are transferring to another State of Alaska department will have their payroll account transfer out with them and therefore no final pay will be issued.

Note: Employees must work their final day. Except in the case of certain periods of absences for illness, if an employee is on leave then separates or lays off, the last day actually worked will be considered the final day. To avoid overpayments supervisors must notify the Personnel Office in writing prior to an employee leaving the payroll.

There are several options available for leaving the payroll. A brief explanation of each option follows:

**Layoff** - This option is available to employees leaving the payroll in good standing and who may be eligible to return. Layoff is the preferred option for seasonal employees who plan to return. An employee may remain in layoff status with the Agency for three years. After the three years have expired, the employee will be separated.

Layoff status in the Legislative Branch of Government is not a guarantee of future employment nor does it mean the employee has any right to return to work.

**Separation** - This option separates the employee from State service.

**Transfer** *(with no break in service)* - This option is used to transfer an employee to or from the Agency and another State office in the Executive or Judicial Branches of Government. This is the preferred method for employees who will not have a break in service between the two positions.

**Termination** - This option is a non-voluntary separation used only when requested by the employer and requires written
documentation for the record. The employee is generally not eligible for rehire when terminated.

Employees leaving the payroll should contact the Personnel Office prior to their final day of work to obtain information on the effects of the above actions, their options regarding benefits, and where they wish final paychecks to be sent.

**Equal Employment Opportunity**

Elected officials of a State or political subdivision and their personal staff members are subject to the nondiscrimination provisions of Alaska State law. Since Alaska State law is broader, it is the controlling law we follow. (e.g. A violation of civil rights Act would be a violation of state law, however, a violation of state law may not be a violation of the civil rights act).

**Policy Statement:** It is the policy of the Alaska State Legislature to maintain a workplace that is free of all illegal discrimination. The Legislature as an employer will not tolerate, condone, or permit sexual harassment or harassment on the basis of sex, color, race, religion, national origin, age, mental or physical disability, marital status, change in marital status, pregnancy, or parenthood.

**Reporting Procedures:** You do not have to be the person being harassed to report harassment. You may make a written or oral report of violations of the Policy on Sexual and Other Workplace Harassment to any of the following: your supervisor, manager, or director; the legislative EEO Officer; designated staff in the Office of the Senate President or the Speaker of the House; designated staff in the Senate or House Rules Committee Offices; or designated staff in the Senate or House Finance Committee Co-Chair offices.

The Human Resources Manager serves as the Equal Employment Opportunity (EEO) Officer for legislative employees. The EEO Officer is available to answer questions related to your rights as an employee or supervisor and to provide assistance in working through concerns. You are encouraged to contact the EEO Officer at the earliest possible time so that issues are understood and resolved before they escalate into problems.
Legislative Employees

**Legislative Ethics Committee**
Under the authority set out in Article II of the Alaska State Constitution, the legislature established the Select Committee on Legislative Ethics to administer the legislative ethics law, AS 24.60. The ethics committee has nine members: two senators, two representatives and five public members. The committee is divided into a House Subcommittee and a Senate Subcommittee for the purpose of considering most complaints. Elected officials, who serve two-year terms, are appointed by the leadership of the appropriate body with the concurrence of two-thirds of the full membership of that house. The public members, who serve a three-year term, are selected by the Chief Justice of the Alaska Supreme Court and ratified by two thirds of the full membership of the legislature.

More information on the Legislative Ethics Committee can be found on the Legislative Affairs Agency intranet web site.

**Code of Conduct for Alaska State Legislative Staff**

**Preamble**
In recognition of the importance of staff to the mission of the Alaska State Legislature and of the value of excellence and professionalism in staff performance. This purpose of this code is to serve as a model to guide the conduct of staff members in their service to the Legislature, its members, and the public.

**Statement of Intent**
Section 1. This code is intended to guide the conduct of all legislative staff members and interns regardless of their work assignment or responsibility.
Section 2. This code is intended to supplement the Alaska Legislative Ethics Act and any other statutes to which legislative staff members may already be subject.
Section 3. This code is intended to support the sense of personal responsibility that legislative staff members feel for their own actions and the understanding that the conduct of legislative staff reflects on the institution of the Alaska State Legislature. The circumstances of life and work present conflicts and hard choices. Legislative staff members have the ultimate responsibility to make the day-to-day judgments necessary for this code to guide their service to the state legislature.
Legislative Employees

Article I
General Principles of Conduct

Public Servant
Section 1. A legislative staff member is a public servant. The broad purpose of his or her work is to assist the Alaska State Legislature in promoting the common good of the citizens of the state.

Loyal to the Legislative Branch
Section 2. The mission of legislative staff members and the purpose of their public service is to support the Alaska State Legislature in representing the people in deliberating and deciding about matters affecting the common good. Any action or inaction which could bring disrepute to, or infringe upon the authority of, the Alaska State Legislature or the principle of representative government conflicts with this service.

Trustworthy
Section 3. A legislative staff member stands in a relationship of trust, confidence, and responsibility to the state legislature and has the duty to act in a way that makes him or her worthy of the trust and confidence the Alaska State Legislature places in them.

Civil
Section 4. A legislative staff member respects the rights of individuals to hold different opinions, speaks truthfully without accusation or distortion, and serves as a positive example maintaining and promoting civility within the institution while serving the legislature.

Article II
Obligations of Legislative Staff Members to Legislators

Honest
Section 1. A trustworthy legislative staff member demonstrates the highest standards of honesty and personal integrity in all of his or her work for the state legislature.

Discreet
Section 2. A trustworthy legislative staff member is discreet in what he or she reveals about work done for any legislator and maintains confidentiality of communications between the staff member and any legislator.

Candid
Section 3. A trustworthy legislative staff member renders candid advice to legislators on matters of policy and procedure within the staff member's areas of work responsibility.

Competent
Legislative Employees

Section 4. A trustworthy legislative staff member strives to acquire and maintain the knowledge and skills necessary to do the work he or she is expected to do and recognizes when to seek assistance from others.

Diligent
Section 5. A trustworthy legislative staff member gives a hard-working effort to each work task, uses available time in a productive and efficient manner, and completes work in the timeliest fashion possible.

Article III
Obligations of Legislative Staff Members to Each Other

Respectful
Section 1. A trustworthy legislative staff member treats all fellow legislative staff members with respect and appreciates the pressures they work under and the difficulty of some of the choices they must make.

Supportive
Section 2. A trustworthy legislative staff member supports the efforts of fellow legislative staff members to meet their obligations and perform their work and is willing to operate as part of a team when appropriate.

Article IV
Obligations of Legislative Staff Members to the Public

Courteous
Section 1. A trustworthy legislative staff member is courteous to all members of the public with whom he or she interacts in his or her work.

Law-Abiding
Section 2. A trustworthy legislative staff member is law-abiding. He or she encourages lawfulness in the activities of all participants in the legislative process.

Article V
Staff Expectations of the Legislature

Supportive
Section 1. In placing their knowledge and skills at the service of the legislature and in committing themselves to be trustworthy servants of the legislature, legislative staff members rightfully expect that the legislature will clarify staff responsibilities and will support staff members in fulfilling their obligations under this code of conduct.
CENTRAL SUPPORT SERVICES

Central support services are made available to the Legislature and staff through the Executive Director's Office, the Division of Administrative Services and Division of Legal and Research Services of the Legislative Affairs Agency. The Legislative Affairs Agency is under Legislative Council; the Division of Legislative Finance and the Division of Legislative Audit are under the Legislative Budget and Audit Committee.

LEGISLATIVE AFFAIRS AGENCY

Executive Director’s Office
The Executive Director's Office is responsible for the contracts and budgets for the Legislative Affairs Agency and the management of the Agency. The Agency’s offices are located in the Terry Miller Legislative Office Building (129 6th Street). If you desire assistance, please call 465-3800.

Contracts - Legislative contracts are handled in the Executive Director's Office, 2nd Floor, Terry Miller Legislative Office Building, phone 465-3800.

Citations - Legislative citations are edited, formatted and printed by the Citations Publications Specialist in the Executive Director's Office, Terry Miller Legislative Office Building, 2nd Floor. Each office should call the Citations Desk (465-3800) to reserve a citation. More complete information is included in the Guide for Legislators and Staff and on the Legislative Intranet, Executive Director’s Section.

Parking Permits - Parking permits for parking in the legislative parking areas are available in the Executive Director’s Office, Room 217 of the Terry Miller Legislative Office Building. Provide a description of the vehicle and license number. More complete information on obtaining a parking permit is included in the Guide for Legislators and Staff and on the Legislative Intranet, Executive Director’s Section.
Pins - To request flag, walrus, map, moose, or forget-me-not pins call the Executive Director's Office at 465-3800. Per Legislative Council, each Legislator is allowed a total of 2,000 pins per calendar year and only 100 each can be requested at one time.

State Employee ID Cards - The Executive Director's Office has the ability to produce a State Employee Identification Card. More complete information on obtaining an ID card is included in the Guide for Legislators and Staff and on the Legislative Intranet, Executive Director’s Section.

Gym and Wellness Center - The Gymnasium and the Wellness Center are located in the Terry Miller Legislative Office Building (TMLOB). Legislators and Legislative employees who work in the Capitol and TMLOB use the Wellness Center and Gym to develop and keep up cardio respiratory health, muscle strength and endurance, body composition and flexibility. To become a member, please see the Gym and Wellness Center guidelines available on the Legislative Intranet, Executive Director's Section. More information on obtaining access to the Wellness Center can be found in the Guide for Legislators and Staff.

Security - Security questions or issues during session should be directed to Security at 465-6227 or 465-1414 or 465-3800.

Accounting Office
This office is responsible for the accounting functions of the Legislative Affairs Agency. The office is located in the Terry Miller Legislative Office Building, 2nd Floor.

The Accounting Office processes approved payments for travel, contractual, supply and equipment purchases of the Legislature. The staff will provide assistance with legislative procedures in these areas. Travel and per diem payments are prepared in the Accounting Office in accordance with Legislative Council policies and presiding officer’s guidelines. Questions regarding contract or lease payments, travel, allowance, and per diem expenditures, phone bills or other accounting documents should be directed to the Accounting staff. Accounting may
Central Support Services

be contacted for individual account balances and explanation of expenditures.

The Accounting Office prepares and distributes the annual Salary and Business Expense Report and provides Legislators with a record of payments included in the information submitted to the IRS each year.

**Personnel Office**
This office provides personnel and payroll support services necessary to the operation of the Legislature. The Personnel Office follows state statutes, administrative rules and regulations, and Legislative Council policies and procedures.

Staff assists the Senate and House Rules Committees and leadership in implementing policies and procedures to employ and pay legislative staff.

The Personnel Office staff assists legislative employees in understanding their benefits and payroll as state employees and provides assistance to complete the required paperwork.

The office accepts employment applications and maintains a file for use by Legislators and support agencies. Staff maintains both manual and computerized personnel information systems to provide personnel, payroll and budget information.

**Information Technology**
Information Technology provides computing services for the Legislature, including the bill tracking system, the wide area network (WAN) connecting more than 21 Alaska communities, several local area networks (LANs), desktop computers and printers, desktop applications, electronic mail, database information research and retrieval, Internet access, a Help Desk, training, maintenance repair shop, computer programming, and consultation and procurement services.

The Guide for Legislators and Staff provides detailed information on resources available and instructions on how to use them. Call the Juneau Help Desk (465-HELP (4357)) or the Anchorage Help Desk (269-3030) to take advantage of any of these services.
Information and Teleconferencing
The mission of the Information and Teleconferencing Section is to help citizens obtain the information they need to make informed decisions about the public policy choices confronting the Alaska State Legislature. To fulfill this mission, the section operates two integrated programs -- a system of Legislative Information Offices in communities from Ketchikan to Barrow and a teleconference network.

**LIO Network** The Legislative Information Office (LIO) network distributes a wide range of information on legislative records, documents, schedules and hearings. In Alaska's smaller communities, the LIOs often serve as a one-stop resource center for information on the executive and judicial branches of government as well.

During sessions of the Legislature, LIOs are staffed and equipped to provide Alaskans with up-to-the-minute information on the status of bills, as well as particulars of committee and floor activities through the Alaska Legislative Computer System (ALECSYS). Printed copies of bills also are available. In addition, citizens can use the LIOs to send public opinion messages to their Legislators.

Alaskans may also participate in legislative committee hearings and informal meetings between constituent groups and Legislators from teleconference facilities at the LIOs and other sites throughout the state.

The Legislature also maintains a web site at:
http://www.akleg.gov
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<td>*Cordova</td>
<td>418 First St., Ste A</td>
<td>424-5461</td>
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<td>*Delta Junction</td>
<td>Colombo Building, Ste 204, 1380</td>
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<td>129 6th St, Terry Miller Bldg, Room 111</td>
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<td>Ketchikan</td>
<td>1900 First Avenue, Suite 310</td>
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Public Opinion Messages Public Opinion Messages (POMs) are brief confidential communications sent to Legislators via the computer. The POMs program is not intended to replace other forms of communication such as personal letters, but is designed to provide Alaskans with a timely forum for expressing their views on legislative issues. POMs may be sent only during legislative sessions.

Citizens who wish to send a POM may phone, fax, email, or hand deliver their signed message to any LIO. POMs may not exceed 50 words. They must include the sender's name, address
and telephone number and the name of the receiving Legislator.

POMs are delivered electronically to each Legislator's office. The POMs program allows Legislators to print all or selected messages, sort messages by a variety of criteria and export message data to their personal computers for constituent management and response purposes.

Training on the application is available from the Legislative Affairs Agency Data Processing Help Desk. Other questions should be directed to the Manager of Information and Teleconferencing.

**Pouch Service** The Information and Teleconferencing Section offers overnight messenger and express mail service between Juneau and various LIOs. The combination of these services is commonly called the "pouch." The purpose of the pouch is to expedite the exchange of priority legislative printed materials between Juneau and designated LIO offices. The pouch service is **not** intended for routine correspondence or packages, these materials should be sent via US mail.

**Incoming** - The pouch arrives in Juneau each weekday between 8:30 and 10:00 a.m. Incoming pouch materials are delivered to the mailroom.

**Outgoing** - Items to be pouched must be delivered to the Capitol mailroom by 2:00 p.m. Please make sure the pouch envelope:

- is clearly marked "Pouch;"
- includes sender’s name, address and phone number; and
- includes the recipient's name, the appropriate LIO and a contact number.

During session, the Juneau LIO sends pouches as needed to the following LIOs:
Central Support Services

Anchorage, Homer, Fairbanks, Kenai, Ketchikan, Kodiak, Mat-Su, and Sitka

U.S. Postal Service express mail delivery is available to:

Barrow, Bethel, Dillingham, and Nome

**Teleconference Services** Information and Teleconferencing schedules and conducts almost 1,000 teleconferences each year. To meet this demand, it has developed a structured, systems approach to the process.

For questions about teleconference policies and procedures, call 465-4648. For policy questions, contact the Manager of Information and Teleconferencing.

**Miscellaneous Services**

**Notary Public** - Most LIO staff are commissioned as a notary public to notarize documents, which pertain to state business.

**State and Federal Forms** - Commonly requested State and Federal forms are available at the LIOs as a public service.

**Telephone Directories** - A library of telephone directories for most Alaskan communities are maintained in the Anchorage, Fairbanks, and Juneau LIOs.

**Voter Registration** - Most of the LIOs provide voter registration services.

**Supply**

**Office Supplies** All standard office supplies are available from Supply, Capitol Room 3. A Supply Clerk is available to fill extensive orders of needed supplies for later pickup. Replacement and other small orders will be filled by the Supply Clerk immediately. If items are required that are not stocked,
the Procurement Officer will buy the materials and notify staff upon receipt of order.

Please note that some specialty office items may require Rules Committee approval. Only individuals authorized by the Procurement Officer may purchase supplies. Local vendors have been advised not to accept any charge to the agency without the express approval of the Procurement Officer.

Office Equipment
Supply maintains a property control system for state-owned equipment. All requests for purchasing equipment must be made to the respective Rules Committee chair for approval and then forwarded to the Procurement Officer for issue. No purchase of equipment or furniture will be honored by the Procurement Officer without prior approval. All equipment issued is controlled by a State property number and each office is responsible for the proper use and safekeeping of the equipment. Audio-visual equipment is available for loan and is reserved on a first come-first serve basis.

Office equipment is not to be moved from the Capitol before one notifies the Procurement Officer. The Procurement Officer will check with the appropriate authority for approval before the equipment can be moved from an office to which it is assigned.

Mail
Official business mail originating from committees other than Senate and House Finance Committees should be placed in pickup baskets which are provided by the State. This mail will be picked up twice daily by a mail clerk and taken to the Mail room for processing. Only envelopes indicating a return address of a committee will be processed. Senate and house Finance mail will be picked up in the staff’s office of each committee.

Mail originating from an individual Legislator should be placed in pickup baskets, however, the Legislator will pay for the postage. Legislators may place postage on their own mail or they may establish in advance a postage account in the legislative Mail Room. When the account is low, a notice will be sent to the Legislator so the account can be replenished. No mail will be processed unless there is a sufficient balance in the
postage account. During session incoming mail is picked up from the post office at 9:00 am. It is sorted and brought to the House and Senate Chambers by 10:00 am unless there is a session, then it can be picked up in the Mail Room. Outgoing mail is picked up at legislative offices at 10:00 am and 2:00 pm to be posted in the Mail Room and taken to the post office no later than 4:00 pm.

**Subscription Accounts** For a fee, private and public organizations and interested individuals may establish subscriptions with the Agency by requesting daily mailings of various legislative information, such as: bills, status reports, daily journals, etc. To subscribe to this mailing service, contact:

 Legislative Affairs Agency  
 State Capitol, Room 3  
 Juneau, AK  99801-1182  
 Attn: Subscription Accounts  
 (Ph. 465-3763).

**Telephone Service** All phones located in legislative space in Juneau are part of the State digital telephone system. If you have any questions or need training, you may contact the Procurement Officer, Room 3 of the Capitol, at 465-3763.

Any requests for additional telephones, fax/modem lines, special telephone equipment, and voice mail must be approved by the respective Rules Chair, who will contact the Procurement Officer to place the phone order. All phone repair/feature requests also must be channeled through the Procurement Officer.

**Maintenance**

**Building Maintenance:** The Maintenance section is responsible for repair, alteration and cleanliness of LAA facilities. Direct your questions regarding these subjects to the Building Manager at 465-3708. In order to ensure your need is addressed, you must submit a completed Maintenance Request Form to the Building Manager’s Office (Room 12 of the State Capitol Building) or email the form to ManitenanceGroup@akleg.org. The
Central Support Services

Maintenance Request Form is also available on the Maintenance page of the Intranet web site which can be electronically submitted. Below is a partial list of minor and major repairs; publishing a full list is impractical due to the number of potential tasks.

**Minor Request:** The Building Manager must approve Minor Requests. Examples of minor requests may include painting, relocating wall cabinets, hanging pictures, installing pencil & keyboard drawers, furniture repair, and cable TV hookup.

**Major Request:** Requests for major repairs will require approval from the appropriate Rules Committee Chair or Executive Director. Examples of major requests may include demolition or construction of walls, relocating doors, replacing carpet, replacing light fixtures, construction or alterations of built in desks and cabinets, and replacing entire ceiling grids and tiles.

**Keys:** Keys and key cards are issued from the Building Manager’s office, Room 12 of the State Capitol Building and must be signed for. You must return assigned keys and key cards when leaving payroll or a fee of $25 per key will be deducted from your payroll in accordance with the Accountable Property Policy.

Print Shop

**Legislative Duplicating Service** In addition to photocopy equipment, a duplicating facility is available for duplication of official material in quantity. No duplication service may be requested without an ‘Electronic Duplicating’ form. The electronic form is located on the Intranet site in the Print Shop Section at http://intranet.akleg.gov/. Please fill out each space on the form (except the financial code) and follow directions at the bottom of the page for submitting! If you have any problems or questions, please call the Help Desk or the Print Shop.

The Print Shop is located in the basement of the Community Building. Legislators have an expense allowance to cover the private duplication of personal items; personal requests are not processed on State equipment or at State expense. Copyrighted
materials can be duplicated with approval from the Rules Chairperson. You may contact the Print Shop at 465-3806.

Research Services
Legislative Research is a source of independent, objective information on a wide variety of subjects, including public policy issues; model legislation and legislative precedents in other states; legislative history of state laws; operation and effectiveness of state programs; federal legislation and programs; and the implications and effects of proposed legislation. All research conducted by the division is confidential unless released by the requestor. Requests may be submitted by Legislators or legislative staff in writing or over the phone and will be handled on the basis of the priority schedule adopted by the Legislative Council. A research request form is available on the agency’s website. The research phone number is 465-3991.

DIVISION OF LEGAL AND RESEARCH SERVICES

Legal Services
Requests from committees and Legislators are made to Legal Services, Third Floor, Terry Miller Legislative Office Building, where bills and legal opinions are prepared by legislative attorneys. Bill drafts and legal opinions are confidential unless released by the requestor. Legislative contracts are reviewed, modified and approved. Advice regarding application of the Uniform Rules is provided to Legislators. The Alaska Statutes are revised and edited for publication. Legal Services’ phone number is 465-2450.

Library Services
The Legislative Reference Library is available for use by legislative staff for information gathering. The library is located on the First Floor of the Terry Miller Legislative Office Building. A full-time librarian is provided to assist staff in the location of available information and may be contacted at 465-3808. The Library is open 8:00 am to 5:00 pm Monday through Friday and, during session, 10:00 am to 1:00 pm on Saturday.

Reference material available includes:

Alaska Statutes and the Codes of Other States
The Alaska State Library and the Court and Law Libraries, all in Juneau, are also available for legislative staff use. Contact the Legislative Affairs Agency Reference Librarian for details on the library facilities and other sources of information in Juneau.

**LEGISLATIVE BUDGET AND AUDIT COMMITTEE**

The Legislative Budget and Audit Committee is a permanent interim committee of the Legislature composed of five members plus alternates from each house. The committee was established in recognition of the need of the Legislature for full-time technical assistance in fiscal analysis, budget review and audit functions. The committee provides oversight and guidance to its two permanent staff divisions:

**Division of Legislative Finance**

The Division of Legislative Finance has a professional, non-partisan staff that provides general budget analysis for members of the legislature and specifically supports the Legislative Budget and Audit Committee and the House and Senate Finance Committees.

**Division of Legislative Audit**

The Division of Legislative Audit performs the financial post-audit function for the State of Alaska, and special auditing at the request of Legislators. Any Legislator may request a special audit through the Legislative Budget and Audit Committee.

The functions, powers, and duties of the Legislative Budget and Audit Committee and its permanent staff agencies can be found in the Alaska Statutes under Title 24.20.
OFFICE OF THE OMBUDSMAN

The Office of the Ombudsman is an investigative agency established by Alaska Statute to investigate complaints about State of Alaska departments, agencies and personnel. The office is an independent Agency of the Legislative Branch of government. Citizen inquiries and complaints are received and investigated by staff located in Anchorage, Juneau, and Fairbanks. Municipalities and school districts may contract with the office to provide local ombudsman services. State law enables the ombudsman to investigate administrative acts of State government and make determinations if agency acts are unlawful, unreasonable, unfair, oppressive, discourteously or inefficiently performed, based upon a mistake of fact or otherwise erroneous. The Ombudsman attempts to find an appropriate remedy.

At the discretion of the Ombudsman, but subject to statutory confidentiality requirements, investigative reports may be submitted to the Legislature or released publicly. As such, the Ombudsman is a resource to the Legislature in performing its legislative oversight function. The Ombudsman is empowered to make recommendations for changes in agency policies, procedures, regulations, and statutes based on findings and recommendations contained in the Ombudsman’s investigative reports.

The Ombudsman has the authority to make inquiries, inspect Agency premises, hold private hearings; issue subpoenas and has access to confidential records. Whistle blower protection is afforded to the complainants and witnesses in matters accepted for formal investigation. The names and identities of complainants are kept confidential unless the complainant waives confidentiality. The Ombudsman acts as an impartial independent fact-finder and not as an advocate for either the citizen or Agency under review.

The Ombudsman is prohibited from investigating the acts of elected officials, judges’ court rulings, matters not pursued by complainants for more than one year, or issues subject to collective bargaining agreements. Complaints may be filed in person, by FAX, toll-free phone, e-mail, mail of TTY. Statistical information and summaries of complaints made against Agencies are available from the Ombudsman.
The Ombudsman is nominated by a Legislative Ombudsman Selection Committee, confirmed by a two-thirds vote of the Legislature in joint session and approved by the Governor. The Ombudsman serves for a five-year term and may be reappointed, but may not serve for more than three terms.

OFFICE OF VICTIMS’ RIGHTS

The Alaska Office of Victims' Rights is an agency of the Alaska Legislature that provides free legal services to victims of crime to help them obtain the rights they are guaranteed under Alaska’s constitution and statutes with regard to their contacts with police, prosecutors, judges, and other criminal justice agencies in this state. The OVR also advances and protects those victims’ rights in court when necessary and authorized by law.

More information on the Office of Victims’ Rights can be found on the Legislative Affairs Agency intranet web site.
LEGISLATIVE PROCESS IN ALASKA

The Idea
The idea for a bill, or proposed legislation, may come from a Legislator, a legislative committee, a group of Legislators, a State or local Agency, a business, professional or fraternal group, an individual citizen, a lobbyist, the Governor, and so on. The idea must be communicated to a Legislator, legislative committee or the Governor for further action, as all bills must be introduced by a Legislator, several Legislators, a legislative committee, or the Governor through the Rules Committee.

Bill Drafting
A Legislator or a legislative committee transmits a proposal for a bill to the Legislative Affairs Agency, Legal Services. A work order is filled out and the Director of Legal Services assigns the request to a staff member for action. The legal staff concentrates on legal research, drafting and review to assist the Legislators and the committees in their efforts to propose new law, amend or repeal existing law, annul regulations, determine program costs, etc. This is a technical service carried out by the professional and administrative staff of the Legislative Affairs Agency under provisions of law (AS24.08), Uniform Rules of the Alaska State Legislature and the Legislative Drafting Manual.

The legislative program, or proposed legislation, of the Governor is prepared by the staff of the Department of Law under provisions of law and the Drafting Manual.

Clerical Officers
The Chief Clerk of the House of Representatives and the Secretary of the Senate, along with their technical staffs, maintain official records of action in each body, prepare the daily journals, facilitate the transmittal of work to and from the committees, between the two houses, and to the Governor. They are responsible for the flow of journal information and data entry for the history of each piece of legislation. This is transmitted to the Legislative Affairs Agency for inclusion in the computerized data on legislative action and bill status information essential to the Legislature and to the general public.
**Uniform Rules**
The Constitution of the State of Alaska provides: ‘The Houses of each Legislature shall adopt uniform rules of procedure.’ The uniform system is intended to permit the members to conduct and the public to follow the legislative process without a confusion of rules. Both Houses sitting in Joint Session as one body adopt the rules.

The rules are meant as an aid to Legislators and both Houses in the conduct of their business in the formal processing of legislative documents and the exercise of other powers and duties assigned the Legislature by constitutional and statute law.

When the Legislature meets for its daily session, it follows the order of business set out in Uniform Rule 17.

**Uniform Rule 17. Daily Order of Business**

Unless changed by a two-thirds vote of the full membership of the House, the daily order of business of each House is as follows:

1. Roll Call
2. Invocation or Meditation
3. Pledge of Allegiance
4. Certification by the Chief Clerk or Secretary to the House as to the correctness of the journal of the previous day, journal approved or ordered changed
5. Introduction of Guests
6. Messages from the Governor
7. Messages from the other House
8. Communications
9. Reports of Standing Committees
10. Reports of Special Committees
11. Introduction of Resolutions
12. Introduction, First Reading and Reference of Bills
13. Consideration of daily calendar
a. Second reading of bills of House
b. Second reading of bills of other House
c. Third reading of bills of House
d. Third reading of bills of other House
e. All other matters up for final action in the House

14. Unfinished Business
15. Announcement of Committee meetings
16. Special Orders (not set for a particular hour)
17. Adjournment

Bill Introduction
Once a bill has been prepared by Legal Services, the prime sponsor, a joint prime sponsor, or a committee chairmen receives the bill with the necessary copies. A member may introduce the bill by giving it to the Chief Clerk of the House of Representatives or the Secretary of the Senate the afternoon before it is to be introduced. Bills by the Governor are introduced by the Rules Committees and bear the sponsor notation: Rules Committee by request of the Governor. The Chief Clerk or the Secretary will assign the bill a number.

First Reading: Referral to Committee(s)
During the Daily Order of Business, the bill is introduced and read the first time with the number, sponsor(s), and the title of the bill. This is referred to as the First Reading. The bill is not read in its entirety. The presiding officer will refer the bill to a committee or committees. The jurisdiction of the various standing committees is set out in Rule 20 of the Uniform Rules.

Uniform Rule 20. Standing Committees
(a) Each House has the following standing committees with the jurisdiction indicated:
Finance (all appropriation, revenue, capital improvement, and bonding measures, the executive budget, and the programs and activities of the Department of Revenue)

Health, Education and Social Services (the programs and activities of the Department of Health and Social Services, the Department of Education and Early Development and the University of Alaska)

Judiciary (the programs and activities of the Alaska Court System and the Department of Law, and the legal and substantive review of bills referred to it for that purpose)

Labor and Commerce (programs and activities of the Department of Labor & Workforce Development relating to labor-management relations, industrial safety unemployment compensation, and workers' compensation and the programs and activities of the Department of Community and Economic Development)

Community and Regional Affairs (the programs and activities of the Department of Community and Economic Development and other matters relating to political subdivisions)

Resources (the programs and activities of the Department of Fish and Game, Natural Resources and Environmental Conservation)

Rules (interpretation of the Uniform Rules, calendar, the internal administration of the House and matters pertaining to the management of the Legislature as a whole)

State Affairs (programs and activities of the Office of the Governor and the Departments of Administration, Military Affairs and Public Safety, and the programs and activities of the Department of Transportation and Public Facilities relating to public facilities)

Transportation (programs and activities of the Department of Transportation and Public Facilities relating to transportation and other legislative matters relating to transportation)
(b) The committee chairmen are authorized to form such subcommittees as they determine to be necessary.

One copy of the bill is delivered to the first committee of referral and the original copy of the bill is kept on file by the Senate Secretary or the Chief Clerk until passed by the House of origin.

**Committee Consideration**
The committee to which the bill is referred may consider the bill in regular meetings or combine meetings with public hearings at the Capitol and elsewhere.

The committee may combine bills that deal with the same subject or add or delete its own ideas. The committee reports the bill out of committee as introduced or with changes incorporated into a committee substitute or attached amendments. Legislative Affairs Agency, Legal Services prepares a committee substitute or amendments. Committee substitutes do not replace the original bill but are considered as proposed legislation, unless adopted in the second reading. The Committee then returns the bill with its report to the Chief Clerk or Senate Secretary.

The report is read under Standing Committee Reports as part of the Daily Order of Business. The bill is then transmitted to the next committee of referral by the Chief Clerk or Senate Secretary. If the bill does not have another committee referral, it is delivered to the Rules Committee, which may schedule the bill on the Daily Calendar for Second Reading. The Rules Committee may also hold hearings on the bill and may propose amendments or a committee substitute of its own.

**Second Reading** (Receipt of committee reports; consideration of amendments)
Once the bill has been scheduled for floor action by the Rules Committee, the bill appears on the calendar in Second Reading. The bill is again read by number, sponsor(s), and title along with the standing committee reports. A motion is made on the floor to adopt a committee substitute, if any, in Second Reading. If there is an objection to adoption of a committee substitute, a roll call vote must
be taken and recorded in the journal. Any amendments to the bill are offered and voted on in Second Reading. Drafted amendments should be requested through Legislative Affairs Agency, Legal Services by the sponsor of the amendments.

Approved amendments are engrossed in the bill by the Office of the Chief Clerk or Senate Secretary. Often a bill, which has been read a second time, will be considered engrossed and advanced to Third Reading for final passage on the same day. This special advancement motion requires approval by a three-fourths vote of the membership (30 in the House, 15 in the Senate).

If the bill was not advanced to Third Reading on the same day it was read in Second Reading, it automatically appears on the Calendar in Third Reading on the next day the Legislature convenes.

**Third Reading (Final Passage)**

After the bill is read the third time and is in Third Reading, a motion may be made to return the bill to Second Reading for a specific amendment. This motion requires the affirmative vote of the majority of the full body (21 in the House, 11 in the Senate). Only action on that specific amendment may be taken at that time. Following the vote on the specific amendment, the bill is again in third reading.

The bill is passed if it receives an affirmative vote of a majority of the members of the body. If the bill has an effective date clause, a separate two-thirds vote of the membership is required (27 in the House, 14 in the Senate). Without an effective date clause, the bill becomes law ninety days after it has been signed by the Governor or permitted to become law without his/her signature. An immediate effective date causes a bill to become law the day following the Governor's signature or day of enactment without the Governor's signature. A bill may also have a specific effective date such as July 1, 2008. Certain other types of provisions require passage by more than a majority vote.

**Reconsideration**

As provided in Rule 30 of the Uniform Rules, a member may give notice of reconsideration of his/her vote on a bill. Reconsideration
may be taken up on the next calendar day unless the body, by a two-thirds vote (27 in the House, 14 in the Senate), orders the reconsideration to be taken up on the same day.

Calling up reconsideration on the next calendar day automatically places the question to be reconsidered again before the body in Third Reading. Calling up reconsideration cancels the previous vote on the question to be reconsidered as completely as though the vote had never been taken.

The time for reconsideration expires at adjournment on the next calendar day unless an extension of time is granted to the next calendar day or to a date certain by a majority vote of the members present.

**Consideration in the Other House**
After final passage in one House, the bill is then engrossed and sent to the other house where it again goes through the same introduction, committee referral, and three readings as in the House of origin.

**In Case of Disagreement** (Conference Committees)
If the second house amends the bill and adopts the amended version, the bill is returned in its amended form to the house of origin. Upon receipt of the amended bill, a motion is required to concur or not to concur in the amendments. If the amendments are concurred in, the bill is sent to the Legislative Affairs Agency, Legal Services for enrollment. Enrollment is the final preparation of the bill for transmittal to the Governor.

If the House of origin fails to agree to the amendments made by the other house, a message is sent to the second house asking it to recede from those amendments. If, by vote, the second house recedes from its amendments, the bill then goes back to the house of origin for enrollment. If the second house refuses to recede, it so advises the Presiding Officer of the house of origin. It is then in order for the Presiding Officer of each house to appoint three members to a conference committee to resolve the differences and bring in a report offering a solution.
Conference Committee
A conference committee addresses only those points of contention in the previously adopted versions of a bill adopted by either House.

If they cannot agree on amendments, or one or both houses refuses to adopt the committee report, it is then in order for the conference committee to request limited powers of free conference.

Conference Committee With Limited Powers of Free Conference
The Presiding Officer of each House may grant limited powers of free conference related only to those specific points of disagreement contained in the conference committee report.

The vote on adoption of the conference committee report in each House is recorded in the journals and requires a majority vote of the full membership of each body (21 in the House, 11 in the Senate). Certain other types of provisions require passage by more than a majority vote.

Enrollment and Signature
When both Houses have passed a bill, the bill is sent to the Legislative Affairs Agency, Legal Services where it is rechecked by the Legal Editor and the Revisors. Any needed corrections are made, and a cover page and authentication page are added. If corrections are made by the Revisor, the Chief Clerk and Senate Secretary are so notified and they must notify the Speaker of the House and President of the Senate. The bill in final form is then returned to the house of origin where it is signed by the Presiding Officer and Chief Clerk or Senate Secretary and then sent to the second House for like signatures. It is then returned to the House of origin and formally transmitted to the Governor for review and action.

Role of the Governor
The Governor has 15 days, Sundays excluded, to act on a bill if the Legislature is in session. If the Legislature has adjourned, the Governor has 20 days, excluding Sundays. During either period, the Governor may have the bill examined by the Department of Law and affected agencies before acting on it.
By constitutional mandate, the Governor must sign the bill, veto the bill or let it become law without his/her signature. If the Governor vetoes a bill or reduces or vetoes an appropriation item (line item veto), the Governor must return it with a statement of his/her reasons for vetoing it and do so within the constitutional time limits.

If the Legislature is in session, both houses may agree on a time to meet in joint session to override or sustain the veto. The Houses sit in joint session as a unicameral body and it takes two-thirds (three-fourths if an appropriation bill) of the membership of the combined Houses to override the veto and have the bill become law. If the Legislature has adjourned, the vetoed bill must be taken up within five days after the convening of the Legislature in its second regular session or any special session.

A Legislature consists of two regular sessions – a first Regular Session convening in odd-numbered years and Second Regular Session convening in the following, even-numbered year and any special sessions held during that biennium. The Legislature meets for not more than 121 days in regular session, unless extended. Regular sessions are January to May. If the Governor vetoes a bill after the adjournment of a second regular session of a Legislature, the veto will not be dealt with unless a special session is called before the next Legislature convenes.

When the Governor allows a bill to become law without his/her signature, he/she advises the Legislature by special message as required by the Alaska Constitution.

**From A Bill To An Act To Law**
When the Governor signs the bill or allows it to become law without signature, the bill becomes an Act and is given a chapter number. The session law is returned to the Legislative Affairs Agency where the notations on the date of signing and actual effective date of the Act are affixed. The former bill is now designated Chapter __, Session Laws of Alaska 20___ (Current year) and is printed in slip law form.

When the session work is completed, the Session Laws of Alaska are compiled, indexed, and distributed to Legislators and Legislative
Information Offices. The Alaska State Library makes other distributions and prepares complete indexed sets available for public purchase. The session laws are reviewed by the Agency's Revisor of Statutes and sent on to the publisher of the Alaska Statutes, along with the Revisor's notes, for annotating and printing. At the end of each session, the Legislative Affairs Agency, Legal Services publishes The Summary of Alaska Legislation, which contains synopses of all bills passed or vetoed, tables of statute sections amended or repealed, and other statistical data on the session.

Approximately three months after all session-related materials are sent to the publisher, the title pamphlets of the Alaska Statutes, which are the permanent law and temporary and special acts, are ready for use. In the meantime, the session laws as published in slip law form, along with any technical modification noted by the Revisor, are in general use.

And Then . . .
When an Act becomes effective it is subject to enforcement, observance, and administrative action, as appropriate. The Act, now law, may be subject to implementation by an agency through the adoption of administrative regulations, which spell out the details of how the law is to be applied (See AS 44.62, AS 24.20.105, and provisions dealing with the Administrative Regulations Review Committee).
Allowance Policy
Approved by Legislative Council December 20, 2016,
Effective January 17, 2017

The Legislative Allowance set out in AS 24.10.110 is an allowance for postage, stationery, stenographic services, and other expenses. Legislative Council policy of November 21, 2013 provides that all Legislators' allowance will be administered as an accountable plan. The Legislative Council sets the amount of the annual allowance, currently up to $12,000 for Representatives and up to $20,000 for Senators.

Legislators appointed to fill a term of office are entitled to a prorated allowance amount at the rate of up to $1,000 for the House and up to $1,667 for the Senate for each month remaining in the calendar year. Occasionally, a Legislator will be appointed to a vacant seat in the other house. When this occurs, the Legislator is entitled to a pro rata share of the allowance amount for each house, determined by the time served in each body.
The purpose of this policy is to maintain a safe office work environment free of allergens or other maintenance issues caused by animals and to provide professional surroundings in office space where legislative business takes place. This policy prohibits legislators, legislative employees, and others from bringing pets or comfort, therapy or companion animals into office space occupied by the Legislature.

Except for 1) service animals used to assist the disabled, or 2) fish or birds, as long as they do not create maintenance issues or disrupt business, animals are not allowed in office space occupied by the Legislature unless authorized for official purposes.

A service animal is any guide dog, signal dog, or other dog or animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself.

The partner/handler must be in full control of the service animal at all times. The care and supervision of the service animal is the sole responsibility of its partner/handler. The service animal must be on a leash and/or under the direct control (i.e. voice or signal commands) at all times. The partner/handler is responsible for ensuring the animal does not soil furniture, floor, carpeting, etc. The partner/handler is fully responsible for any damages caused by the animal or its wastes.

Individuals who bring unauthorized animals into office space occupied by the Legislature will be asked to remove them. The Legislative Affairs Agency will fine repeat violators $25 per incident and may request local animal control officials to remove the animals from the facility.
Citation Policy,  
September 12, 1995

Citation reservations are first come, first reserved.

Regular citations are limited to ten per member per session. This does not include in memoriam citations.

There is a limit of two originals per citation unless it is an in memoriam citation.

In memoriam original citations are limited to immediate family members only—parent, spouse, children.

Print Shop copies are limited to 50.

Special requests will be referred to the Presiding Officers or Legislative Council Chair for approval.
Coin Policy
April 14, 2009

Per the Legislative Council each Legislator will initially receive 10 free coins (five silver, five copper). Two of the ten coins are engraved with the Legislator’s name.

Additional coins will be available from the Executive Director’s Office for purchase. The coins are $4.00 each.

Initially, there will be a limit of 50 coins per Legislator per year for purchase.
Computer Systems Acceptable Use Policy

Adopted by Legislative Council

The purpose of this document is to state the policy of the Legislative Branch regarding the use of the Internet and electronic mail by Legislators and legislative employees when they access the Internet or Intranet through equipment or other facilities provided or serviced by the Agency.

Electronic mail and access to the Internet provide a valuable communication tool for Legislators, legislative staff, State agencies and the public. As with all other forms of communication, this tool must be managed in a manner that maintains public trust and confidence in the Legislature. One of the greatest distinctions, and dangers, of electronic mail and other forms of access to the Internet is that people treat it far more informally than other forms of business communications. People can copy and circulate it far more easily than traditional paper communications. In the interest of protecting the Legislature and its employees, the Legislative Council adopts the following policies to apply to all access of internal and external data communication systems:

1. Users of the system must respect the privacy of other users and their intellectual property or data. Users shall not intentionally seek information, obtain copies, modify files or data, or use passwords belonging to other users without proper authorization.
2. Users shall not represent themselves as another user, unless authorized to do so by that user.
3. Users shall respect the legal protection provided by copyright and licensing laws to software and data.
4. Users shall protect the integrity of the Legislature’s computer system. Users shall not intentionally propagate programs that harass other users or infiltrate a computer or computer system.
5. Users shall not damage or destructively/maliciously alter the software or other components of legislative computers or computer systems, or install unauthorized software or hardware peripherals.

State law establishes the general principles for use of state facilities, such as Internet access provided by the Agency. In general, a
Legislator or a legislative employee may not use state-provided access to the Internet for non-government purposes or for the private benefit of the Legislator, the employee, or another person. See AS 24.60.030(2).

The law regulating use of public assets and resources permits Legislators and legislative employees to make use of the Internet fully for legislative-related purposes. This policy recognizes that Legislators, in particular, have broad responsibility and interests related to their duties.

There is an exception to the general limit on the use of public resources. Under the exception, a Legislator or legislative employee may make limited use of state resources and property, including Internet access, for personal purposes if the use does not interfere with the performance of public duties and the cost or value related to the use is nominal. See AS 24.60.030(a)(2)(A).

APPROPRIATE USE
Legislators and staff may use legislative computers and computer systems to:

1. facilitate communications between Legislators, staff, state agencies, citizens of the State, and others concerned with state business, including transfer of documents;
2. access databases and files to obtain work-related reference material or to conduct legislative-related research, or other appropriate legislative business;
3. expedite administrative duties in direct support of work-related functions;
4. prepare information for use in bill preparation, committee hearings, and floor debates;
5. preserve historical information related to the Legislature; and
6. communicate with others to pursue professional and career development, including professional organizations.
LIMITED ACTIVITIES AFFECTING NETWORK PERFORMANCE

The Legislature’s Network Administrator will intercept Internet or network activity negatively impacting the Legislature’s servers or network performance. With the assistance of automated network monitoring systems and reports, Information Technology staff are alerted to non-standard network behavior that can impact the network. These reports detail such items as excessive downloads, inappropriate websites, large files, and other behavior that may signify a problem. Network Administrators will notify the sender that the activity would have seriously impacted the mail server or network. Information Technology will periodically notify legislative offices of how to avoid overloading the network i.e., all users messages, audio/video streaming, emails with large attachments, etc.

INAPPROPRIATE USE
No person shall use legislative computers and computer systems to:

1. violate any State or Federal law or regulation;
2. promote any commercial venture or political campaign;
3. raise funds or engage in public relations activities that are not directly related to state business;
4. intentionally disrupt network or system use by others, either by introducing worms, viruses, Trojans or by other means;
5. misrepresent oneself, a state agency, the Legislature, a Legislator, a state employee, or the State (including unauthorized use of another’s password or login code); or
6. transmit or, with foreknowledge, receive obscene materials; and
7. download, execute or install desktop PC software from the Internet, or from any other form of media (including diskettes, USB pen drives, CD-ROM, zip discs, and zip drives).
8. download or store MP3, WAV, or any other format of music files not specifically related to Legislative duties on network disk drives as well as local computer hard drives.
9. download email from accounts outside the Legislative email system. Users will not configure their email clients to allow downloading of email or attachments, which avoid existing email antivirus systems.
CONSEQUENCES OF MISUSE OF INTERNET ACCESS
If a Legislator or legislative employee violates the above guidelines and misuses the person’s state-provided access to the Internet, the misuse may result in the person losing the Internet access and may constitute a violation of the Legislative Standards of Conduct established under AS 24.60. In addition, an employer may consider this misuse when evaluating the performance of a legislative employee, and serious misuse could lead to dismissal of the employee. Finally, certain types of misuse could result in criminal prosecution and/or civil liability.

INTERNET LINKS WITH INDEPENDENT WEB PAGES
A Legislator or a group of Legislators may link their independently maintained Web pages to Web pages maintained by the Legislature. State resources (e.g., personnel, hardware, or software) may be used to create a single link from each Legislator’s biographical page on the Legislature’s maintained Web pages to an individual’s or group’s independently maintained Web page. The Legislature will notify the user they are leaving State maintained Web pages with a disclaimer notice. Additionally, a single link may be provided to the House and Senate Majority Web site and the House and Senate Minority Web site from the Legislature’s main Internet Web page.

THE USE OF SOCIAL NETWORKING FOR COMMUNICATIONS WITH CONSTITUENTS

With the emergence of Social Networking technologies and “web 2.0” websites, new opportunities to connect with constituents have arisen. All legislative employees need to be aware of the potential privacy and security risks that are associated with the use of social networking sites (or any other site that might contain personal or otherwise private information).

Information such as birthdates, birthplace, family names, pet names, telephone numbers, and street address are examples of information that can be used by banks, and insurance companies to verify your identity. This same information can be used by identity thieves to access you most sensitive information.
Legislative Council strongly advises all legislative employees to carefully consider what information is posted on social networking sites, as well as the internet in general.

In order to reduce the Legislature’s exposure to spam, viruses, and phishing exploits, no legislative email addresses should be used in the profiles of legislative employees with Facebook webpages. Likewise, passwords used for Facebook access, should be unique to Facebook and not similar to passwords used at the State of Alaska.
Employment Policy
Senate/House Employees
Effective Date: July 1, 2005
Amends Employment Policy adopted by
Senate-House Joint Journal Supplement, 3/22/88, No. 17

This Policy governs the employment of those legislative employees under the authority of the Senate or House Rules Committees during the legislative session and under the authority of the Senate President or Speaker of the House during the interim. These employees include staff to individual Legislators, staff to standing and special committees, the staffs of the Senate Secretary’s and Chief Clerk’s Offices and those employees under the direct supervision of the Rules Committees, i.e. employees in the Legislative Lounge and the staffs of the Sergeant at Arms.

This policy does not apply to employees hired under AS 24.10.210.

These Senate/House legislative employees are to be hired under the following provisions:
Within the budget constraints, the Rules Committee Chairmen during session and the President and Speaker during interim will determine the number of employees and at what pay ranges each of the individual Legislators and Committee Chairmen will be authorized to hire and for what period of time.

Within the budget constraints, the House and Senate Finance Committee Co-Chairmen will determine the number of pay ranges each of the individual Legislator on the Finance Committee will be authorized to hire from the Finance Committee budget, and for what period of time.

Employees will be selected by and serve at the pleasure of the individual Legislator.

No employees will be put on the payroll above a range 24.

Each chamber is allowed a maximum of nine (9) leadership staff, which includes the leadership staff of the Finance Co-Chairs.
The individual Legislator will submit a request for the authorization to hire to their respective Rules Chairman during session and to the Senate President or Speaker of the House as appropriate during interim or the Finance Committee Co-Chairmen as appropriate. The authorization to hire will be forwarded to the LAA Personnel Office. At that time, the employee will be able to complete the necessary paperwork and be put on the payroll.

**SALARY SCHEDULE**

<table>
<thead>
<tr>
<th>Position</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Assistant</td>
<td>24, 23, 22</td>
</tr>
<tr>
<td>Finance Assistant</td>
<td></td>
</tr>
<tr>
<td>Senate Secretary/Chief Clerk</td>
<td></td>
</tr>
<tr>
<td>Legislative Assistant</td>
<td>21, 20</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>19, 18</td>
</tr>
<tr>
<td>Assistant Senate Secretary</td>
<td></td>
</tr>
<tr>
<td>Assistant Chief Clerk</td>
<td></td>
</tr>
<tr>
<td>Sergeant-at-Arms</td>
<td></td>
</tr>
<tr>
<td>Legislative Chef</td>
<td>19, 18, 17</td>
</tr>
<tr>
<td>Assistant Sergeant-at-Arms</td>
<td>17, 16</td>
</tr>
<tr>
<td>Researcher</td>
<td></td>
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<tr>
<td>Lounge Assistant</td>
<td>16, 15, 14</td>
</tr>
<tr>
<td>Legislative Secretary</td>
<td>15, 14, 13</td>
</tr>
<tr>
<td>Lounge Attendant</td>
<td>14, 13, 12</td>
</tr>
<tr>
<td>Clerk</td>
<td>12, 11, 10</td>
</tr>
<tr>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>Messenger</td>
<td>10, 9</td>
</tr>
</tbody>
</table>

**Benefits**
Except as provided for hourly employees, all employees will be paid on a monthly basis on the salary schedule in effect for classified and partially exempt State employees. (See AS 39.27.011(a).) NOTE: No commitment for the continuation of employment is to be assumed. Employees serve at the pleasure of their respective supervisor and upon the authorization of the appropriate authority.

Employees do not receive a geographic pay differential, either during session or interim.

All monthly paid employees receive full medical, retirement and leave benefits. Monthly paid employees do not receive compensatory time or overtime and are on call 7 days per week.

Hourly pay based on the current salary schedule will also be available for short-term employment. Hourly employees may receive retirement benefits.

**LONGEVITY**

Longevity is awarded on the 16th of the month following an employee's eligibility. Longevity increases are determined according to the following:

- **Step A** - no prior legislative experience
- **Step B** - Two legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- **Step C** - Four legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- **Step D** - Six legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- **Step E** - Eight legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- **Step F** - Ten legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- **Step J** - Fourteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or
higher level.

Step K - Eighteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or higher level.

Step L - Twenty-eight legislative sessions of at least 100 days each, or five full years with the legislature at a comparable or higher level.

Step M - Thirty-six legislative sessions of at least 100 days each, or four full years with the legislature at a comparable or higher level.

A comparable level of service is defined as work performed in a position with similar duties and responsibilities under the following guideline:

- Range 24, 23, 22
- Ranges 21, 20
- Ranges 19, 18
- Ranges 17, 16
- Ranges 15, 14, 13
- Ranges 12, 11, 10, 9

When promoted to a position with a higher range that is not comparable, step placement above Step A may be granted in order that the employee receive, in effect, a one-step increase. Subsequent longevity steps may be granted upon completion of additional qualifying experience.

Those employees who would not be eligible under the revised Policy for the step, which they are currently being paid, will retain that step until they would be eligible for the next step under the revised Policy.

Leave
Legislative employees are subject to the statutes regarding the accrual and use of personal leave. All employees who receive leave benefits accrue leave at a rate based on their prior service in the positions with leave benefits. The Legislative Affairs Agency Personnel Office should be notified by the supervisor when an
employee is absent either in a memorandum or with submission of a leave slip. Leave slips should be completed by the employee, signed by the employee’s supervisor and submitted to LAA Personnel immediately upon the employee’s return to work.

Employees accrue leave time on the following basis;

2 days (15 hours) for each full monthly pay period for employees with 0-2 years of service in a leave accruing position.

2.25 days (16.875 hours) for each full monthly pay period for employees with 2-5 years of service in a leave accruing position.

2.5 days (18.75 hours) for each full monthly pay period for employees with 5-10 years of service in a leave accruing position.

3 days (22.5 hours) for each full monthly pay period for employees with 10 or more years of service in a leave accruing position.

This Policy is effective July 1, 2005.

In order for an employee to qualify for the below one-time exception they must:
(a) be active on the payroll on Thursday, June 30, 2005, AND
(b) be moved to the new position on Friday, July 1, 2005.

ONE TIME EXCEPTION: Employees active on the payroll on June 30, 2005, if placed at a higher range by this policy, will retain their step in the higher range as if the step were earned. (Example: Employee at a range 19 step E promoted by this policy on July 1, 2005 to a range 21 will be granted E step as if it were earned. They would only need two more legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher to advance to F step). On July 1, 2005, it is the intention of the Rules Chairmen and the Presiding Officers to allow two additional ranges to existing staffing allotment to all legislators. In addition, legislators in leadership positions will be allowed an additional one range for a total of three ranges to their existing staffing allotment. The additional ranges will be authorized by
either the Presiding Officer or the appropriate Finance Co-Chairmen. (Example: A legislator has a staffing allotment on June 30, 2005 of one range 15 and one range 19 for a total of 34 ranges staffing allotment, on July 1, 2005 that legislator will have a total starting allotment of 36 ranges). If at any other time after July 1, 2005 an employee is hired or promoted their step placement will follow the normal step placement procedures. They will be given at least a one step increase and, if that places the employee above A step, they will be at that step until they earn it.
Encumbrance Policy
Adopted by Legislative Council June 4, 1996

Personal Services

Personal services costs are charged to the fiscal year’s appropriation in which the wages were earned.

Travel and Moving

As a general rule, the date of travel or the date of the move determines which fiscal year’s appropriation is to be charged. However, if the travel or move spans two fiscal years the costs need not be prorated, but can be charged to the fiscal year’s appropriation receiving the most benefit.

Contractual Services

As a general rule, the date the service is received determines the fiscal year’s appropriation to be charged.

EXAMPLE: A contract entered into in March, with a period of performance beginning in March and ending in September, would have 4 months (March, April, May, June) charged to one fiscal year, and 3 months (July, August, September) charged to the subsequent fiscal year. The contract will state that funds will be encumbered for the current fiscal year of the contract, but that if sufficient funds are not appropriated to fund the contract in the subsequent fiscal year, the contract will be canceled.

A contract for services to conduct a specific project or prepare a specific report in which the length of time for completion of the services extends into the next fiscal year, may be encumbered at year end if the following conditions are met:

The contract is for a “fixed price” and the product/service is not severable as to fiscal year.

The specific item or project is identifiable in the budget.
Materials, Supplies, and Equipment

As a general rule, the date of the obligation to purchase materials, supplies, or equipment determines the fiscal year’s appropriation to be charged as long as the goods are reasonably expected to be received by August 31st of the subsequent fiscal year. An obligation to purchase materials, supplies or equipment is established by placing an order with a vendor. This obligation may be documented with a delivery order or purchase order.

Reimbursable Services Agreements (RSAs)

RSAs are contracts for services between state agencies and in general should follow the same rules as applied to contracts for services with private sector vendors.

Utility and Service Charges

At times, invoices for utility charges cover part of June and July. In such cases the invoices need not be prorated, however they should be charged in a consistent manner which will result in each fiscal year’s appropriation being charged for twelve months of service.
Flag Policy
February 4, 2010

It is the policy of Legislative Council that upon the passing of a State Legislator, the Alaska State Flag flown over the Capitol on the day of the Legislator’s passing be presented to the family of that Legislator. The Legislative Council Chair may designate another party to receive the flag if necessary.

The Legislative Council Chair may authorize the presentation of an Alaska State Flag flown over the Capitol to mark the passing of a non-legislative person to the family of that person. The Legislative Council Chair may designate another party to receive the flag if necessary.
Furlough Policy
Adopted by Legislative Council December 20, 2016

When necessary for budgetary constraints or for other operational needs Legislative Branch employees may be placed on furlough as directed by their hiring authority. Statutory hiring authority for the Legislative Branch is set out in AS 24.10.200 (House and Senate Employees), AS 24.10.210 (Employees of Legislative Agencies), AS 24.20.050 (Executive Director and Staff Legislative Affairs Agency), AS 24.20.221 (Staff Legislative Finance Division), AS 24.55.070 (Staff and Delegation Office of the Ombudsman), and AS 24.65.070 (Staff and Delegation Office of Victims’ Rights).

- Any day or period for which an employee is furloughed does not change an employee’s merit anniversary date, leave base date, or leave accrual.
- Any day or period for which an employee is furloughed does not jeopardize an employee’s eligibility for health insurance.
- Any day or period for which an employee is furloughed does not jeopardize an employee’s holiday eligibility.
- Any day or period for which an employee is furloughed does not count as leave without pay for replacement of seasonal leave without pay.
- Any day or period for which an employee is furloughed does reduce the amount allocated to each individual legislator’s personal service budgets and therefore cannot be used to augment the individual legislators range allotment.
- Any day or period for which an employee is furloughed does count toward their mandatory leave requirements.
- An employee may give up five days of personal leave without compensation in lieu of taking five days of furlough.

Employees are “furloughed” when they are directed not to report for work and required to take a period of unpaid absence from work. In order to count as a furlough the absence must be at least a full day in length. Furlough can only be done in full day increments and cannot be done on an hour for hour basis.
Section 1. Introduction

Purpose
The best computing industry practices indicate that the Alaska State Legislature can achieve two benefits by implementing strong IT computing standards: (1) minimize the costs to support IT services; and (2) provide efficient management of the IT computing environment.

Implementing standards reduces the number of computer platforms, operating systems, hardware manufacturers, applications and computing services for the Legislative Affairs Agency (Agency) to support. By streamlining the technologies and services it supports, the Agency can better manage its IT resources and provide improved support services to the Alaska State Legislature.

Computer Standards Policy
The Legislative Council shall establish, implement, enforce, review and update policies and standards for the computer systems assigned to legislators’ offices and legislative committees, including commissions and task forces. A yearly review of policies and standards is recommended.

Background
On February 8, 2001, the Legislative Council Chair appointed the Subcommittee on Information Technology (IT Subcommittee) to review the IT services provided by the Agency and make recommendations for improving its services.

Information Technology (IT) Subcommittee
At its discretion, the Legislative Council Chair may appoint an Information Technology (IT) Subcommittee to review and recommend IT policies and standards to the Council for adoption or amendment. The IT Subcommittee has been instrumental in making significant improvements to the legislative computing environment. For example, the subcommittee established desktop computer standards and provided for a four-year plan to fully implement
them. It provided funding to move all legislative applications off the mainframe into a new client/server applications environment. By establishing policy and implementing long-term plans, the subcommittee provides continuity for the staff over the years.

Legislators’ Offices and Legislative Committees, Including Commissions and Task Forces
The provisions of this policy apply to Legislators’ Offices and legislative committees, including commissions and task forces. However, the provisions of this policy do not apply to the Division of Legislative Audit and the Division of Legislative Finance.

Legislative Affairs Agency and Other Legislative Entities
Unless specifically provided otherwise, the provisions of Sections 2.-5. do not apply to the Legislative Affairs Agency, the Chief Clerk’s Office, the Senate Secretary’s Office, the House and Senate Records Offices, the House Senate Finance Committee Secretaries, the Ombudsman’s Office and other entities requiring IT support services from the Agency.

For these offices, the Agency shall establish, implement, enforce, review and update specific policies and standards for the production services within the legislative computing environment including the Wide Area Network (WAN), Local Area Networks (LAN), desktop and laptop computers and other IT support services. The Agency will integrate the IT policies and standards, as adopted herein by the Council, into policies and standards encompassing the complete legislative computing environment.

Section 2. Support Services for Desktop and Laptop Computers

Purchasing Authority for Desktop and Laptop Computer Systems
Only Legislators and legislative committees, including commissions and task forces, with funding authority may purchase computer systems for Legislators’ Offices and legislative committees, including commissions and task forces. The Agency is not budgeted to purchase computer systems for Legislators’ Offices and legislative committees, including commissions and task forces, the Division of Legislative Audit, the Division of Legislative Finance.
and other legislative entities not part of the nonpartisan Agency budget.

Procurement
The Agency shall procure all desktop and laptop computer software and hardware for the Alaska State Legislature, except for the Legislative Budget and Audit component entities, which may optionally request the Agency to procure computer software and hardware. All computer software and hardware procured shall comply with the standards of this policy.

Authorization to purchase software and/or hardware shall be in writing and must clearly identify the source of funding. The Agency’s procurement procedures for computer software and hardware shall comply with the procurement procedures adopted by the Council. Procurement shall include working with the requestor, obtaining information from vendors, selecting vendors, issuing purchase orders, tracking orders, receiving orders, creating inventory records and processing bills.

Management
All IT projects and support services shall integrate standard desktop, laptop, and PDA software and hardware.

Network Connectivity
Information Technology shall provide support services for the Wide Area Network (WAN), Local Area Networks (LANs) and applications environment to interconnect desktop and laptop computer systems. Only standard desktop and laptop systems will be connected to the network.

Programming
Information Technology shall review and approve software programming for desktop and laptop computer systems.

Maintenance
Information Technology shall provide for all software and hardware maintenance of desktop computer systems. Information Technology will provide for service and maintenance of laptop computers.

Support Services
Information Technology shall perform services in support of desktop and laptop computer systems, including:

- Helpdesk Support
- Hardware repair
- Network Support (wired and wireless)
- Problem Support
- Software Configuration
- Moving Equipment between Juneau and District Offices
- Session Start-Up and Wrap-Up
- Classroom and Individual Training
- Manuals and User Guides
- Software and Hardware Inventory
- Consultations
- Certify and Approve Nonstandard Hardware and Software for Desktop, Laptop, and PDA platforms
- Remote desktop support

Section 3. Standard Desktop and Laptop Computer Software

Standard Software
For the list of Legislative Council approved standard software, refer to Appendix A. Standard Computer Software.

Software Version Currency
Information Technology shall work with the Council to establish an appropriate version of each software application to install on all computer systems.

Standard Software Alternatives
Information Technology shall research alternative options for the IT Subcommittee to recommend as standard software, such as for the Internet browser and calendaring application.

Assignment of Computer Software
The Chairs of the Rules Committees or Presiding Officers, as appropriate, shall assign standard desktop and laptop computer software applications to Legislators’ Offices and legislative committees, including commissions and task forces. Each computer will receive only the specific software packages as assigned.
Installation of Software
In compliance with the assignment of software copyright protection provisions of this policy, Information Technology shall install all software on all computer systems. Information Technology shall install only standard software, except in situations when Information Technology determines that nonstandard software is necessary to keep systems productive. Appropriate technical staff may receive authority rights to install software as approved by Information Technology.

The installation of nonstandard software will follow strict testing procedure to ensure the software does not compromise our network security, network performance or computer support.

Software Copyright Protection
All software installations shall comply with all requirements of applicable copyright agreements and federal copyright laws. Software may not be copied by any Legislator or legislative employee in violation of copyright agreements or federal copyright laws.

Installing Nonstandard Software on PCs
As approved by Information Technology and Legislative Council, nonstandard software may be installed by Information Technology on computers after thorough validation for network compatibility and security.

Section 4. Standard Computer Hardware

For the list of Legislative Council approved standard hardware, refer to Appendix B. Standard Computer Hardware.

Assignment of Computer Hardware
The Chairs of the two Rules Committees or Presiding Officers, as appropriate, shall assign only standard desktop or laptop computer equipment to Legislators’ Offices and committees, including commissions and task forces.
Installation of Computer Hardware
In compliance with the assignment of desktop and laptop hardware provisions of this policy, Information Technology shall install only standard computer hardware.

The installation of nonstandard hardware will follow strict testing procedure to ensure the hardware does not compromise our network security, network performance or computer support.

Maintenance of Computer Hardware
Information Technology shall maintain all standard hardware covered under this policy, including parts inventories and maintenance manuals. To minimize downtime, Information Technology shall maintain an inventory of spare desktop equipment to replace production equipment in need of repair. Replacement hardware shall be similar in capabilities to equipment replaced. When necessary, Information Technology shall solicit outside maintenance support for component repair or for repair of laptop computers.

Returned Desktop and Laptop Hardware
Prior to redistribution, Information Technology shall destroy all documents, files and data left on computer equipment returned to the Agency. A three (3) pass random wipe is used to delete information (each sector of a disk is erased and written to a minimum of three times). This procedure conforms to a DoD 5220-22.M compliant wipe utility.

Legislators not returning to the Alaska State Legislature shall return all assigned computer equipment to the Agency no later than December 31 of the year prior to the start of the next legislative session.

Personally Owned Computers
Information Technology will assist Legislators with connecting their personally owned Windows operating system based laptops on Legislative computer networks via a wireless connection. Information Technology will also assist the Legislator with the configuration of the computer to ensure standards are maintained and that adequate virus protection, spyware protection, and current operating system patches are installed (at no cost to the State).
Section 5. PDAs and Other Hardware

The installation of other computer hardware such as Personal Digital Assistants (PDAs), Smart Phones, Digital Cameras, multifunction devices, and/or scanners, will be treated as non-standard equipment and must be approved by Information Technology and Legislative Council prior to being connected to state resources. This is necessary to ensure the hardware does not compromise our network security, network performance or other computer support.

Section 6. Security

Desktop and Laptop Computer System Security
The Windows operating system shall be configured to impose strict security functions. Users will not have authority to install any software on their desktop computers or laptop computers.

Required Password Changes
All Legislative Computer users will be required to change their network and email passwords at least annually. Passwords must be changed during the month of October. Passwords must be at least 8 characters long and include a mixture of characters and numbers. Common words, such as those found in a dictionary should not be used.

Best computing practices state that your passwords should be as complex as possible to avoid being compromised. Complex passwords contain a mixture of characters, numbers, and special characters, using both upper and lower case. More frequent changes to passwords are also encouraged.

Section 7. Privacy and Confidentiality of Information

Confidentiality of Information
In accordance with the Public Records Policy regarding Legislators’ records adopted by the Legislative Council, the Agency shall treat all documents, files and data on Legislators’ computer systems,
other media and the network as confidential information, including all data created for backup purposes.

Section 8. IT Resource Usage

Internet, Intranet and Network Usage
In accordance with the *Alaska Legislature Computer Systems Acceptable Uses Policy* adopted by Legislative Council, Legislators and staff may use Internet and network resources.
Appendix A.

Standard Computer Software

Standard Desktop and Laptop Computer Software
3. Calendaring and Appointment Scheduling Software: Outlook (Exchange)
4. Electronic Mail: Microsoft Outlook
5. Database Maintenance: MS Access (Claris FileMaker will continue to be supported).
6. Internet Web Browser: Microsoft Internet Explorer, or Mozilla Firefox, with add-ons:
   i. Adobe Acrobat Reader
   ii. RealPlayer, WinAmp & MS Media Player
   iii. QuickTime
   iv. Shockwave Flash
   v. Scalable Vector Graphics (SVG)
7. Page Layout and Newsletter Design: Adobe PageMaker (one per office)
8. Network Based Database and Document Research: Folio Bound Views
9. POMS
10. Norton Endpoint Protection software
11. LANDesk Network Management Agent
12. FTR Player
Appendix B.

Standard Computer Hardware

Standard Desktop Computers and Printers
1. The standard desktop computer system shall run Microsoft’s Windows 7 operating system.
2. Information Technology shall purchase desktop computers manufactured by Dell.
3. The standard desktop printer shall be a generic Hewlett-Packard black & white laser printer.

Standard Laptop Computers and Printers
1. The standard laptop computer system shall run Microsoft’s Windows 7 operating system.
2. The standard laptop computer will be manufactured by Lenovo.

Standard Tablet Computer
1. The standard tablet computer is the Apple iPad.
Interaction with Demonstrators Policy
Approved by Legislative Council
August 23, 2013

With the exception of actions to immediately preserve health, life, safety, or to enforce law, municipal code, or formal Legislative Council Policy as part of official job duties, no legislative employee will take any action that intentionally interferes with a peaceful assembly, including using any state equipment to shield visual images from view.

If an action is required to perform necessary job duties that would cause interference with a peaceful assembly, the employee or supervisor directing the action will notify the Chair of Legislative Council in advance of the action.

Any legislative employee that is asked or ordered to take an action in violation of this policy by anyone with actual or apparent authority over his or her job duties shall come to the Chair of Legislative Council or the Chair of the Rules Committee of either body for approval prior to taking the action.
Keys, Parking Permits and Other Accountable Property Policy
(Adopted by Legislative Council on January 3, 2002, Updated on April 27, 2006)

A. Policy Introduction:

It is important for the Alaska State Legislature to provide a secure work environment and have materials and/or equipment available for employees when necessary. This policy will make keys and parking permits accountable so we can be assured that individuals who have access to our buildings and parking spaces are current employees of the Alaska State Legislature. The policy is also designed to address other accountable property such as laptop computers, cell phones, pagers, purchase cards, etc., ensuring the Legislature does not bear the entire cost to replace equipment lost or damaged through employee negligence, and that the property is available for all employees who need to use it.

B. Policy Statement:

Money owed to employees leaving the payroll must be offset with money they owe the Legislature. Accountable property has a monetary value and will be considered as money owed to the Legislature until such time as it is returned. Accountable property is not transferable and must be returned to the issuing office unless the issuing office has approved other arrangements. The issuing office is responsible for notifying the Personnel Office when Accountable Property is issued to an employee. Before processing final pay for an employee, the Legislative Affairs Agency, Personnel Office, is required to review the employee’s file for outstanding debts and/or property including, but not limited to, keys, laptop computers, cell phones, pagers, parking permits, purchase cards, etc. The Personnel Office will deduct the monetary value of the accountable property from final and terminal leave pay. The Executive Director will establish the monetary value of the accountable property taking into account reasonable fees, replacement value of equipment, and costs for reissuing keys or parking permits. Costs for rekeying a building or reissuing parking permits for a parking area may be considered. If an employee returns the equipment late, but before the equipment has been replaced, the employee will be compensated for the payroll
deduction. The monetary value of all property not returned to the issuing office will be deducted from the final and terminal leave pay.

Damaged or lost property will be subject to this policy unless the property was damaged or lost in the course of official business. Examples of this are: Laptop destroyed while going through airport security, cell phone broken by a Procurement Officer while moving equipment, etc. When this occurs, the employee must document the situation in writing and send the documentation to the issuing office. If the damage or loss was not in the course of official business, the cost of repair or replacement will be the responsibility of the employee. If the repair/replacement cost is not paid before the employee leaves the payroll, the outstanding balance will be deducted from the employee’s final and terminal leave pay.

The Executive Director or designee(s) will make the determination on issuing of accountable property to non-legislative employees for business reasons. Requests must be made in writing to the Executive Director’s Office. These exceptions should be for safety and welfare of legislative employees or for special business needs, and should be few. These exceptions may require a security deposit to ensure accountable property is returned.

Keys or keycards may only be issued to state employees or members of the press who are actively renting space in a legislative building. Contractors may be issued keys or key cards at the discretion of the Building Manager.

C. Keys and Parking Permits:

For security and safety of legislative employees, it is important that the issuing office have a complete accounting of keys and parking permits issued to legislative employees. If keys are not returned, the issuing office may need to arrange for an office to be re-keyed and for new keys to be issued to those who need them. If parking permits are not returned to the issuing office, the issuing office may need to make arrangements to replace all parking permits for that location. A fee will be charged to reissue a lost key or parking permit. If these costs are still outstanding when an employee goes into layoff or terminates, these costs will be deducted from the final
pay of an individual who does not return keys or parking permits. Keys and parking permits will not be issued to individuals who are not employed with the Legislature unless as described under Part B of this policy. Individuals who are not employed with the Legislature must make arrangements with the issuing office. These arrangements may require a security deposit to ensure accountable property is returned. The issuing office will return the deposit at the time the keys/permit are received.

D. Other Accountable Property:

Other accountable property is maintained by the Legislative Affairs Agency for use by legislative employees when there is a business necessity. It is important for the issuing offices of this property to have a full accounting of the property so that it is available for the use of all employees in the course of doing official business. This property includes, but is not limited to, laptop computers, cell phones, pagers, purchase cards, or any other property designated by the Legislative Affairs Executive Director. Failure to return this property when requested by the issuing office may result in the monetary value being deducted from the employee’s pay. In the case of purchase cards, the monetary value may be equal to the maximum value of the credit line on the purchase card. Employees issued purchase cards are required to report, immediately upon discovery of the loss or theft, the status of their card to the purchase card company and the Accounting Office. Accountable property will not be issued to individuals who are not employed with the Legislature unless as described under part B of this policy. Individuals who are not employed with the Legislature must make arrangements with the issuing office. These arrangements may require a security deposit equal to the amount it would cost to replace the property. The issuing office will return the deposit at the time the property is received.

E. Implementation of This Policy:

This policy will be included in the employee handbook and will be handed out with each form used to issue accountable property. A reference to this policy will be included with the materials receipt, which is signed off by each legislative staff position. Legislative Affairs Agency employees are required to sign the policy upon
appointment.

The Executive Director of the Legislative Affairs Agency will have full authority to implement this policy, make exceptions, and add or delete accountable property as necessary. Items lost through employee negligence, will be treated as not returned and will be subject to this policy. Stolen property will not be subject to this policy if the employee provides the issuing office with a signed written statement, including a police report if required, explaining how the loss or theft occurred.

**F. Appeal Procedure:**

An employee who believes that he or she has complied with this policy, yet still has a payroll deduction, can appeal in writing to the Executive Director. The Executive Director will make a determination within two weeks of receipt of the appeal.
### Accountable Property Schedule

**Effective 1/1/07**

<table>
<thead>
<tr>
<th>Type of Property Accountable</th>
<th>Issuing Office</th>
<th>Fees for Non Returned, Lost, or Damaged Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Keys</strong></td>
<td></td>
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</tr>
<tr>
<td>Capitol Building</td>
<td>Maintenance Section</td>
<td>$ 25/office, entry key, or key card</td>
</tr>
<tr>
<td>Terry Miller Building</td>
<td>Maintenance Section</td>
<td>$ 25/office, entry key, or key card</td>
</tr>
<tr>
<td>All other Office Bldgs.</td>
<td>Legis. Inform. Office</td>
<td>$ 25/office, entry key, or key card</td>
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<tr>
<td><strong>Parking Permits</strong></td>
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<tr>
<td>Juneau Parking Permits</td>
<td>Exec. Director’s Office</td>
<td>$ 25/parking permit</td>
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<tr>
<td>Anch. Parking Permits</td>
<td>Anchorage LIO</td>
<td>$ 25/parking permit</td>
</tr>
<tr>
<td>Other Sites Parking Permits</td>
<td>Various</td>
<td>$ 25/parking permit</td>
</tr>
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<td><strong>Other Accountable Property</strong></td>
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<td></td>
</tr>
<tr>
<td>Laptops</td>
<td>Information Technology Section</td>
<td>Replacement Costs</td>
</tr>
<tr>
<td>Cable Converter Box</td>
<td>Maintenance Section</td>
<td>$250</td>
</tr>
<tr>
<td>Remote for Converter Box</td>
<td>Maintenance Section</td>
<td>$15</td>
</tr>
<tr>
<td>Cell Phones / PDA’s / Smart Phones</td>
<td>Various</td>
<td>Replacement Costs</td>
</tr>
<tr>
<td>Purchasing Cards</td>
<td>Accounting Section</td>
<td>Up to Credit Line of Card</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>Various</td>
<td>Replacement Costs</td>
</tr>
</tbody>
</table>

The Accountable Property Schedule is established by the Executive Director of the Legislative Affairs Agency taking into account reasonable fees, replacement value of equipment, and costs for reissuing keys or parking permits. Costs for rekeying a building or reissuing parking permits for a parking area may be considered.
Mobile Device Policy
Approved by Legislative Council, May 20, 2011

Purpose
With the increased popularity of mobile devices (including iPhones, Blackberrys, and tablet computers), it is in the best interest of the Legislature and the State of Alaska to have a policy that addresses the use of mobile devices that access State data, and that outlines steps to mitigate the damage that a lost or stolen mobile device would have on our organization.

It is the intent of this policy that:

1. All devices that send or receive email through State computer resources, must have a ‘timeout’ password (or Pin number) associated with it. The device should ‘auto lock’ after no more than five minutes of inactivity, requiring the user to enter a password to access the device.

2. Whenever possible, users should display an alternate telephone number (and name) on their mobile device. This would provide the person who found the device a way to contact the owner. If the ‘lock screen’ doesn’t have the ability to display owner information, an alternate telephone number should be displayed on the device case.

3. Do not synchronize personal data (music, movies, photos) on State computers. As with all State of Alaska equipment, it is a violation of Legislative Council policy to store non-work related material on your State computer(s). If your mobile device can synchronize with your State computer, please make sure only work related material is synchronized.

4. Legislators and legislative employees should contact the Legislative Information Technology Help Desk when the phone is lost or stolen. Information Technology can change your email password to help prevent unauthorized use of your mobile device, or lock, or format the device if necessary.
5. If your device is lost or stolen, notify your cell phone (network) provider (AT&T, GCI, ACS, etc.) immediately. Your provider can deactivate your account until your phone is located or replaced.

6. Free Wi-Fi hotspots should never be used to transmit confidential information. Due to the technological nature of ‘open’ hotspots, it is possible for hackers to view or capture information from these ‘free’ and ‘convenient’ ‘Internet sources. Whenever possible, the use of cellular network service (i.e. 3G) is preferred over free wireless hotspots.

This Mobile Device Policy applies to all Legislators and legislative employees who use State provided, or State funded (Allowance accounts) mobile devices. This policy also provides valuable security suggestions to all users of mobile devices.

I have read the Legislature’s Mobile Device Policy and agree to follow the guidelines provided above. I will contact the Legislative Affairs Help Desk if I have any questions regarding these policy guidelines.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Parking - Accessible Legislative Employee Parking Policy  
(Adopted by Legislative Council on March 5, 2007)

The purpose of this policy is to provide a process for reasonable parking accommodation to legislative employees who qualify for accessible parking under Title I of the Americans with Disabilities Act (ADA). In some cases this process may result in providing workplace parking modification on a temporary basis. Under the reasonable accommodation requirements of ADA, an employee with a disability who requests an accessible parking space must have certain characteristics associated with their impairment to be entitled to an accessible parking space. Qualifying features include the use of a walker, crutches, wheelchair, or motorized wheelchair for mobility. Employees with health conditions that do not require the use of mobility aids may require spaces closer to an accessible entrance but not an accessible parking space.

An employee without an obvious need for an accessible parking space must:

- Fill out a Reasonable Accommodation Form.
- Submit the form to their supervisor and the Legislature’s ADA Coordinator.
- The employee’s medical provider must complete the Medical Provider Response Form and submit the form to the Legislature’s ADA Coordinator. The form must validate the employee has an ADA qualifying condition that requires an accessible parking space close to an accessible entrance, with a physician’s directive stating the duration of the condition.
- The supervisor will review and sign off on the request prior to consulting with the manager in charge of parking and the ADA Coordinator. The parking manager will determine if there is space available to grant such a request. The Legislature’s ADA Coordinator will determine if the employee has a disability which qualifies under the ADA or if the employee needs a temporary workplace parking modification (for example: a broken leg, late stage pregnancy, or recent surgery). The supervisor, parking manager, and ADA Coordinator must determine if the employee needs a reserved regular parking space that is
closer to the front door or an accessible parking space. This review and determination must be made within a reasonable time after receipt of the completed Reasonable Accommodation Request and the Medical Provider Response Form.

- After the determination is made the supervisor, employee, and parking manager will consider where in the employee parking area this space will be located. The spaces available in the employee parking area may limit how many employee requests can be granted.
- The supervisor will determine if the request for accessible parking can be accommodated. Granting employee requests will be predicated on the availability of parking and lease requirements. Accessible parking accommodation may require the supervisor to reassign their current parking allocation.

To the extent possible, parking spaces owned or leased by the Legislature provide for public accessible parking under Title III of the ADA to members of the public. In some managed parking lots (i.e. parking spaces are assigned), the Legislature has an obligation to provide parking to the public under Title III of the ADA, as well as an obligation to provide accessible parking for its employees under Title I of the Act. In these situations, the Legislature may require that employees not use the public accessible parking but apply for accessible employee parking as stated above. If parking is not assigned, and there are a certain number of accessible spaces in the lot, anyone who qualifies for them and parks in them while they are vacant can use them. In either case, to qualify to use an accessible parking space, an employee must complete the steps outlined above.

Employees who park in designated accessible parking spaces without completing the steps outlined above will be warned and informed of the appropriate process. Repeat violators may have their cars barreled or towed from the premises at their own expense.
Printing Guidelines Policy
Adopted 3/23/2010

The Legislative Print Shop prints legislative materials year round as requested by legislative entities. During the session, daily printing required for the session is the top priority. Printing requests by Legislators and committees which are time sensitive and needed for the work of the Legislature take precedence over other printing requests.

As time and workloads permit, the Print Shop performs both black and white (B&W) and color printing for other State of Alaska entities and charges for this service at the appropriate rates. Printing requests for legislative entities take priority over non legislative printing requests.

Allowable Printing by Legislative Print Shop Employees

Black and White (B&W) Printing:
- B&W - letters from a Legislator or Legislators, legislative committee or other legislative entity
- B&W - reports on 8 ½” x 11” paper regarding matters of legislative or public concern
- B&W - press releases, Press Office adjournment reports and other Press Office documents
- B&W - 100 pieces of single Legislator letterhead while waiting for an order from a private vendor
- B&W - statewide mail outs approved by the appropriate Presiding Officers
- B&W - newsletters or constituent correspondence
- B&W - other legislative business

Color printing is authorized for committee, floor, and hearing presentations. Other Legislative color copying requests will only be processed if approved, as appropriate, by the respective Rules Chair, Presiding Officer, or Executive Director of the Legislative Affairs Agency. Color printing for committee, floor, and hearing presentations takes priority over other color printing requests.
The Print Shop will keep one copy of any large printing request for record keeping purposes by the Rules Chair or Presiding Officers. The appropriate Rules Chair shall be notified of all Print Shop requests larger than 1,000 copies.

**Non Allowable Printing by Legislative Print Shop Employees**

- Items for a non-legislative purpose including campaign, fund raising activities or items of a personal nature
- Stationery, envelopes & business cards
- Items larger than 11” x 17”
- Newsletters from or about a candidate 60 days prior to an election under AS24.60.030(c)

Print Shop personnel will direct questions to the appropriate Rules Chair regarding questionable print requests.

**NOTICE**

Do not make more than 25 copies on the small Capitol copiers in the hallways. Please send these large copy projects to the Print Shop or to the large copiers located on the 2nd, 4th, and 5th floors and in Documents which are operated by Print Shop personnel. This will avoid wear and tear on the smaller machines and is most cost effective not only for your time, but per copy charge.
Priority Policy - Legal Services
Adopted by Legislative Council April 3, 1998

The Legislative Council recognizes that staffing reductions and increasing workloads have made it impossible to provide at all times the level of legal services to the legislature that the Legal Services Division has provided in the past. To the extent that the Legal Services Division can meet all requests for rush drafting and other projects, the division is directed to do so. However, in situations when all requests cannot be accommodated, the Legislative Council, under the authority of AS 24.20.100, directs the division to give priority to work in the following order:

1. litigation undertaken by the division at the direction of the Council;
2. drafting of amendments for a measure that has been calendared to be taken up on the floor of the House or Senate;
3. opinions relating to parliamentary matters;
4. drafting of amendments or committee substitutes for a measure scheduled for hearing by the House Finance Committee or the Senate Finance Committee, and final measures passed out of Finance Committees; priority within this category should be by time of the hearing;
5. drafting of an amendment, committee substitute, or new measure requested by any legislator if the presiding officer, majority leader, or minority leader of either house also requests that the project be given priority;
6. drafting of amendments or committee substitutes for a measure scheduled for a hearing by a committee other than a finance committee, and production of final measures passed out from a committee; priority within this category should be by the time of the hearing;
7. legal research or an opinion that is requested by any legislator if the presiding officer, majority leader, or minority leader of either house also requests that the project be given priority;
8. drafting of sponsor substitutes, amendments, or committee substitutes for measures that have been introduced;
9. legal research or opinions relating to measures that have
been introduced;

(10) drafting of new measures, except that drafting of new measures for individual legislators has priority over items listed in (7), (8) and (9) when necessary to meet the personal bill deadline (Uniform Rule 44);

(11) sectional summaries for introduced measures; legal research or opinions that do not relate to introduced bills.

The Legislative Council recognizes that, due to the specialization of individual attorneys, the Legal Services Division will apply this priority schedule based on the workload of each attorney. Priority within each category shall be in the order the request was taken.
Priority Policy - Research  
(Adopted September, 1995)

The Legislative Council recognizes that staffing reductions have made it impossible to provide the level of research services that have been provided in the past. With enhanced technological support like the Internet now available, the Council expects committee aides and staff of individual legislators to perform routine research. Therefore, the Council directs the Legislative Research section of the Division of Legal and Research Services to concentrate on providing assistance to legislative staff in finding materials and conducting their own research. Furthermore, as to research conducted by Legislative Research section itself, under the authority of AS 24.20.100, the Council directs the section to give priority in the following order to research requests:

1. research for the presiding officer, majority leader and minority leader of each house, requested in writing and signed by the officer;
2. research for standing, joint, special, permanent interim, and other committees of the legislature, requested in writing and signed by the committee chair;
3. research for an individual legislator, requested in writing and signed by that legislator;
4. oral or other requests received from legislators and legislative staff.
Records Policy
(Adopted by Legislative Council under AS40.25.123(b) on 

Section I. Committee Records and Legislator’s Office 
Records.

1. Legislator’s Records, Leaving Office.
   (a) While in Office. The Legislative Council finds that 
       records of a Legislator while in the possession of that 
       Legislator are not public records based on the deliberative 
       process privilege and on art. II, sec. 6, [Alaska] Constitution 
       of the State of Alaska. Therefore a Legislator’s records are 
       not subject to disclosure under AS 40.25.110 - 40.25.122. 
       Each Legislator may, at his or her discretion, while in office or 
       after leaving office, elect to release or not to release 
       information from that Legislator’s own records. However, the 
       Council recognizes that public information that is available 
       from another agency or governmental entity may be obtained 
       by any person directly from that agency even if a Legislator 
       declines to make the same information available from the 
       Legislator’s own records.
   (b) Incapacity of a Legislator. The Legislative Council 
       finds that the records of a Legislator who becomes 
       incapacitated while in office are not public records and are 
       protected under (a) of this section. Records of an 
       incapacitated Legislator shall only be released during the 
       period of incapacity if the Legislator executed a waiver and 
       release under (d) of this section before incapacity.
   (c) Death of a Legislator. The Legislative Council finds 
       that the records of a Legislator who dies in office are not 
       public records and are protected under (a) of this section and 
       remain protected after death. Records of a Legislator who dies 
       may only be released if the Legislator executed a waiver and 
       release under (d) of this section.
(d) Waiver and Release. The Legislative Affairs Agency shall provide a form to each Legislator at the beginning of each Legislature or after a Legislator is appointed to allow the Legislator to elect how his or her records will be treated upon the incapacity or death of the Legislator. Each Legislator may amend the form at any time. The Legislator may elect to waive and release his or her records upon incapacity or death, and shall direct to whom the records shall be released. The records of a Legislator that fails or refuses to execute the form will be protected under (a) and (c) of this section, will not be public records, and will not be released.

(e) Responsibility for Records. Each Legislator is responsible for organizing, maintaining, and storing his or her records. When organizing, maintaining, and storing records, and when making a decision to release records, each Legislator should consider the privacy interests of a person identified in the records, state and federal confidentiality laws, and confidentiality requirements imposed by law or agreement. While a Legislator is in office and subject to the availability of storage space, the Legislative Affairs Agency will store records of a Legislator for not more than five years. If a Legislator dies or leaves office and has not removed, or provided for the removal of, his or her records from property provided by or controlled by the Legislature, the Legislative Affairs Agency will store the records for 90 days. Records of a Legislator remaining in the possession of the Legislative Affairs Agency after this 90-day period will be confidentially destroyed.

2. Committee Records. Records of a standing, special or joint committee of the type listed in Uniform Rule 23(f) and in the possession of the committee are public records and shall be made available by the committee to a requestor within 15 days after receipt of a request that describes the records sought in sufficient detail to enable the committee to locate the records. The Legislative Council finds under AS 40.25.110(d)
that it is in the public interest to make committee records readily accessible to any interested person, so no fee may be charged for the production of records by a committee under this subsection.

3. **Authority.** The Legislative Council adopts this records policy under authority granted in AS 40.25.123(b) and AS 24.20.060.

**Section II. Legislative Affairs Agency Records.**

1. **Records Requests and Charges.**
   
   (a) Public records of the Legislative Affairs Agency (LAA) are open for public inspection during regular office hours except as noted in items 2, 3, and 4 under Section II of this policy. Members of the public may copy public records using Agency photocopying equipment as long as the copy machine is not needed for Agency business and the copy cost is reimbursed to LAA.
   
   (b) If a request for a public record is received from a member of the public who does not reside in the Capital, that person will be notified that public records are available for inspection and that the requestor or a representative may come into the Agency during regular office hours and inspect those records.
   
   (c) Requests for public records and the name or names of the requestor are a public record. Copies of public records provided to a member of the public by the Legislative Affairs Agency will automatically be forwarded to the person or persons about whom the information is requested.
   
   (d) The Legislative Affairs Agency will give on request and payment of the appropriate fee a copy of the public record. Copying public records will be made as work schedules allow and will not be given precedence over or interfere with the business of the Legislature or the Agency.
(e) Fees for copying Legislative Affairs Agency public records are set by the Executive Director of the Agency. If a requestor has not paid the fee required for the record, or if their check has not been honored by their bank, no further research requests will be performed for the requestor until any amount owing is paid in full. The Executive Director may reduce or waive a fee if, in the opinion of the Executive Director, the reduction is in the public interest.

(f) Copies of 10 pages or less are allowed to members of the public at no cost. The current charge for any copy project that exceeds 10 pages is $ .25 per image. A two sided copy costs $ .50.

(g) The current charge for recordings of committee meetings is $1.00 per cassette.

(h) Personnel and materials costs will be charged for requests for records provided by electronic media. The cost will vary depending on the time required to prepare the information requested.

(i) If the production of records for one requester in a calendar month exceeds 5 person-hours, the Agency shall require the requester to pay the personnel and copying costs required during the month to complete the search and copying tasks. The requester will be notified of the estimated cost of the research and be required to submit a check or cash for the amount. The Agency will cash the check before any research begins. If the research exceeds the original estimate subsequent payments will be requested, received and cashed before research continues. This section does not prohibit the Agency from charging for a research and copying project which was not originally anticipated to take 5 person-hours but did take that amount of time to complete.


(a) In order to protect applicant’s and the employee’s right to privacy, the recruitment, personnel and payroll records maintained by the Legislative Affairs Agency Personnel
Office are considered confidential and are not open to public inspection except as provided in this section and in (3) of this section. The LAA Personnel Office will not give out home addresses or telephone numbers to the public or other employees except that:

1. Appointing authorities and supervisor’s have access to this information for employees they supervise.
2. Agency personnel responsible for mail distribution have access to this information as needed to forward personal mail received at an office address.
3. The Executive Director has access to this information and may release this information to other employees, Legislators, or in case of emergency to the public if necessary.

The following information regarding employee records is available to the public at reasonable times and in a reasonable manner.

- Employee names
- Current and former position titles held by an employee
- Pay range and step
- Authorized compensation
- Exempt service status
- Dates of employment
- Supervisor’s name

(b) For the purposes of this section, authorized compensation includes the salary and employer paid benefits, and also includes leave accrual rates. Authorized compensation does not include voluntary deductions or garnishments to an employee’s pay, tax withholding information, leave balances, or an employee’s net pay.

(c) Employees may examine their own or authorize in writing other persons to examine their personnel and payroll records at reasonable times during normal office hours. Personnel and payroll files may not be taken from the Personnel Office.
3. **Investigations.**
(a) Requests for public records in cases involving official investigations by duly constituted authorities or the Select Committee on Legislative Ethics are not considered public records. Copies of information provided to the Select Committee on Legislative Ethics by the Legislative Affairs Agency will automatically be forwarded to the person or persons about whom the information is requested. The Executive Director may release information involving other official investigations to the person or persons about whom the information is requested. This does not mean that the record in question, if otherwise considered a public record under this policy, is not available as a public record. It means the investigative request is confidential.
(b) Investigations by the management of the Legislative Affairs Agency are not considered public records while the investigation is in progress. The Executive Director may release information at the completion of the investigation if the public record is not otherwise considered confidential under this policy.

4. **Contracts.**
(a) Draft contracts are confidential between the requestor and the Agency. If the requestor of the contract chooses to release a draft contract they may do so or request that LAA release the draft.
(b) Procurement records which are required to be kept confidential by the Legislative Procurement Procedures are not public records.

**Section III. Appeal from Denial of a Record or Denial of a Request to Reduce or Waive a Fee for Production of a Record.**

1. **Manner of requesting an appeal.** A person, whose written request for a record from an agency or committee of
the legislative branch or for reduction or waiver of a fee for producing a record has been denied, may ask for reconsideration of the denial by submitting a written appeal to the person who denied the request. The appeal must be received within 60 working days after the denial was issued and must include the date of the denial and a description of the record involved that is the subject of the appeal. The appeal must also explain why the denial of the request for the record or for reduction or waiver of the record production fee may have been in error.

2. **Response to an appeal.**
   
   (a) A response to an appeal involving a record of a legislative committee, commission, or task force shall be prepared by the chair or a co-chair of that committee, commission, or task force. A response to an appeal involving a record of the Legislative Affairs Agency, other than a record of the Division of Legal and Research Services, shall be prepared by the Executive Director of the Agency. A response to an appeal involving a record of the Division of Legal and Research Services shall be prepared by the head of the Division. A response to an appeal involving a record of another legislative division or agency, including the Office of the Ombudsman, shall be prepared by the head of that division or agency.
   
   (b) The person charged with responding to an appeal may request additional information from the person who submitted the appeal. A written response to an appeal must be delivered to the person who submitted the appeal within 30 days after the appeal was received. If the appeal is denied, the response must state briefly the reason for the denial. A denial under this subsection is the final administrative decision in the matter.
The response shall state that it is the final administrative decision under the Legislative Council Records Policy, Sec. III(2)(b).

3. **Authority.** The Legislative Council adopts this records policy under the authority granted in AS 40.25.123(b) and AS 24.20.060.

**Section IV. Security Camera Policy.**

1. **Purpose.** The legislature may use security cameras, generating video tapes, digital recordings, or other records of areas surveyed, exclusively for security surveillance and to investigate possible criminal activity. Security cameras may only be used within space that is occupied by or under the control of the legislature.

2. **Confidentiality of Materials.** Security camera video tapes, digital recordings, or other surveillance materials are confidential and may not be released to the public or press. Except as required by a subpoena or other court order and except as provided in 4 and 5 of this section, the only individuals authorized to have access to the security camera surveillance materials are (1) the Executive Director of the Legislative Affairs Agency; (2) a Building Manager employed by the Legislative Affairs Agency; and (3) a Security Officer employed by the Legislative Affairs Agency. Therefore, there is no process or procedure for requesting security camera surveillance materials, except as provided in 4 of this section.

3. **Storage and retention of surveillance materials.** Security camera surveillance materials must be stored by the Legislative Affairs Agency in a secure manner and kept for approximately thirty days. The oldest surveillance material must be first erased as the hard drive or other storage method becomes full. However, surveillance materials must be kept as long as there is a possibility that they will be needed if (1) they are the subject of a subpoena or other court order; (2) they are the subject of a request for access under 4 of this section; or (3) they capture information related to criminal activity or some type of accident or other security risk. Those segments must be moved to long-term storage.
4. **Access to surveillance materials by legislators.** A legislator, for any reason, may submit a request to view security camera surveillance materials to the Chair of the Legislative Council, who shall, in turn, submit the request to the Legislative Council. The requesting legislator may view surveillance materials only to the extent approved by the Legislative Council.

5. **Access to surveillance materials by peace officers.** If an individual authorized to have access to security camera surveillance materials determines to a high degree of probability that the materials reveal a serious security risk or criminal activity, the individual shall notify a peace officer, permit inspection of the surveillance materials by the peace officer, and permit the peace officer to take the materials for the purpose of conducting a security or criminal investigation.
Sexual and Other Workplace Harassment Policy  
(Adopted by Legislative Council on January 20, 2000)

It is the policy of the Alaska State Legislature to maintain a workplace that is free of all illegal discrimination. The Legislature as an employer will not tolerate, condone, or permit sexual harassment or harassment on the basis of sex, color, race, religion, national origin, age, mental or physical disability, marital status, change in marital status, pregnancy, or parenthood.

Employees who knowingly instigate or participate in harassment in violation of this policy will be subject to disciplinary action up to and including suspension or discharge. Supervisors and managers who knowingly permit harassment activity without taking corrective action will be subject to disciplinary action up to and including suspension or discharge.

It is a violation of law and this policy to retaliate against a person who has opposed practices forbidden under AS 18.80.220 – 18.80.280 or who has reported or participated in the investigation of an allegation of harassment.

Sexual Harassment Defined:
The Alaska State Commission for Human Rights defines sexual harassment as:

- Unwelcome sexual advances; or
- Requests for sexual favors; or
  - Verbal/Physical/Visual conduct of a sexual nature when:
    1. submission to the conduct is made an explicit or implicit term or condition of employment;
    2. submission to or rejection of the conduct is used as the basis for an employment decision; or
    3. the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating or hostile work environment.

If You Witness or Experience Harassment:
If you witness or experience harassment and if you feel you are able to do so, you are encouraged to speak to the person who you believe is doing the harassing, point out the offensive behavior, and tell the person to stop. By taking this action you may be able to stop the
harassment immediately. If it does not stop, or if you are reluctant to confront the person, you should report the problem using the procedure below. Managers and supervisors who witness or are aware of harassment must take action to stop the behavior and to report the alleged harassment to one of the persons noted in the reporting procedure below.

Reporting Procedure:
You do not have to be the person being harassed to report harassment. You may make a written or oral report of violations of the Policy on Sexual and Other Workplace Harassment to any of the following: your supervisor, manager, or director; the legislative EEO Officer; designated staff in the Office of the Senate President or the Speaker of the House; designated staff in the Senate or House Rules Committee Offices; or designated staff in the Senate or House Finance Committee Co-Chair offices.

Violation of AS 18.80.220 – 18.80.280 is also a violation of the Legislative Ethics Act, and complaints may be pursued through the Select Committee on Legislative Ethics.

All reports or complaints will be taken seriously and investigated to determine if there has been a violation of this policy. If the investigation reveals conduct in violation of this policy by a Legislator, the matter will be referred to the appropriate legislative body for resolution. If the investigation reveals conduct in violation of this policy by an employee, manager, or supervisor, appropriate action will be taken.
Staff Political Activity Policy
(Adopted by Legislative Council on March 7, 1984)

Political Activities
The Legislative Affairs Agency is a non-partisan service agency of Legislative Council. In order to maintain the integrity of the Council’s functions and services to the Legislative Branch, employees of the Legislative Affairs Agency are restricted from joining or supporting partisan organizations or activities that would undermine the non-partisan nature of the Agency’s functions or services.

At the March 7, 1984, Legislative Council meeting the following rules concerning political activities by LAA staff was readopted. These rules apply to all categories of Agency employees--permanent, seasonal and session, whether paid hourly or salaried. Any violation of these rules will be grounds for disciplinary action, up to and including immediate termination. Personnel employed by Legislators are not affected by these rules.

Section 1. Definitions. In these rules the following definitions shall apply:

a) “partisan” means of or relating to a national or State political party or an affiliated organization;
b) “nonpartisan election” means an election in which no candidate is to be nominated or elected as representing a political party;
c) “partisan election” means an election with one or more partisan candidates;
d) “influencing legislative action” means the promoting, advocating, supporting, modifying, opposing or delaying or seeking to do the same with respect to any legislative action;
e) “legislative action” means the introduction, consideration, modification, amendment, approval, passage, enactment, defeat or rejection of any bill, resolution, amendment, motion, report, nomination, appointment or other matter by the Legislature, or by a standing, interim or special committee of the Legislature, or by a member or employee of the Legislature acting on his official capacity; it includes, but is not limited to, the action of the Governor in approving or vetoing a bill or the action of the Legislature in considering, confirming or rejecting an executive appointment of the Governor;
f) “legislative premises” means all buildings or grounds under
control of or subject to assignment to the Legislative Affairs Agency including the State Capitol and any space occupied in any other building by the Legislature or its agencies.

Section 2. Prohibited Political Activities. The Executive Director and employees of the Agency may not take an active part in partisan political management or in a partisan political campaign, except as permitted under section 4(h) of these rules. Prohibited activities include but are not limited to:

a) serving as an officer of a political party, a member of a nation, State or local committee of a political party, an officer or member of a committee of a partisan club, or being a candidate for any of these positions;
b) organizing or reorganizing a political party organization or partisan political party organization or partisan political club;
c) directly or indirectly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for a partisan political purpose;
d) organizing, selling tickets to, promoting, or actively participating in a fund raising activity of a candidate in a partisan election, or of a political party or partisan political club;
e) taking an active part in managing the political campaign of a candidate for public office in a partisan election or a candidate for a political party office;
f) becoming a candidate for, or campaigning for, an elective public office in a partisan election;
g) soliciting votes in support of or in opposition to a candidate for public office in a partisan election or a candidate for a political party office;
h) acting as a recorder, watcher, challenger or other officer at the polls on behalf of a political party or candidate in a partisan election;
i) driving voters to the polls on behalf of a political party or candidate in a partisan election;
j) endorsing or opposing a candidate for public office in a partisan election or a candidate for political party office in a political advertisement, broadcast, campaign literature, or similar material;
k) serving as a delegate, alternate, or proxy to a political party convention;
l) addressing a convention, caucus, rally or other gathering of a political party in support of or in opposition to a partisan
candidate for public office or political party office;
m) initiating or circulating a partisan nominating petition; and
n) making a contribution of more than $100 to a candidate in a partisan election or to a political party or partisan political club.

Section 3. Lobbying. Employees of the Agency may not seek to influence legislative action except when acting within the scope of their employment.

Section 4. Permissible Activities. Agency employees may engage in political activities and public affairs not prohibited under Sections 2 and 3, provided that such activities are conducted off legislative premises during the employee’s off-duty hours, and that the employee’s title or position with the Legislature may not be used in conjunction with such activities. Each employee retains the right to:
a) register and vote in any election;
b) express his or her opinion as an individual privately and publicly on the political subjects and candidates except as limited in these rules;
c) display a political picture, sticker, badge or button;
d) participate in the nonpartisan activities of a civic community, social, labor or professional organization, or of a similar organization;
e) be a member of a political party or other political organization and participate in its activities;
f) attend a political convention, rally, fund raising function or other political gathering;
g) sign a political petition as an individual;
h) make a financial contribution of $100 or less to a candidate in a partisan election, to a political party, or partisan organization;
i) make a financial contribution in any amount to a candidate in a nonpartisan election or a municipal election;
j) take an active part, as a candidate or in support of a candidate, in a nonpartisan election or a municipal election;
k) be politically active in connection with a question which is not specifically identified with a political party, such as a constitutional amendment, referendum, approval of a municipal ordinance, or any other question or issue of a similar character;
l) serve as an election judge or clerk, or in a similar position to perform nonpartisan duties as prescribed by State or local law.
Section 5. Policy Interpretation. Any employee may request from the Executive Director an interpretation of the application of these rules to a specific situation. The Executive Director shall keep a written record of all such interpretations or determinations.
Legislative Teleconference Network Policy
Adopted by Legislative Council April 27, 1985

It is the policy of the Legislative Conference Network to assist in broadening the two-way contact between legislators and constituents and assist in extending legislative responsiveness to the public.

A. USER PRIORITY

The following is a priority ranking of potential users:

Eligible Users - Session

1. Alaska State Legislature

   Permanent and Standing Committees of the Legislature
   Special Committees
   Groups of Legislators or Individual Legislators (Legislator must be in attendance.)
   Legislator(s)/Constituent (Legislator must be in attendance.)
   Legislative Administrative Use

2. Congressional Delegation
3. Government - Public Hearings
   (Those advertised public hearings required to meet Public Meeting Law)

Eligible Users – Interim

1. Alaska State Legislature

   Permanent and Standing Committees of the Legislature
   Special Committees
   Groups of Legislators or Individual Legislators (Legislator must be in attendance.)
   Legislator(s)/Constituent (Legislator must be in attendance.)
   Legislative Administrative Use

2. Congressional Delegation

In exceptional cases, any user is pre-emptible by other, higher priority users, but never within 24 hours of the scheduled teleconference.

B. HEARING PROTOCOL

Teleconference protocol during formal committee meetings shall be designed to serve the ends and accommodate the conventions of a legislative hearing. All communication between committee members and remote witnesses, whether testimony or question and answer shall be at the discretion of the chairman. Witnesses waiting to testify shall be recognized by the chair. Conversation initiated by committee members, subsequent to testimony, shall be after they are recognized by the chairman.

C. PUBLIC ACCESS

All meetings held via the legislative teleconference network shall be open to the public except where closed meetings are specifically authorized by law or legislative rule. Active public participation in a teleconference shall be at the discretion of the presiding chairman.

D. ELIGIBLE USE

1. The Legislative Teleconference Network may be used by any legislator for the purpose of communicating with constituents, interest groups, and users concerning pending legislation or other matters concerning which legislation might be proposed or legislative action taken.

2. In the case of teleconferences scheduled by individual legislators or groups of legislators, at least one legislator must be present at the teleconference, either personally or through a designated member of his or her staff.
3. "Legislative Administrative Use" of the LTN means use by Legislative Affairs Agency staff to conduct agency business, and also includes use of the LTN by persons employed as staff or aides to legislators to conduct legislative business, when such use is authorized by a legislator. The legislator who authorizes staff or aides to use the LTN is responsible for insuring that such use is confined to conducting legislative business.

4. The Legislative Teleconference Network may, in accordance with the priorities established in Paragraph A of this policy, be used by agencies or entities of state, federal and local governments for the purpose of conducting governmental business, which in the case of Alaska's congressional delegation includes press conferences held between the delegates in Washington, D.C. and members of the press and media in Alaska.

5. The Legislative Teleconference Network may also be used to broadcast, without participation by persons at network sites, sessions of the legislature and legislative committee meetings.

6. Under no circumstances shall the LTN facilities, equipment, or personnel be used for teleconferences related to election campaigning or campaign planning.

The Legislative Teleconference Network staff shall prepare a schedule of fees that reflects the actual costs of providing LTN services and shall charge the appropriate fee to agencies of the executive and judicial branches of state government, to local governments and to federal agencies for use of LTN services.
I. POLICY STATEMENT

LEGISLATORS

It is the policy of the Legislative Council to provide for Legislators’ personal moving and travel expenses necessary to attend legislative sessions. Moving and travel costs are allowed from a Legislator’s residence in his or her home district to and from the capital city for the purpose of attending a regular session of the Legislature. Legislators may be reimbursed for flying, boating or driving to and from the Capital, and the cost of ground/ferry transportation for no more than two vehicles, as referenced in Section II. Reimbursement approved for legislators traveling to and from the Capital shall be as follows:

(1) Private Vehicle. Travel shall be reimbursed as provided by the U.S. General Services Administration ("GSA rate" www.gsa.gov/mileage) allowed at the time of the travel;

(2) Private Boat. Travel shall be reimbursed at the rate of 1.5 gallons of fuel per nautical mile based on the price of fuel in the Capital during the time of travel, and based on the most direct and customary route from the legislator's home to the Capital;

(3) Private Aircraft. Travel by privately owned aircraft shall be reimbursed as provided by the GSA rate allowed at the time of travel, for each statute mile converted from nautical miles, based on the most direct and customary route from the legislator's home to the Capital.

Requests for clarification of any area in this policy or questions regarding a move shall be addressed to the LAA Executive Director for written explanation. Legislators should not expect payment for costs not specifically covered in this policy without written approval from the Legislative Council chair or a designee.

LEGISLATIVE STAFF

It is the policy of Legislative Council to provide for travel and travel per diem for lodging and meal expenses for legislative staff while traveling to and from a regular legislative session. Travel expenses are limited to one trip to and from the residence of the staffer in
Alaska and the Capital. Staff members may be reimbursed for flying to and from the Capital and for the cost of ground/ferry transportation for one vehicle.

Reimbursement for the cost of driving or transporting a vehicle is only authorized to and from a location on the state highway or a location which connects to the ferry system. Reimbursement for legislative staff travel by private vehicle, shall be the calculated in the same manner as private vehicle travel for legislators. Reimbursement for legislative staff traveling by private boat or private airplane must be pre-approved by the Legislative Council Chair, and if pre-approved, may be reimbursed in the same manner as private boat or private aircraft travel for legislators. Pro rated per diem expenses are limited to a per diem allowance for each day spent traveling to or from the Capital by the most direct route available for the type of transportation used by the employee requesting the reimbursement.

Travel and travel per diem for lodging and meal expenses for legislative staff members who are married to or a dependent of a Legislator are paid under the sections of this policy which cover reimbursement for Legislators and their families.

Legislative staff members based in the Capital during a regular legislative session are not entitled to a daily per diem allowance.

II. MOVING – LEGISLATORS ONLY

HOUSEHOLD GOODS AND PERSONAL EFFECTS

LAA will pay for the actual and necessary expenses charged by a commercial mover for packing, transporting, and unpacking up to 10,000 pounds of household goods and personal effects, including in-transit insurance not to exceed a total cost of $200 for a convening move and $200 for an adjourning move, and in-transit storage up to 30 days. Storage for household goods and personal effects only in the capital city during the interim is an allowable cost. Storage for household goods and personal effects in the Legislator’s home city during the session is an allowable cost.
A pick-up by a moving company is allowed only at a Legislator’s home. If a Legislator wishes to have a pick-up made at an additional stop, he or she is responsible for paying the entire shipping bill related to that extra stop.

**OFFICE MOVES** to Anchorage and Fairbanks will be coordinated by LAA and the Legislative Information Offices. Office moves should not be consolidated with Legislator’s household goods and personal effects moves by Legislators to and from Anchorage and Fairbanks. To avoid paying minimum freight charges for each Legislator, there will be one consolidated office move to and from Anchorage and one to and from Fairbanks. Legislators may ship office equipment they own and use in their legislative offices with the consolidated office move. The Department of Administration, Division of Risk Management does not insure personal property. Other special provisions may be made for shipping Legislators’ personal computers at the discretion of the presiding officers. Legislators will be notified by the Information Offices as to the dates of these moves.

Legislators establishing offices in locations other than Anchorage or Fairbanks may combine their office moves with their personal moves. An additional stop by a moving company at the Capitol is allowed. Office materials are not applied toward a Legislator’s 10,000-pound limit.

**ITEMS THAT MAY BE SHIPPED** as household goods and personal effects at State expense include the following: household furnishings, appliances, clothing, books, and similar items belonging to a member, spouse or dependent which can be legally accepted and transported as household goods and personal effects by an authorized commercial carrier in accordance with rules and regulations established or approved by the Legislative Council. Also included are spare parts for privately owned motor vehicles, such as extra tires, wheels, tire chains, tools, battery chargers, accessories, etc. Household pets, up to a maximum of three, are included in this section.

**ITEMS THAT MAY NOT BE SHIPPED** as household goods and personal effects at State expense include the following:
- Any article not belonging to or owned by the member, his or her spouse or dependents;
- Cordwood, firewood, or building materials;
- Property for the primary purpose of resale, disposal, or commercial use rather than for personal use by the member and his or her spouse or dependents;
- Articles acquired after the effective date of adjournment of the legislative session;
- Articles which in normal use form an integral part of a building or structure and which in normal use cannot be taken from the premises without damage to the rest of the property on the premises.
- Hazardous materials as defined by state or federal law. The Agency will take reasonable steps, including providing support, information and assistance to Legislators and legislative staff to prevent the inadvertent shipment of hazardous materials.

TRAILERS OR TRUCKS

LAA will pay the cost of renting trailers or trucks, plus mileage at federal mileage reimbursement rate, to move household goods and tow trailers containing the household goods and personal effects of a Legislator, provided that the total cost of the move is not in excess of the cost of moving 10,000 pounds of household goods and personal effects by a commercial carrier. Trailers are considered to be part of the 10,000 pounds if they are put in closed containers or barged to their destination, unless it is necessary to do so in order to reach the nearest point that connects with a state highway or ferry system.

TRAVEL AND VEHICLES

A motor vehicle is not considered part of the 10,000-pound weight limit on household goods and personal effects if the transportation costs are paid under this section. A Legislator may receive payment for transportation costs for not more than one motor vehicle, which is registered in the name of the Legislator, his or her spouse, or dependent.

Allowable costs include:
• The cost of air or barge transportation for the vehicle(s) from the Legislator’s residence to the nearest point that connects with a state highway or ferry system;
• Highway mileage at the federal mileage reimbursement rate for each car owned by the Legislator, his or her spouse, or dependent up to two vehicles;
• A ticket for transportation on the Alaska State Marine Highway System for each motor vehicle, including the costs of a trailer being towed by a vehicle;
• Tourist class airfare or a ticket for transportation on the Alaska State Marine Highway System for the Legislator and his or her spouse or dependents. Airline excess baggage charges will be reimbursed if the excess baggage charges are less than the cost of shipping the same items by air freight; and,
• A standard per diem for the Legislator, half of the standard per diem for his or her spouse, and an eighteen dollar ($18) per day per diem for each of his or her Dependents while en route, up to a maximum of five (5) days per person. Additionally, (a) upon arrival at the capital for the first session of a Legislature, a Legislator, his or her spouse, and dependents are entitled to per diem at the same rate as per diem while en route for not more than ten (10) days; (b) upon arrival at the capital for the second session of a Legislature, a Legislator, his or her spouse, and dependents are entitled to per diem at the same rate as per diem while en route for not more than five (5) days; and (c) at the end of every legislative session, a Legislator, his or her spouse, and dependents are entitled to per diem at the same rate as per diem while en route for a period not to exceed five (5) days.

III. SPECIAL SESSIONS

LEGISLATORS

Each member of the Legislature, their spouse and dependents, are entitled to receive one round-trip transportation fare equal to the cost of tourist class airline fare or a round trip ticket for transportation on the Alaska Marine Highway System for one vehicle from his or her home district to the capital for purposes of attending special sessions of the Legislature. A standard per diem for the Legislator, half of the standard per diem for his or her spouse and an eighteen dollar ($18) per diem for each of his or her
dependents, will be allowed for his or her travel. Each member is also allowed a maximum of two hundred (200) pounds airfreight each way.

**LEGISLATIVE STAFF**

Legislative staff members are not entitled to reimbursement for travel and travel per diem for lodging and meal expenses to attend a special session of the Legislature unless specifically authorized by the appropriate authority. Approval is not automatic and may vary between special sessions depending on considerations such as the length and subject matter of the special session, and the number of legislative staff needed.

**IV. DEFINITION OF VEHICLE**

A vehicle is defined as an automobile, snow mobile, motorcycle.
Travel and Per Diem Policy, Legislative Council
Approved February 4, 2010 (effective January 19, 2010)

Under AS 24.10.130, the Alaska Legislative Council establishes the following travel and per diem policy for Legislators and Legislative employees:

I. Session Per Diem
Legislators, except those whose place of permanent residence is within 50 miles of the Capitol or the meeting site of a special session, are entitled to a daily per diem at the federal rate during a legislative session. Legislators who permanently reside within 50 miles of the Capitol or the meeting site of a special session, receive 75% of the federal per diem rate for each day of a legislative session.

Legislative staff are not entitled to a daily per diem during a regular legislative session in the capital city.

Legislators are reimbursed for travel, per diem, or actual expenses as follows and in accordance with guidelines established by the presiding officers or authorizers of the travel.

II. Travel Per Diem or Reimbursement

When a Legislator is away from Juneau on legislative business during the legislative session, the Legislator is entitled to receive reimbursement for transportation, lodging, and incidental expenses. They are not entitled to a meal allowance. The reimbursement is in addition to session per diem.

A Legislator or Legislative employee on legislative business is entitled to receive travel per diem or meal allowances and reimbursement for other actual expenses in accordance with guidelines established by the presiding officers or the authorizer of the travel.

Legislative staff members are not entitled to reimbursement for travel and travel per diem for lodging and meal expenses to attend a special session of the Legislature unless specifically authorized by the appropriate authority. Approval is not automatic and may vary
between special sessions depending on considerations such as the length and subject matter of the special session, and the number of legislative staff needed.

A Legislator or Legislative employee who is entitled to travel per diem shall be paid:

1. at the federal rate while on legislative business;
   (a) during the interim in a place that is not the Legislator’s or Legislative employee’s place of permanent residence;
   (b) during the session in a place that is neither the capital city nor the Legislator's or Legislative employee’s place of permanent residence, except that employees based in a location other than the capital city during a session may receive per diem in the capital city; and,
   (c) Per diem and meal allowances are calculated for (a) & (b) as follows:

**Overnight Travel**
Legislators or Legislative employees are entitled to receive the federal per diem rate when traveling overnight. On the day of departure or return, Legislators or Legislative employees are entitled to a prorated meal allowance based on the hour of departure or return to their home. The authorizer of the travel may authorize payment of actual hotel costs plus meal allowance;

**Same Day Travel**
Legislators and Legislative employees are not entitled to a meal allowance for travel away from home for the day.

A Legislator or Legislative employee must request travel per diem or reimbursement for actual expenses by submitting a claim to the Legislative Affairs Agency within 60 days after returning from the trip.

III. **Reimbursement for Actual Expenses**
If the Legislator or Legislative employee expects to request reimbursement for expenses in lieu of travel per diem, the authorizer of the travel or their designee, as appropriate, must approve the reimbursement.

A Legislator or Legislative employee seeking reimbursement for actual expenses is entitled to a meal allowance.

Reimbursement for other itemized expenses may exceed the applicable travel per diem amount.

A Legislator or Legislative employee who is requesting reimbursement for actual expenses shall submit:
1. receipts for lodging on letterhead invoice, showing the rate for single occupancy;
2. receipts for incidental transportation expenses if the charge for the item was more than $15;
3. a statement of expenses for incidental transportation for which the charge was less than $15 per item;
4. an itemized statement, initialed by the Legislator or Legislative employee, for business phone calls;
5. a statement of the date and time the travel began and ended to be used in computing meal allowances; and
6. if a statement or receipt required under (1)-(4) is not available, a written explanation of the failure to present the statement or receipt.

IV. **Reimbursement for Mileage**

Mileage will be reimbursed at the federal mileage reimbursement rate.
Travel and Per Diem Guidelines, House

ALASKA STATE HOUSE
1st Session - 29th Alaska State Legislature
FOR TRAVEL AND PER DIEM FOR LEGISLATORS
AND STAFF
(Does not apply to Committee Expenses, Finance
Committees, DLA, or Legislative Finance)
January 27, 2015

I. Authorization Required

Legislative travel funded by the Speaker must be authorized. Each House member may request and be authorized for one trip to the home district during the 2015 legislative session. Travel for national organization meetings will be considered on a case by case basis. A travel authorization form, available online at http://intranet.legis.state.ak.us/accounting/index.php, is the ideal approval document. The travel authorization form should include the total number of days planned in travel status and include any destination where the traveler will overnight.

II. Travel

Reasonable transportation costs will be reimbursed for individuals on approved travel. Rental cars must be requested in advance on the original authorization form. When booking travel every effort must be made to receive the best possible price under the circumstances.

Legislators may book online at easybiz.alaskaairlines.com and send the held reservation to laa.travel@akleg.gov for purchase or may be reimbursed for the cost of receipt supported transportation purchases. Boarding passes, if available, should be turned into LAA Accounting for all state funded trips.
During the legislative session, staff travel will be not be considered for authorization.

III. **Short Term Travel Per Diem for Lodging and Meals**

Short term travel per diem for lodging and meals is only authorized for the minimum amount of time needed to conduct legislative business. Short term travel per diem for lodging and meals is paid at the federal rate and is prorated based on the traveler's hour of departure and return. If short term travel per diem rates for lodging are not adequate to cover single occupancy hotel accommodations, travelers may submit single occupancy receipt supported lodging expenses with their travel claim. In these instances, reimbursement will be based on actual lodging expenses plus federal meal allowances. Short term travel per diem for meal allowances are not authorized for travel which does not include an overnight stay.

*Session short term travel per diem for lodging and meals procedures:*

Overnight short term travel per diem for lodging and meal allowance reimbursement

A. *Legislators who do not permanently reside within 50 miles of the Capitol* receive the maximum federal per diem rate for lodging and meals each day of the Legislative Session, which is not taxed. They are not entitled to an additional meal allowance when traveling outside the Capital City, but will be reimbursed the actual cost of single occupancy receipt supported lodging expenses, which will be taxed. Legislators maintaining a residence at their destination will not be reimbursed a lodging amount unless their residence is unavailable to them.
B. Legislators who do permanently reside within 50 miles of the Capitol receive 75% of the maximum federal per diem rate for each day of the Legislative Session, which is taxed. They are not entitled to an additional meal allowance when traveling outside the Capital City, but will be reimbursed the actual cost of single occupancy receipt supported lodging expenses, which will not be taxed.

IV. Incidental Expenses

Incidental travel related expenses such as taxis, parking, business calls and internet access, should be itemized and receipts attached to the travel claim as appropriate. Business calls and internet access charges on hotel receipts must be individually initialed if reimbursement is requested.

V. Special Session Recess

Special session per diem for House members during an extended recess of the House or the entire Legislature is at the discretion of the Speaker and may or may not be granted.

______________________________
Representative Mike Chenault
Speaker of the House
Travel and Per Diem Guidelines, Senate

ALASKA STATE SENATE
1st Session – 29th Alaska State Legislature
FOR TRAVEL AND PER DIEM FOR LEGISLATORS
AND STAFF
(Does not apply to Committee Expenses, Finance Committees, DLA, or Legislative Finance)
January 26, 2015

I. Authorization Required

Legislative travel funded by the Presiding Officer must be authorized. Each Senator may request and be authorized for one trip to the home district during the 2015 legislative session. Travel for national organization meetings will be considered on a case by case basis. A travel authorization form, available online at http://intranet.legis.state.ak.us/accounting/index.php, is the ideal approval document. The travel authorization form should include the total number of days planned in travel status and include any destination where the traveler will overnight.

II. Travel

Reasonable transportation costs will be reimbursed for individuals on approved travel. Rental cars must be requested in advance on the original authorization form. When booking travel every effort must be made to receive the best possible price under the circumstances.

Legislators may book online at easybiz.alaskaairlines.com and send the held reservation to laa.travel@akleg.gov for purchase or may be reimbursed for the cost of receipt supported transportation purchases. Boarding passes should be turned into LAA Accounting for all state funded trips.
During the legislative session, staff travel will be not be considered for authorization by the Presiding Officer.

III. **Short Term Travel Per Diem for Lodging and Meals**

Short term travel per diem for lodging and meals is only authorized for the minimum amount of time needed to conduct legislative business. Short term travel per diem for lodging and meals is paid at the federal rate and is prorated based on the traveler’s hour of departure and return. If short term travel per diem rates for lodging are not adequate to cover single occupancy hotel accommodations, travelers may submit single occupancy receipt supported lodging expenses with their travel claim. In these instances, reimbursement will be based on actual lodging expenses plus federal meal allowances. Short term travel per diem for meal allowances are not authorized for travel which does not include an overnight stay.

**Session short term travel per diem for lodging and meals procedures:**

Overnight short term travel per diem for lodging and meal allowance reimbursement

A. Legislators who do not permanently reside within 50 miles Capitol receive the maximum federal per diem rate for lodging and meals each day of the Legislative Session, which is not taxed. They are not entitled to an additional meal allowance when traveling outside the Capital City, but will be reimbursed the actual cost of single occupancy receipt supported lodging expenses, which will be taxed. Legislators maintaining a residence at their destination will not be reimbursed a lodging amount unless their residence is unavailable to them.
B. Legislators who do permanently reside within 50 miles of the Capitol receive 75% of the maximum federal per diem rate for each day of the Legislative Session, which is taxed. They are not entitled to an additional meal allowance when traveling outside the Capital City, but will be reimbursed the actual cost of single occupancy receipt supported lodging expenses, which will not be taxed.

IV. Incidental Expenses

Incidental travel related expenses such as taxis, parking, business calls and internet access, should be itemized and receipts attached to the travel claim as appropriate. Business calls and internet access charges on hotel receipts must be individually initialed if reimbursement is requested.

VI. Special Session Recess

Special session per diem for Senate members during an extended recess of the Senate or the entire Legislature is at the discretion of the Presiding Officer and may or may not be granted.

Senator Kevin Meyer
President of the Senate
Approved
LAA Travel and Expense Reimbursement Guidelines
Application: LAA employees
Revised November 26, 2008

TRIP APPROVAL

Legislative Affairs Agency employees must have approval from their section head and the Executive Director of the Legislative Affairs Agency (or their designees) to travel on state business. A Travel Authorization Form is available for this purpose on the Accounting Intranet Site. This form should be completed and approval received prior to travel. Employees in approved travel status are eligible for expense reimbursement for actual transportation costs, actual lodging costs and a pro-rated meal allowance. Employees will also be reimbursed for approved incidental costs associated with the business travel such as business phone calls.

To apply for reimbursement of expenses, employees should complete the Travel Claim (TC) form and attach all required receipts. The TC form is available on the Accounting intranet site at http://intranet.akleg.gov/accounting/laatravel.php or from the Accounting Office.

TRANSPORTATION EXPENSES

Legislative Affairs Agency employees will receive reimbursement for reasonable transportation costs. Reasonable transportation costs include tourist class airfare, airport parking and taxi fares or ground transportation (receipts are required for expenses over $15). The receipt portion of the ticket for transportation must be submitted to the accounting office at the conclusion of the trip. Car rentals will not be automatically reimbursed unless specifically approved.

ACTUAL LODGING EXPENSE REIMBURSEMENT AND MEAL ALLOWANCE

Business trips of 30 days or less
Legislative Affairs Agency employees will receive reimbursement for actual lodging expenses supported by letterhead receipts at the single occupancy rate. If a trip will be more than one week in duration, employees should check with different establishments to receive the best rate under the circumstances. If employees share a room, reimbursement will be for the actual cost of the room. Employees are only eligible for lodging expense reimbursement if an actual expense was incurred.

Employees will receive a prorated meal allowance based on the dates and times of travel. Meal allowances will not be paid for travel which does not include an overnight stay. The meal allowance rate is set by the federal government for the travel destination. Receipts are not required for meal expenses.

*Business trips of more than 30 days*

Legislative Affairs Agency employees are expected to acquire housing in places catering to the long term traveler for trips lasting more than 30 days. Legislative Affairs Agency employees will be reimbursed for trips lasting more than 30 days in the same manner as general government employees of the Executive Branch.

**ADVANCES**

Employees may request an advance for actual lodging and meal allowance expenses. To request an advance, employees Must submit their approved Travel Authorization form with a copy of the hotel confirmation showing the single occupancy room rate charges. Employees must submit a copy of the hotel invoice to the accounting office as soon as possible after returning to their home station.

**PERSONAL DAYS**
Any additional expense resulting from an interruption or deviation from business travel for employee convenience shall be borne solely by the employee. Employees should complete their Travel Authorization form indicating the shortest time the trip could have taken, or they should indicate their personal days if their personal days fall within two business travel periods. Airfare or transportation costs should be requested only for the amount it would have cost the State of Alaska if the employee traveled by the most direct and efficient means.
LBA Travel & Per Diem Policy

Overnight Travel
Committee members are entitled to receive travel per diem, at the federal rate, when traveling overnight. On the day of departure, members are entitled to a prorated meal allowance based on the hour of departure from their home. On the day of return, members are entitled to a prorated meal allowance based on the hour of return to their home. The Chair may authorize payment of actual hotel costs plus meal allowance if per diem amounts are inadequate.

Same Day Travel
Committee members are entitled to a meal allowance, at the federal rate, for travel away from home for the day.
Use of Legislative Affairs Agency Equipment, Space, and Staff Policy
(Adopted by Legislative Council on March 21, 1984)

The services, equipment, office space and staff of Legislative Affairs Agency may not be used by any person for campaign purposes or personal services.

Campaign purposes is defined as any use which contributes directly to a person’s election activity. It does not mean that incumbents will be impeded in carrying out legislative or executive duties, constituent contact, committee activities and other legitimate obligations of their office.

Personal services is defined as any special treatment beyond that which would be furnished a member of the general public who requests such services in gathering, duplicating or communicating information or providing assistance of a non-legislative nature.

Any violation of this policy shall be reported to the Executive Director of the Agency who shall, if the Executive Director determines there is a probable violation, report the matter to the Chair of the Legislative Council and to the person involved.
Vehicles, Policy and Procedures
(Adopted by Legislative Council on November 1, 2001)

IMPORTANT NOTICES:
All drivers of the legislative vehicles must be Legislators or legislative employees and must have a valid Alaska Drivers License. In special circumstances, with the approval of the Senate or House Rules Committee, Senate President, Speaker of the House, Legislative Affairs Agency Executive Director, or the Director’s designee, other State of Alaska employees may drive legislative vehicles.

Please read the Consumer Advisory from the National Highway Traffic Safety Administration regarding 15-passenger vans located on the last page of these Policy and Procedures.

A. Purpose and Scope:
1. The purpose of this policy is to inform all drivers of legislative vehicles of the procedures regarding vehicle use, maintenance, and storage.
2. All legislative vehicles shall be used in compliance with these procedures. Legislative employees must read and comply with these procedures. Legislative employees who fail to comply with these procedures may be subject to disciplinary action or dismissal from legislative employment.

B. Definitions:
1. Definition of Legislative Employee: A legislative employee is (a) a person who is hired under the authority of the Senate or House Rules Committees for legislative session or under the authority of the Senate President or Speaker of the House during the interim between legislative sessions. These employees include staff to individual Legislators, staff to standing and special committees, the staff of the Senate Secretary and Chief Clerk and those employees under the direct supervision of the Rules Committee, i.e., employees in the Legislative Lounge and staff of the Sergeant at Arms; and (b) a person who is approved to be on the payroll by the Executive Director of the Legislative Affairs Agency.
3. Definition of Custodian: A custodian of a legislative vehicle is a legislative employee who is responsible for a legislative vehicle assigned to him/her, or his/her office location. A list of each custodian, their office location, and vehicle(s) assigned to them is kept on file by the Procurement Officer. A list of the custodian and the vehicles assigned to each individual location outside of Juneau is kept on file at that location.

4. Definition of Legislative Vehicle: A legislative vehicle is any vehicle owned, leased, rented, assigned, or borrowed by the Legislative Affairs Agency being used for a legislative purpose.

C. Use of Legislative Vehicles:

1. **Legislative vehicles may only be used for official State business.** Personal use of legislative vehicles is not permitted. Stops to attend to personal matters while driving legislative vehicles on State business are not permitted. Every effort should be made to avoid the appearance of misuse of legislative vehicles.

2. A legislative vehicle may be parked at an employee domicile in a safe and secure location to facilitate State business (for example, picking up a Legislator from an early morning airplane and transporting them to the Capitol.) This is only allowed with the permission of the vehicle custodian.

3. Authorization of the Senate or House Rules Committees, Senate President, Speaker of the House, Executive Director of the Legislative Affairs Agency or their designees will be required for trips involving special circumstances that justify an exception to these Policy and Procedures. Special circumstances include, but are not limited to, hospitality transportation for visiting delegates or dignitaries.

D. Custodian Responsibilities:

1. A custodian of a legislative vehicle is responsible for ensuring that all drivers are aware of and perform the following sections a. through h. Once the driver has been made aware of the following sections a. through h., it will be their responsibility to comply with these sections.
   a. all drivers have a valid Alaska Drivers License on their person when driving the vehicle;
   b. all traffic rules and regulations enacted by authority of the State and local governments are adhered to by the
driver;
c. all drivers and passengers wear seat belts at all times while operating or riding in a legislative vehicle;
d. eating food and drinking beverages, is forbidden while the driver is operating the vehicle;
e. drivers will check the engine oil level each time vehicle is fueled and record the date and mileage in vehicle log;
f. once a month engine coolant, transmission fluid, tires, lights, and brakes are checked, and that levels and conditions are recorded in the vehicle log;
g. the vehicle is delivered to either a State-operated or commercial service facility for routine maintenance, which includes, but is not limited to, engine oil change, lubrication, filter service, tire change or rotation;
h. you as the custodian are immediately informed of all problems with the vehicle. If the vehicle is in Juneau, the custodian will inform the Legislative Affairs Agency Procurement Officer. The Procurement Officer will be responsible for delivering the vehicle to either a State-operated or commercial service facility. If vehicle is located outside of Juneau it is the responsibility of the custodian to deliver the vehicle to either a State-operated or commercial service facility. A legislative vehicle with equipment that is unsafe shall not be operated until necessary repairs are made.

2. A custodian may approve a request for the use of a legislative vehicle by legislative employees who are not staff of the custodian if those legislative employees:
a. submit a written request stating for what purpose the vehicle will be used, the dates and times during which the vehicle will be required, and names of the legislative employees who will be driving the vehicle;
b. read and acknowledge that they understand these Policies and Procedures.

E. Zero Tolerance – No Alcohol or Other Intoxicating Substances:
No drinking or taking substances that could impair the driver’s driving abilities eight (8) hours before operating a legislative vehicle will be allowed.

F. Storage of Legislative Vehicles:
1. Legislative vehicles shall be based at places under the jurisdiction of the Legislative Affairs Agency.
2. Parking Legislative vehicles at the homes or domiciles of legislative employees is not authorized, except under the following conditions and with approval of the custodian:
   a. if a legislative employee is engaged in field work or work not confined to a permanent duty station; or
   b. the nature of the legislative employee’s work precludes the possibility of scheduling during regular work hours. However, “on call” status alone is not sufficient justification for regular parking of a legislative vehicle at an employee’s home or domicile, unless the legislative employee has no alternative transportation, requires a specially equipped vehicle to perform job responsibilities, or the use of the vehicle is the least costly alternative, or parking the legislative vehicle at the employee’s home or domicile is in the best interest of the State; or
   c. when a protected storage area is not available and vandalism or other damage is likely to occur to vehicles parked overnight at the place of employment. The Agency shall evaluate the cost of establishing a secure storage area as an alternative to the regular garaging of legislative vehicles at employee domiciles.

3. Under no circumstances shall a legislative vehicle be stored in such a manner that the vehicle will be exposed to traffic hazards, become an inconvenience to the public, or parked in a space not legal for public parking.

4. Every effort should be made by the driver to avoid the appearance of inappropriate use when parking a vehicle inadvertently by a business that does not reflect well on the Legislature.

G. Accidents Involving Legislative Vehicles:
1. The State of Alaska does not provide “automobile physical damage (collision) coverage for State-owned vehicles”. The repairs of State-owned vehicles are the responsibility of the Agency assigned to the vehicle. The State of Alaska does provide “automobile liability coverage”.

2. If a legislative vehicle is involved in an accident the following procedures must be followed by the custodians and drivers of the vehicles:
   a. if the accident 1) does not involve bodily or fatal injury to anyone, and/or 2) there is no property damage or if property damage is under $2,000.00, it is the driver’s responsibility to immediately report the accident to the
custodian of the vehicle, who will in turn immediately notify the Procurement Officer. The driver is responsible for producing a statement that includes his/her name, home address, telephone number, social security number, date, time, place of accident, and a good description of the accident that contains as much relevant information as possible including the name and address of any witness, or if the accident involved another vehicle, the name and address of the driver of the other vehicle, and insurance provider, if any. The statement after being signed by the driver must be forwarded to the custodian who will forward it to the Procurement Officer.

b. If the accident 1) involves bodily or fatal injury to anyone, and/or 2) if there is property damage that exceeds $2,000.00, it is the driver’s responsibility to immediately report the accident to the local police department or to the Alaska State Troopers per AS 28.35.080(a). If an official police report is not made, then AS 28.35.080(b) requires that the driver of the vehicle make a report to the Division of Motor Vehicles within ten (10) days. Immediately after contacting the appropriate law enforcement authority it is the driver’s responsibility to report the accident to the custodian who will in turn immediately notify the Procurement Officer. The driver is responsible for producing a statement that includes his/her name, home address, telephone number, social security number, date, time, place of accident, and a good description of the accident that contains as much relevant information as possible including the name and address of any witness, or if the accident involved another vehicle, the name and address of the driver of the other vehicle, and insurance provider, if any. The statement after being signed by the driver must be forwarded to the custodian who will forward it to the Procurement Officer.

c. It is the Procurement Officer’s responsibility to fill out all appropriate forms required by the Division of Risk Management and/or any private entities offering indemnification or adjustment services to the Legislature.

H. Consumer Advisories:
1. April 2001 – The National Highway Traffic Safety Administration (NHTSA) issued a cautionary warning to users
of 15-passenger vans because of an increased rollover risk under certain conditions. The results of a recent analysis by NHTSA revealed that 15-passenger vans have a rollover risk that is similar to other light trucks and vans when carrying a few passengers. However, the risk of rollover increases dramatically as the number of occupants increases from fewer than five occupants to over ten passengers. In fact, 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded.

NHTSA’s analysis revealed that loading the 15-passenger van causes the center of gravity to shift rearward and upward increasing the likelihood of rollover. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.

A copy of the NHTSA analysis of the rollover characteristics of 15-passenger vans can be found at http://www.nhtsa.dot.gov/people/ncsa/reports.html#2001