

# **EXHIBIT 26**

CONFIDENTIAL

U.S. HOUSE OF REPRESENTATIVES  
EMPLOYEE HANDBOOK  
FOR THE OFFICE OF  
CATHY MCMORRIS RODGERS.

This Handbook is effective as of August 17, 2010.  
It supersedes any and all prior employee handbooks,  
personnel policies and guidelines.

ACKNOWLEDGMENT OF RECEIPT OF

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**EMPLOYEE HANDBOOK FOR THE  
OFFICE OF CONGRESSWOMAN CATHY MCMORRIS RODGERS**

I acknowledge that I have received a copy of the Employee Handbook for the Office of Congresswoman Cathy McMorris Rodgers, (hereinafter referred to as "the Office") and that I have read and understand the contents of the Handbook. I understand the Handbook is intended to provide me with general information about policies and procedures of the Office that govern my employment.

I acknowledge and understand that employment with the Office is at-will and that all employees serve at the pleasure of the Office. Accordingly, I have the right to resign from my position at any time, and the Office can terminate my employment relationship, with or without cause, or with or without notice, at any time, except, of course, the Office cannot terminate my employment for discriminatory reasons in violation of applicable federal law. I understand that by signing this Acknowledgment I do not waive my rights under applicable federal law.

I also understand and acknowledge that the Office may unilaterally change or revise, with or without notice, its policies and practices, and such changes may affect the benefits provided therein. Moreover, I understand and acknowledge that the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time-to-time, or other employment practices, shall not serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Office, or otherwise to change in any respect the employment-at-will relationship between the Office and myself.

I acknowledge that no one in the Office is authorized to make exception to this understanding, except Congresswoman Cathy McMorris Rodgers, who must do so in writing to be effective.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

*Process: 1) Read and understand; 2) sign and date; 3) submit form to your office Staff Assistant within 1 week of hire.*

**PURPOSE OF THE HANDBOOK**

This Handbook has been prepared to summarize the personnel policies and procedures that are applicable to employees of the Office of Congresswoman Cathy McMorris Rodgers (hereinafter referred to as "the Office"). You should read the

Information in this Handbook promptly and thoroughly so that you have an understanding of the policies and procedures of the Office. If you have any questions or concerns, please discuss them with the Office Manager. Please recognize, however, that this Handbook cannot anticipate every situation or answer every question about your employment; it can provide only an overview of policies and procedures. It is not an express or implied employment contract or legal document, nor should its contents be considered a strict interpretation of the policies, procedures or benefits that are described in this Handbook.

This Handbook is effective as of November 1, 2009 and it supersedes any and all prior employee handbooks, personnel policies, and guidelines.

In order to meet changing circumstances, the Office reserves the right to change, revise, or rescind any of the policies, procedures or benefits described in this Handbook (other than the at-will nature of the employment relationship) whenever, in its sole discretion, the Office deems it appropriate to do so. Policies and procedures are subject to interpretation by the Office, and exceptions may be made in individual cases at the sole discretion of Congresswoman Cathy McMorris Rodgers (herein "the Congresswoman" or "the Member"), the Chief of Staff or the Deputy Chief of Staff/District Director.

In addition to the policies contained in this Handbook, every employee of the Office has a duty to comply with all applicable Federal laws, Rules of the House of Representatives, the mandates of the House Ethics Manual, and Regulations of the Committee on House Administration (including those contained in the *Members' Congressional Handbook*).

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Appendices

\*All Appendices/forms are stored individually on the Office computer's "common drive", in the file entitled "Office Forms".

- Appendix A: Confidentiality Oath
- Appendix B: Employee Request Form for Family and Medical Leave
- Appendix C: Employee Leave Request Form
- Appendix D: Overtime Pre-Authorization Form
- Appendix E: Travel Request Form
- Appendix F: Expense Reimbursement Form
- Appendix G: Campaign Work Authorization Form
- Appendix H: Outside Employment Authorization Form
- Appendix I: Employee Performance Evaluation Form

## I. POLICIES AND PROCEDURES

### Management Rights

The Office strives to serve the Member's constituents with professionalism, quality, and dedication, promptly and effectively. To reach its goals, the Office reserves its rights as an employer to, at any time, with or without prior notice, establish, administer and change wages, benefits, practices and procedures; direct and discipline the staff; make decisions regarding recruitment, hiring, training, assignment, transfer, promotion, demotion, layoff, recall and retirement of employees; establish the services to be rendered, and who shall perform the work and at what rate; take action to maintain the security of employees, facilities and property, including without limitation, inspections, searches and investigations in accordance with applicable laws; establish starting and quitting times; discontinue or close down any part of or all of the Office; expand, reduce, alter or combine any one or more of the Office operations; and take whatever other action is necessary in the Office's judgment to operate efficiently and effectively.

The failure to exercise these or other management rights shall not waive the Office's right to do so at any time in its sole discretion, or preclude the Office from exercising any management prerogative in ways other than those described above.

The definition of "management" for purposes of this Handbook are: the Congresswoman; the Chief of Staff; the Deputy Chief of Staff/District Director; the Legislative Director; the Communications Director; and the Office Manager.

### Statement of Equal Employment Opportunity Policy

The Office is an equal employment opportunity employer and does not discriminate on the basis of an individual's race, color, religion, sex, national origin, disability, military status, age or any other factors prohibited by applicable federal law. This includes all hiring, discharge, promotion, pay, benefits, reassignment, and other personnel actions affecting the terms, conditions, and privileges of employment. Additionally, according to House Rule XXIII(9), the Office is also prohibited from discriminating against an individual based on marital or parental status. However, the Office may consider party affiliation, domicile and political compatibility in making employment decisions.

### Personnel Records

It is the policy of the Office to keep personnel-related information maintained in confidence to the greatest extent practicable. Information from employee files will be released only as follows:

- | to the employee at his or her written request to be provided by the Office within a reasonable amount of time;
- | to third parties, as required by judicial orders, subpoenas and law enforcement requests; and
- | immediately to management with a need to know.

Each current employee may review his or her own personnel file upon written request and may request, in writing, copies of any or all information contained therein, which shall be provided by the Office within a reasonable amount of time.

It is important that the Office and the House Payroll and Benefits Office be informed by you, in writing, on a timely basis, of any change with respect to the following:

- | Your Name;
- | Your Address;
- | Your Home telephone number;
- | Your Employment Eligibility (Form I-9).

It is your responsibility to inform the House Payroll and Benefits Office, in writing and on a timely basis of any change with respect to the following:

- | Your Beneficiary designation (for insurance and other benefit plans);
- | Your Number of dependents (for income tax withholding and insurance status/eligibility purposes);
- | Your Marital status (for income tax withholding and insurance status/eligibility purposes);
- | Any change in the number of exemptions you intend to claim on your taxes.

In addition, it is important that the Office maintain an emergency contact for each employee (in the event of injury or illness) and that the employee promptly notify the Office, in writing, of any changes with respect to the emergency contact.

All changes in your personnel-related information and all requests regarding your personnel records should be directed to the Office Manager.

There is only one personnel file authorized and maintained by the Office and that personnel file is located and maintained in the Spokane District Office. The Office Manager is authorized and responsible for maintaining complete, accurate, up-to-date personnel records. The DC Office Staff Assistant is responsible for ensuring that all personnel documents (originals and copies as appropriate) related to the DC Office are forwarded to the Spokane District Office Staff Assistant in a complete and timely manner, and of keeping the Office Manager fully informed of all personnel matters.

**Nepotism**

Members and employees are prohibited by law from appointing, promoting, or recommending for appointment or promotion, their relatives, except as discussed below. Individuals with the following relationship to a Member may not be employed by the Member:

- |                 |               |              |
|-----------------|---------------|--------------|
| aunt            | half-sister   | son-in-law   |
| brother         | husband       | stepbrother  |
| brother-in-law  | mother        | stepdaughter |
| daughter        | mother-in-law | stepfather   |
| daughter-in-law | nephew        | stepmother   |
| father          | niece         | stepsister   |
| father-in-law   | sister        | stepson      |
| first cousin    | sister-in-law | uncle        |
| half-brother    | son           | wife         |

If, however, a House employee becomes related to the employing member (by marriage), the employee may remain on the Member's personal or committee staff. Similarly, if a Member becomes the employing authority of a relative who was hired by someone else (e.g., the Member ascends to the chairmanship of a Committee or subcommittee for which the relative is already working), the relative may remain on the payroll. However, the Member may not then give that individual further promotions or raises, other than cost-of-living or other across the board adjustments. The statute does not prohibit a Member from employing two individuals who are related to each other, but not to the Member. (See House Ethics Manual at pp. 272-273). Contact the Office Manager.

Every employee must certify relationship to any Member of Congress on a certificate of relationship form, available from the Office of Human Resources in B215 Longworth HOB or at <http://housenet.house.gov>. If, at any time, the relationship of an employee to a Member of Congress changes, the employee must file an amended certificate of relationship with the employing office.

#### Payroll

Paychecks are distributed on the last business day of each month via direct deposit to the employee's chosen financial institution. Questions regarding direct deposit and possible alternatives should be directed to the Office of Payroll & Benefits at 202-225-██████.

#### Attendance Policy

##### 1. Basic Policy

Attendance and punctuality are essential to the efficient operation of the Office. It is recognized that there are situations beyond an employee's control that may create absenteeism or tardiness. However, the Office cannot tolerate repeated unauthorized absences from work or tardiness in reporting to work, because such actions disrupt schedules and create a burden on fellow employees and the Office. Moreover, a Member is prohibited from retaining an employee on the payroll who does not perform official duties commensurate with the compensation received. (See House Rule XXIII(8)(a)).

If you are absent from or tardy for work for any reason, you must speak with your supervisor (or if your supervisor is unavailable, some other management employee), as early as possible before the beginning of the workday or shift. An employee who arrives more than 15 minutes after his or her designated starting time is considered tardy.

If you must leave work early, because of illness or other unavoidable reasons, you are responsible for personally notifying your supervisor and obtaining approval before departure. Absenteeism or tardiness that is considered to be excessive, in the sole judgment of the Office, or failure to follow reporting procedures, may subject an employee to appropriate disciplinary action up to and including termination.

## II. Job Abandonment

If you anticipate an absence from work, whether for the entire day or for any portion of the day, you should notify the Office as far in advance as possible, so that work schedules and assignments can be adjusted accordingly. If an employee is absent from work for three consecutive work days without notifying or obtaining advance approval from your supervisor, it will be presumed that the employee has abandoned his/her position and his or her employment will be terminated, except under extenuating circumstances and in the sole discretion of the Chief of Staff.

## III. Office Hours

Regular hours of operation are from 8:30 a.m. – 5:30 p.m., Monday through Friday. Telephones must be fully staffed during Office hours. The Office reserves the right to establish additional or modified hours of operation depending on the schedule of the House or at the discretion of the Office.

## IV. Lunch Period

Lunch periods are established by each employee's immediate supervisor and, in all cases, will be no longer than one hour, without prior approval from the employee's supervisor. Exceptions to this policy will be granted consistent with the Office's leave policy, as set forth later in this Handbook, or in cases where a staff member is requested by his or her supervisor to attend an official function. Lunch periods for employees are rotated to ensure coverage of the telephones at all times.

#### V. Snow Days and Other Contingencies

Employees are required to be at work whenever the Office is open. When weather conditions or other emergencies make it unsafe to travel to and from work, the Office will be open for essential services only. This policy goes into effect only when media reports indicate federal government offices are completely closed due to inclement weather, or when the Chief of Staff or the Deputy Chief of Staff/District Director has determined that the Office will be closed. In addition, when inclement weather makes it unsafe for a particular employee to travel, leave status will be granted to those employees who, due to unsafe weather conditions, are unable to report to work, provided he/she submits a Leave Request Form (Appendix C) to his/her supervisor on the next business day he/she is able to come into the Office.

#### Time and Attendance Records

Time and attendance records will be kept for each employee. The Spokane District Office Staff Assistant is responsible for maintaining proper records for all categories of leave and ensuring that time and attendance are recorded and reported properly by the employees. The Staff Assistant in the D.C. office is responsible for ensuring that time and attendance are recorded and reported properly by the D.C. employees, and is responsible for forwarding that information accurately and timely to the Spokane District Office Staff Assistant on at least a weekly basis.

#### Employee Classification

Employees are classified into one of the following two categories:

1. Employees who are exempt from the overtime requirements of the Fair Pay Labor Standards Act as incorporated by the Congressional Accountability Act: Those who are not required to be paid overtime for all hours worked in excess of 40 hours in one work week. Exempt employees are expected to work whatever hours are necessary to meet the job responsibilities and needs of the Office.
2. Employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act as incorporated by the Congressional Accountability Act: Those who are required to be compensated for all hours worked in excess of 40 hours per week.

The employee classification determination is based on the actual job duties and responsibilities of the employee.

The workweek for the Office begins at 12:01am on Sunday and ends at 12:00am on Saturday.

#### Overtime for Non-Exempt Employees

The basic work week will consist of 40 working hours for non-exempt employees. However, your supervisor may ask you to work overtime or to be available for duty other than during normal work hours. Scheduling additional work hours requires the prior approval of your supervisor or other appropriate management personnel and an overtime preauthorization form (Appendix D) must be completed prior to working overtime. Failure to secure permission from the appropriate supervisor prior to working overtime may result in disciplinary action, up to and including termination.

#### Comp Time for Non-Exempt Hourly Employees

Non-exempt employees who work more than 40 hours in a work week will be compensated at time and one-half for all hours over 40, or will be given time off at a one and a half rate in a subsequent work week within the same pay period for hours worked over 40. The determination of whether compensation will be in overtime pay or overtime time off ("comp time") will be made by the Office. Time off or compensation for overtime worked may not be transferred from one pay period to the next. Only time actually worked (and not Holidays, annual leave, or sick leave), is counted as hours worked for purposes of calculating overtime compensation.

#### Discretionary Additional Time Off for Exempt Salary Employees

In appreciation for an exempt salaried employee's extraordinary effort, an exempt salaried employee who works three hours or more on a Saturday, Sunday and/or Holiday ("Holidays" are designated later in this Handbook) in addition to their normal and customary work week, shall be eligible to request one day off from work for each Saturday, Sunday and/or Holiday he or she also works in addition to their normal and customary work week (hereinafter referred to as "Discretionary Time Off").

In order to have their request considered, the employee must submit a properly completed Request for Leave Form (Appendix C) to his/her supervisor, no later than the next normal business day that the employee's office is open. For the Spokane office, both the employee's supervisor and the Office Manager must

approve the Discretionary Time Off. In addition, the requested Discretionary Time Off must be proposed to occur within two weeks following the Saturday, Sunday and/or Holiday that the employee worked; and must not result in the employee having more than one extra consecutive day off from work (e.g. the employee normally has Saturday and Sunday off, and is requesting two days of discretionary time off, then the employee may request the next two Fridays off, but may not request a consecutive Thursday and Friday, or a consecutive Friday and Monday off).

In no event shall Discretionary Time Off accrue or otherwise carry forward beyond the two weeks immediately following the Saturday, Sunday and/or Holiday that the employee worked. In no event shall Discretionary Time Off exceed two days per month. In every event, whether granted or denied, the completed request form, signed by the supervisor, must be delivered to the Spokane District Office Staff Assistant for proper entry into the Office records and personnel files.

The approval or denial of a Discretionary Time Off request is entirely within the sole discretion of the Office.

#### Conflicts of Interest/Ethics in Government Act

All employees of the Office must strictly comply with the provisions of the Ethics in Government Act, House Rule XXV and other applicable House Rules regarding outside income, gifts, and personal financial disclosure. Moreover, it is the responsibility of the employee to become familiar with the requirements of House Ethics rules as well as the requirements of House Rule XXIII. Failure to comply may be grounds for dismissal.

The Committee on Standards of Official Conduct has prepared forms for financial disclosure, together with a detailed explanation of requirements of the Ethics in Government Act. Questions regarding financial disclosure may be directed to the Committee on Standards of Official Conduct at 202-225-7103.

Employees of the Office are not to engage in conduct that constitutes a conflict of interest or a potential conflict of interest. In general, a "conflict of interest" is any situation in which an employee's conduct in his or her job conflicts with his or her private economic affairs. In addition, page 186-187 of the House Ethics Manual extends the definition to situations and circumstances which pose a "risk of impairment of impartial judgment."

Generally, acceptance of gifts, other than from family and close personal friends, is prohibited by House Rule XXV. Therefore, you must contact the Office Manager regarding any offers of gifts, money, or other benefits offered by a lobbyist or anyone that has dealings with the Office.

Contact the Office Manager if you have even the slightest concern that particular conduct, including but not limited to, the acceptance of any gift, might constitute a conflict of interest or a violation of House Rules or Federal law.

Employees should err on the side of caution when confronted with a potential conflict of interest and discuss the matter with the Office Manager for clarification and resolution.

#### Outside Employment

Employees of the Office may not secure employment outside the House which conflicts with the performance of their official duties. Further, House employees who engage in private employment may not do so to the neglect of their Congressional duties, on "official time" for which a salary is received from the United States Treasury, or if the employment is gained through the improper use of their official positions. It is the responsibility of each employee to fill out the Outside Employment Authorization Form (Appendix H), to submit the Form to the Chief of Staff, and to obtain prior written approval from the Chief of Staff prior to accepting or engaging in any outside employment.

In addition, certain employees face limitations on outside employment and earned income under House Rule XXV. All employees assume full responsibility for complying with House Rules and federal law. Contact the Committee on Standards of Official Conduct at 202-225-7103 if you have any questions about outside employment.

Upon separation from employment with the Office, certain employees are prohibited from lobbying certain Members of Congress or their staff for a period of at least one year. For more information contact the Committee on Standards of Official Conduct at 202-225-7103.

### Campaign Work and Political Activities

Employees of the Office may engage in campaign work only on their own time, and only when their Campaign Work Authorization Form (Appendix G) has been pre-approved by the Chief of Staff in writing.

Official House property, equipment and resources may not be used for campaign activities. Campaign contributions may not be solicited on, or for delivery to, House property.

The 2/28/96 Congressional Research Service (CRS) publication *Campaign Activities by Congressional Employees*, provides a good summary of regulations that govern the participation of House employees in campaigns and campaign fund-raising. If you have any questions or concerns, contact the Office Manager.

### Domestic/Foreign Gifts and Travel

Rules of the House and the Foreign Gifts and Decorations Act govern your conduct relating to travel to foreign countries and the acceptance of gifts or hospitality from foreign nationals or governments. Employees are required to consult with the Committee on Standards of Official Conduct at 202-225-7103 regarding those laws and rules, and to notify the Office Manager in writing, before traveling to foreign countries on House business or accepting gifts from foreign nationals or governments.

### Reimbursement for Official Expenses

#### Non-Travel Related Expenses

No employee may incur official expenses in excess of \$50.00 per week without the prior approval of the Deputy Chief of Staff/District Director. "Official Expenses" are defined by the Regulations of the Committee on House Administration as reflected in the Member's Congressional Handbook and are strictly limited to expenses related to official and representational duties for the district from which the Congresswoman was elected.

### Travel-Related Expenses

No prior approval is required for requests for mileage reimbursement.

Travel outside of the 5<sup>th</sup> Congressional District for Washington State office employees, and travel outside of DC for DC office employees, requires the pre-approval of the Deputy Chief of Staff/District Director. Employees traveling outside of their geographic office area will be reimbursed not more than \$50.00 per day for food plus \$50.00 per day for non-mileage related expenses, unless prior approval is obtained from the Deputy Chief of Staff/District Director. In general, no approval will be granted for air fare expenses in excess of \$450.00 round trip, for lodging expenses in excess of the federal per diem for the location, and for car rental expenses not pre-approved.

### Procedure

Travel-related ticketing, rental car and lodging requests must be submitted in writing to the Spokane District Office Staff Assistant for District staff and to the Executive Assistant for DC staff at least 30 days in advance of travel, or as soon as reasonably possible under the circumstances, using the Travel Request Form (Appendix E). You are responsible for making the travel, rental car and lodging arrangements at the best possible rates and for holding those reservations, pending cost-approval by the Deputy Chief of Staff/District Director and payment arrangements by the Spokane District Office Staff Assistant/Executive Assistant. You may not pay these expenses yourself and submit a request for reimbursement; all travel-related ticketing, rental car and lodging expenses must be pre-paid by the Office, unless other arrangements have been pre-approved by the Deputy Chief of Staff/District Director.

To be approved, requests for reimbursement for official expenses must be on the House Finance Office approved vouchers (Appendix F), which you may obtain from the Staff Assistant for your office location. Only requests for reimbursement submitted in accordance with the Regulations of the Committee on House Administration as reflected in the Members' Congressional Handbook will be processed for payment.

If the voucher is not properly completed and/or is not submitted to the Spokane District Office Staff Assistant within 30 days (for cash expenditures) or within 60 days (for credit card expenditures) then reimbursement may not be made.

Timely, properly submitted reimbursement vouchers will be paid by the House Finance Office through direct deposit.

Any procedural questions about reimbursement may be directed to the Office Manager and/or to the District Office Staff Assistant/Financial Administrator.

### The Frank

The "frank" is the term applied to the use of the signature of a Member of Congress on mail *in lieu* of postage.

All staff of the Office should review the publication Regulations on the Use of the Congressional Frank, published by the Commission on Congressional Mailing Standards (Franking Commission), before sending any mail for the Office.

The frank is to be used only for official business. Under no circumstances should the frank or other official resources be used for an employee's personal mail. This rule applies to "inside mail" as well.

The frank cannot be used on mail to foreign countries (other than via APO or FPO boxes). Letters or documents to foreign officials should be sent in care of the country's consulate in the United States. If that is not possible, weigh the letter/document and obtain the proper amount of postage from the Staff Assistant in your District Office.

For more information on franked mail, see Official Mail Expenses, of the *Members' Congressional Handbook* as well as the House Ethics Manual's discussion of the topic. Questions regarding use of the frank, and requests for advisory opinions on the frankability of mail, should be submitted to the Communications Director.

### Mass Mailings

The Office is required by House Rule XXIV and 2 U.S.C. § 59e(f) to seek an advisory opinion as to whether proposed mass mailings are in compliance with all applicable laws, rules and regulations, from the Commission on Congressional Mailing Standards (Franking Commission). A mass mailing is generally defined as any mailing of 500 items or more of substantially identical content within any session of Congress.

Compliance with these requirements is extremely important because the Office is responsible for complying with all applicable provisions of Federal law, House Rules, and Regulations of the Commission on Congressional Mailing Standards and the Committee on House Administration. Therefore, the prior, written approval of the Communications Director is required before any mass mailing is undertaken.

### The Office Drug and Alcohol Abuse Policy

#### I. Basic Policy

The Office strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substances in the workplace or while on paid time. This policy also strictly prohibits all employees from being under the influence of drugs (see discussion below for prohibited drug use) or alcohol while on paid time or while on workplace premises.

Prohibited drug use includes any and all controlled substances except those taken pursuant to, and in compliance with, a prescription from a licensed health care professional. Prohibited drug use also includes the medically unauthorized taking of any prescription drug as well as the use of prescription medications illegally obtained or used in a manner inconsistent with the direction of the prescribing, licensed health care professional. Finally, prohibited drug use includes the abuse of over-the-counter medications used in a manner inconsistent with its intended purpose so as to affect the performance of the employee.

As a condition of employment, employees must notify the Deputy Chief of Staff/District Director and/or the Chief of Staff immediately of any *charge* made against them by law enforcement for any violation(s) of federal and/or state criminal drug and/or alcohol laws *while they are engaged in their official duties*; and of any *conviction* for any violation(s) of federal and/or state criminal drug and/or alcohol laws *at any time* while they are employed by the Office.

## II. Non-Discrimination Policy

The Office complies with all provisions of the Americans with Disabilities Act ("ADA"). No employee or applicant for employment who is currently drug-free will be denied employment or otherwise discriminated against solely because of the individual's prior abuse of drugs, prior treatment for drug abuse, or status as an alcoholic or a recovering drug addict. However, the ADA does not protect employees who are current users of illegal drugs nor does it protect employees who violate the Office Drug and Alcohol Abuse Policy, as described above.

## III. Voluntary Treatment and Counseling

The Office encourages all employees who need assistance in dealing with alcohol or drug dependency problems to seek counseling through the various private and public agencies and programs that exist in their communities. Employees may also seek assistance by contacting the Office of Employee Assistance, 202-225-██████. Requests for voluntary treatment and related matters will be kept as confidential as possible, and, in accordance with the law, the Office will reasonably accommodate an employee's attempt to address dependency problems. Employees may not, however, escape discipline by requesting treatment or leave only after having been notified of disciplinary action for violating the Office's Drug and Alcohol Abuse Policy.

## IV. Fitness for Duty

Employees are responsible for notifying the Office Manager for Washington State employees and the Legislative Director for DC office employees of any conditions, including but not limited to the taking of medically authorized prescription drugs, that may impair the employee's ability to perform his or her job in a safe or effective manner. The Office will attempt to ensure that the disclosure and substance of such information is kept confidential and that it will be disclosed only to individuals with a legitimate need to know. No employee will be discriminated or retaliated against as a result of his or her disclosure of such information. The disclosure is required only to ensure safety in the Office and to protect the employee against any inaccurate assumptions that might otherwise be made about the employee's performance.

V. Discipline for Violation of This Policy

Employees who violate this Drug and Alcohol Abuse Policy and/or the Fitness for Duty Policy may be disciplined, up to and including immediate termination.

**Smoking Policy**

To provide a safe and healthy working environment for all employees, smoking is prohibited in the Office. Employees who violate this policy may be subject to disciplinary action up to and including termination. All employees share responsibility for maintaining a smoke-free workplace.

Employees interested in attending a smoking cessation program should contact the Office of Employee Assistance at 202- 225- [REDACTED]

**Personal Use Policy**

The House Rules allow for personal use of House equipment (e.g. phone, computer) and supplies (e.g. paper, pens) only if such use is negligible in nature, frequency, duration and expense.

**Recycling Policy**

The Office cooperates fully with the House of Representatives Recycling program. Labeled recycling bins are located throughout the D.C. office and the Washington State district offices. Please take note of the locations of these bins and make every effort to recycle materials accordingly. For more information, please contact the Staff Assistant for your District.

**Use of Official Stationery**

Use of official stationery of the Office by staff members is strictly limited to correspondence relating to the official capacity or responsibilities of the staff member. Use of official stationery for personal business or matters unrelated to the Office is strictly prohibited and subjects such users to appropriate discipline up to and including termination. For guidance on this issue, please speak with the Office Manager, refer to the House Ethics Manual, and/or call the Committee on Standards of Official Conduct at 202-225-7103.

### Safety and Security Policy

It is the policy of the Office to maintain safe working conditions for its employees. Accordingly, all employees are expected to abide by applicable safety and security rules and regulations within House facilities. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts is unacceptable. If you have questions, refer to the Security Procedures Manual for your District Office or ask the Staff Assistant for your District Office.

#### DC Office:



Bomb threats should be reported immediately to 9-1-1. A Bomb Threat Checklist is available from the House Sergeant-at-Arms at 202-225-██████.

Threats to the physical safety of a Member or employee of the Office should be reported to the House Sergeant-at-Arms at 202-225-██████.

If you are injured while at work, you must report the injury immediately to the Staff Assistant. You must also complete a notice of injury report (Form CA-1), which is available from the Office of Payroll and Benefits, B215 Longworth HOB, 202-225-██████, and submit it to the Office Manager.

All employees are issued identification cards that allow access to the House office buildings. You must immediately report lost or stolen I.D. cards and keys to the Sergeant-at-Arms Office of Identification Services, 321 Cannon HOB, 202-225-██████, and a new I.D. card will be issued to you. Because an I.D. card is House property, it must be returned upon termination of employment.

Loaning or sharing of I.D. cards and office keys is a serious safety breach. Employees who engage in such behavior may be subject to discipline, up to and including termination.

The nature of employment on the Hill is such that it may require you to work late hours. In the event that an employee is in a position in which he or she is going to be walking to his or her car or the Metro station alone, the employee is

encouraged to contact the Capitol Police for escort. The number for Escort Assistance is 202-224-██████.

**Spokane Office:**



Bomb threats should be reported immediately to 9-1-1. A Bomb Threat Checklist is available from the Staff Assistant.

Threats to the physical safety of a Member or employee of the Office should be reported to the House Sergeant-at-Arms at 202-225-██████.

If you are injured at work, you must report the injury immediately to the Office Manager. You must complete a notice of injury report (Form CA-1), which is available from the Office of Payroll and Benefits, 202-225-██████ or ask the Staff Assistant.

All employees are issued key cards that allow access to the Office building. You must immediately report lost or stolen I.D. cards and keys to the Office Manager.

Loaning or sharing of key cards and office keys is a serious safety breach. Employees who engage in such behavior may be subject to discipline, up to and including termination.

Additional information is contained in the Office Security Procedures Manual.

**Walla Walla and Colville Offices:**

Each office has its own Security Procedures Manual. Contact your Deputy District Director for the safety procedures maintained for your District Office.

### Office Property

All staff members play an important role in the political process, and enjoy a relationship of trust and confidence with the Member. Inherent in this relationship is the expectation that staff members understand the need to protect sensitive and confidential information, and work at all times for the good of the Member and his/her constituents.

To assist the Member in performing his/her duties most effectively and efficiently, it is imperative that the Office have immediate access to all Office files and other property. For example, in an employee's absence, the Office may need to enter and search an employee's work area to retrieve work-related materials. The Office also must retain its ability to locate missing property promptly and to investigate suspicious activities in the Office. Therefore, the Office reserves the right to inspect and search all areas and property in the Office at any time, for these reasons, or any other reason within its sole discretion, without notice or consent.

All inspections and searches must be preauthorized by the Member and/or the Chief of Staff and/or the Deputy Chief of Staff/District Director. Inspections, searches and investigations can include, without limitation, the examination of physical files, computer files, e-mail, voice mail, file cabinets, desks, work stations, closets, storage areas, manuals, equipment, and all other Office property and areas. For these reasons duplicates of all keys issued to the staff are maintained, and the passwords for your telephone voicemails are assigned. Your voicemail will remain active for up to 60 days following termination of your employment, so that the Office may receive those messages and act on them appropriately. The Office also reserves the right to search packages and other containers within the Office to investigate suspicious activities.

Employees should leave valuable items at home. The Office cannot be responsible for the loss, theft or damage of any property brought into the Office. Additionally, employees should report any suspicious activity they observe in the Office to the Chief of Staff, the Deputy Chief of Staff/District Director, the Deputy District Director or the Staff Assistant. As a condition of continued employment, the Office expects each employee to assist with the Office's efforts to maintain the confidentiality of Office activities, and to provide for employee and Office security.

For the reasons described above, employees should not harbor any expectation of privacy in the office or equipment that is provided to them by the Office.

**Emergencies**

You will be asked to provide the Office with the name and telephone number of someone to contact on your behalf in the event of an emergency. Should your "emergency contact" person change, please notify the Spokane District Staff Assistant immediately. It is the duty of the employee to inform your district staff assistant of any changes to information concerning persons to contact in case of an emergency.

**DC Office:**

If a medical emergency occurs during working hours or on the premises, you should immediately contact the Capitol Police at 911 or the Attending Physician's Office at 202-225-████. The Physician's Office is open 9:00 a.m. to 5:00 p.m., or until adjournment, Monday through Friday. In the case of a minor injury or illness, go immediately to one of the First Aid Offices, which are in the following locations and are open 9:00 a.m. to 5:00 p.m., Monday through Friday:

- |        |                |         |
|--------|----------------|---------|
| H-166  | The Capitol,   | x5-████ |
| 110    | Cannon HOB,    | x5-████ |
| 1204   | Longworth HOB, | x5-████ |
| B344   | Rayburn HOB,   | x5-████ |
| H2-145 | Ford HOB,      | x5-████ |

**District Offices:**

If a medical emergency occurs during working hours or on the premises, you should immediately call 9-1-1.

**Computer Policy**

Certain employees of the Office are assigned personal computers for use in the conduct of their official duties. Specific guidelines and instructions regarding the use of the Office's computers will be provided by the Staff Assistant for your office to each employee that is assigned a computer.

Under certain circumstances, it may be necessary to access the employee's computer to recover documents. Therefore, the Office reserves the right of access to any computer or file on the Office's computer system. Accordingly, employees should not harbor any expectation of privacy in documents created on the equipment provided to them by the Office.

Computer viruses can be transmitted via software or data files, and have the potential of stopping all work on the Office's computer system. Therefore, employees who are assigned computers must scan all computer disks for viruses, especially if a diskette has been used outside of the Office. Contact our designated contact person at Lockheed Martin at 202-378-██████ if you have any questions or need assistance regarding software.

Employees of the Office may not make unauthorized copies of any software licensed to the House or to the Office and remove it from the Office. Employees are also prohibited from using unlicensed software anywhere on the Office's computer system.

No software can be loaded onto any computer or the system without direct authorization from our designated contact person at Lockheed Martin at 202-378-██████ to ensure that only legal copies of software are running on the system and to protect the computer system from viruses.

Employees who access House computer systems remotely are responsible for maintaining the security and integrity of such systems. Passwords and other means of access must be safeguarded, and each employee is responsible for notifying the Staff Assistant for your District of any breach, or potential breach, of security or integrity of such systems.

Employees are prohibited from moving computers, printers, or other computer equipment of the Office without first contacting and obtaining the approval of our designated contact person at Lockheed Martin at 202-378-██████.

Employees are responsible for compliance with all regulations of the Committee on House Administration.

#### Electronic Mail Policy

Electronic Mail ("e-mail") is provided as a communications tool to all employees of the Office and should be used with the same rules of professional behavior that apply to the telephone. E-Mail may not be used to commit an unlawful act, to harass or annoy another employee, for personal communication, or to advertise or promote outside business or other non-office related activities.

Employees should not read the e-mail of others. Occasionally, an employee may be assigned to review the e-mail messages of another employee for legitimate purposes. However, an employee must have prior approval from the Office Manager prior to reviewing the e-mail files of another employee.

It is possible that other employees or third-parties may inadvertently view your e-mail messages. Because there is no guarantee of absolute privacy with e-mail, it is imperative that all employees use good judgment when using the e-mail system.

Management expressly reserves the right to review the e-mail files of any employee, with or without notice, for any reason within its discretion, including but not limited to investigating wrongdoing or security breaches, monitoring compliance, or obtaining work product.

#### Internet Use Policy

Internet access is a privilege and not a right of employment. Incidental personal use of Office resources to access the Internet is permissible only to the extent that such use is negligible in nature, frequency, time consumed, and otherwise conforms with the regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII). Employees should harbor no expectation of privacy with the use of their computers, including the Internet websites they access, browse or download.

The following guidelines are intended to provide some direction in the use of the Internet. This list is not exhaustive and employees should request guidance from the Office Manager if there is any doubt as to whether a particular use of the Internet violates the policy of the Office.

- Employees are strictly prohibited from using Office equipment for any form of communication or use of the Internet that would discriminate against or harass individuals based on such individuals' race, color, religion, sex, age, military status, disability, or national origin.
- Use of the Internet shall be in a manner that represents the Office and/or the House of Representatives creditably;
- Use shall not be for personal profit or gain;
- Use shall not be in a manner to, intentionally or otherwise, cause damage, disruption, or malfunction of Office or House systems or networks;

- Use shall not be to intentionally access or attempt to access information on Office or House systems in an unauthorized manner;
- Use shall not be inconsistent with the mission of the Office; and
- Use shall be in a manner consistent with all applicable laws, rules and regulations.

Employees should always err on the side of caution when accessing websites that are not related to their official job duties. Employees who violate this policy may be disciplined, up to and including termination.

#### Media Relations, Questionnaires, and Written Inquiries

Only the Congresswoman and the Communications Director are authorized to communicate with members of the press, and to answer questionnaires and other written inquiries from third parties, without direct, prior permission from the Congresswoman, or the Communications Director. Staff members receiving requests or contacts from the media, or other non-governmental personnel regarding any issue related to their employment should report them to the Communications Director immediately.

#### Open Door Policy

The Office recognizes that open communication between employees and management is an essential element of a productive work environment. To that end the Office has adopted an Open Door Policy, which means that any employee can discuss any work-related issue with any supervisor or management personnel at any time. The Open Door Policy has been established to enable employees to seek resolution of job-related issues. It is intended to create a process whereby employees can raise any job-related questions or concerns they have with the assurance that these issues will be addressed promptly and effectively by a person with authority to effectuate resolution.

Employees are encouraged to discuss job-related concerns or questions with their immediate supervisor. If an employee falls to get satisfaction from his/her immediate supervisor, or the supervisor is involved in the issue or concern, the employee may discuss the issue with a higher-level supervisor, including the Chief of Staff and the Congresswoman.

It is the responsibility of all management personnel to respond to Open Door Requests in a timely and objective manner. Retaliation is prohibited against any employee because he/she uses the Open Door Policy, and against any participant in any investigation prompted by any such complaint or inquiry.

### Confidentiality

During your employment with the Office, you will be exposed to certain information of a sensitive or confidential nature. It is critical that confidentiality be maintained by all employees who work for the Office, that no disclosure of confidential information be made to anyone except as required in the performance of work, and that no use be made of confidential information for personal gain or advantage, or for the harm of others either during or after your employment with the Office.

Examples of sensitive or confidential information may include information designated as classified or secret by the government, matters involving the personal or professional lives of Office employees or the Congresswoman, internal legislative or political strategy, personal information regarding constituents, and internal operations of the Office, among others.

Employees of the Office have access to confidential and sensitive information and, as a result, have a fiduciary duty to the Office and the U.S. House of Representatives. A "fiduciary duty" means a duty of utmost good faith, fair dealing, and loyalty to the Congresswoman, the Office, and the U.S. House of Representatives. The duty also requires the employees of the Office to hold in confidence all confidential and sensitive information of any kind in accordance with the Code of Ethics in Government Service found in the House Ethics Manual. Under that Code, employees are precluded from using information coming to them confidentially in the performance of their governmental duties as a means for making private profit. Accordingly, it is the Office policy that all staff shall not publish any article, book, transcript, or other written piece or grant an interview or act as an advisor on any such publication without the prior, written approval of the Chief of Staff.

Strict observance of this policy by all employees is of great importance to the effective operation of the Office. Violations of this policy may result in discipline, up to and including immediate termination.

If you discover a violation of this policy, you have the responsibility to notify the Chief of Staff immediately. Failure to so report may result in discipline, up to and including immediate termination.

### Non-Fraternalization Policy

All employees have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. As such, the Office expects that all relationships in the workplace will be business-like and free of harassment. The Office also recognizes that some staff members may feel intimidated or uncomfortable if asked out on a date by a co-worker. In this context, a "co-worker" includes any member of the Office staff, whether part-time, full-time, shared, volunteer, intern, fellow, supervisor, management, or otherwise employed by the Office. In order to minimize the likelihood of the occurrence of this type of situation, or any other potentially uncomfortable situation, it is management's belief that it is in the best interest of the Office to strongly discourage fraternization between co-workers. In this context, "fraternization" means dating or engaging in sexual activity with co-workers. Any employee who acts in a manner inconsistent with this policy or with the Anti-Harassment Policy may be subject to discipline, up to and including termination of employment with the Office.

### Anti-harassment and Anti-discrimination Policy

#### I. Basic Policy

As an equal opportunity employer, the Office of Congresswoman Cathy McMorris Rodges is firmly committed to providing a work environment free from discrimination, harassment or intimidation on the basis of race, sex, age, religion, disability, color, national origin, military status, or any other basis prohibited by law. This commitment applies to all hiring, discharge, promotion, pay benefits, reassignments and other personnel actions affecting the terms, conditions, and privileges of employment. This commitment extends to making reasonable accommodations that enable qualified disabled individuals to perform the essential functions of their jobs.

All employees will be treated, and are to treat each other, fairly and with respect.

Employees will not be subjected to, and will not subject each other to discrimination or harassment of any kind.

The Office will not tolerate any of the following actions:

- 1. making any employment decision or taking any employment action that is based on race, sex, age, religion, disability, color, national origin, military

status or any other basis prohibited by the Congressional Accountability Act;

- ! acting in a way that may create a hostile, offensive, intimidating or demeaning environment on the basis of an employee's race, sex, age, religion, disability, color, national origin, military status, or any other basis prohibited by the Congressional Accountability Act.

## II. Definition of Sexual Harassment

There are two basic forms of sexual harassment.

Prohibited "quid pro quo" sexual harassment may occur when a supervisor or manager makes unwelcome sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual nature, if the implication is that submission to such conduct is expected as part of the job. It would also be unlawful for a supervisor or manager to make employment decisions affecting the individual on the basis of whether the individual submits to or rejects sexual conduct.

Prohibited "hostile work environment" sexual harassment may occur when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. This may include, for example, displaying sexually suggestive material in the workplace, unwelcome flirtation or advances, requests for sexual favors, or any other offensive words or actions of a sexual nature.

## III. Other Prohibited Forms of Harassment

In addition to the sexual harassment discussed above, harassment on the basis of race, color, disability, sex, religion, age, military status or national origin can constitute unlawful employment discrimination. Insults, jokes, slurs, or other verbal or physical conduct or activity relating to race, color, sex, religion, age, disability, military status or national origin are unlawful if they create an intimidating, hostile, or offensive work environment; or if they unreasonably interfere with an individual's work performance.

#### IV. Employee's Responsibility

Personal behavior and language that are "acceptable" to one individual may be "offensive" to another. All employees must recognize that the focus of this prohibition is on the effect of one's action, not the intent. Even an employee who believes he or she is "just kidding around" or "didn't mean any harm" may act in ways that have the effect of intimidating or demeaning another employee, and thereby violating this policy.

#### V. Procedures

It is the intention of the Office to stop harassment before it rises to the level of a violation of law. As part of this effort, any employee who believes that he/she has been subjected to or has witnessed actions that violate this policy should promptly make a report to management in order for management to immediately investigate and take corrective action where appropriate. The employee should not wait until the actions become severe or pervasive but should report such activity immediately. The employee may advise his or her direct supervisor, the next level supervisor, or any other management official with whom the employee feels comfortable discussing such issues. The Office will protect the confidentiality of harassment allegations to the extent possible. The conduct of an effective investigation requires sharing information with those who have a "need to know." Any documents created or obtained concerning the harassment investigation will be treated with the same degree of confidentiality. Anyone who, in good faith, brings such a matter forward is assured that he or she will not suffer any retaliation, discrimination, harassment, or reprisal for having done so.

The Office strictly prohibits retaliation against anyone who reports an incident in violation of the anti-harassment/anti-discrimination policy or anyone who participates or aids in an investigation of a complaint.

Any employee who violates any aspect of this policy, including the prohibition against retaliation, will face appropriate discipline, up to and including termination.

#### Performance Reviews

The Office will periodically review with the employee his/her job performance and discuss his/her job interests and career goals. The Office does this to bring to the employee's attention both areas in which he/she is performing well and those that need improvement; to give the Office and employee an opportunity to discuss methods and ideas for maximizing performance and efficiency for both the employee and the Office; and to discuss career development and/or

satisfaction. Performance evaluations can also influence decisions regarding pay increases. The Office will conduct annual reviews, which reviews will include self-evaluation, peer review, and conferencing with your supervisor.

Some of the factors the Office considers in its evaluation of employees include:

- | quality of work;
- | goal achievements;
- | job skills;
- | dependability;
- | attendance and punctuality;
- | ability to work cooperatively with colleagues and constituents;
- | knowledge and implementation of initiatives;
- | willingness to assume responsibility and to develop ideas;
- | willingness to accept direction;
- | ability to give direction where applicable;
- | adherence to ethical standards, House regulations, and Office policies; and
- | improvement since the last review.

The Office will provide each employee the opportunity to comment on the evaluation. Employees should understand that an evaluation does not alter the employee's at-will relationship or create a contract with the Office as described elsewhere in this Handbook.

#### Personal Appearance Policy

Employees should dress, groom, and maintain personal hygiene in a manner which enhances the professional and public relations of the Office, as well as the safety and productivity of all staff members. This includes wearing neat, clean, business attire which is neither distracting nor offensive to visitors, constituents, or co-workers. Management reserves the right to judge when an employee fails to meet this standard and to instruct the employee to cure the deficiency. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

## Employee Conduct and Discipline

To ensure that all employees are working in a safe, productive and harmonious environment and that the Office is able to operate at optimum efficiency, certain general standards of personal conduct and job performance have been established.

Your actions are a direct reflection on the Member, the Office and the House of Representatives. Actions that reflect poorly on the Member, the Office or the House of Representatives are grounds for disciplinary action, up to and including termination.

Standards of job performance are determined by the employee's position. Standards of personal conduct, however, are uniform throughout the Office. Employees are expected to be courteous and respectful, and to conduct themselves at all times in a manner which shall reflect creditably on the House of Representatives.

### I. Discipline

While it is anticipated that most problems will be resolved through the cooperation of employees, there are times when inappropriate conduct or inadequate performance may result in disciplinary action. While this office does not employ mandatory progressive discipline, appropriate disciplinary action may, at the sole discretion of the Office, include probation, counseling, suspension (with or without a pay reduction), demotion, or other actions, up to and including termination. It is within management's sole discretion to determine appropriate measures based upon the circumstances of each individual disciplinary matter.

### II. Insubordination

Employees are expected to follow directions given by a supervisor or a person in authority. Failure to perform or unreasonably delaying the performance of instructions given by a supervisor or person in authority is unacceptable and may result in disciplinary action, up to and including termination of employment.

### III. Misconduct

The following actions are unacceptable and may result in appropriate disciplinary action. The determination of whether or not the misconduct identified below occurred or not, the magnitude of the misconduct, and the severity of the resulting discipline, up to and including termination of

employment, are within the sole discretion of the Office. The misconduct identified below is merely illustrative, is not intended to be a complete list of misconduct, is not intended to be listed in order of severity of the conduct, does not limit the disciplinary authority of the Office, and does not alter the Office's at-will employment policy:

1. Misrepresenting or withholding information on an employment application or House records, including time cards, injury reports, leave reports, personnel documents, etc.
2. Removing House property, records, or documents without proper authorization.
3. Releasing sensitive or confidential information without proper authorization; allowing access to such information by unauthorized personnel; or using such information or property for personal reasons.
4. Unauthorized possession, willful destruction or abuse of House property or the property of any individual on the premises.
5. Entering a restricted area or allowing another person to enter a restricted area without proper authorization.
6. Excessive absenteeism or tardiness without proper authorization.
7. Unexcused absence from work.
8. Use of abusive, threatening or obscene language; use of language that adversely affects morale, production, or maintenance of discipline.
9. Engaging in any type of harassment.
10. Performing personal or campaign business during working hours or using the frank, official stationery, or other official resources for personal benefit.
11. Violating the Office's alcohol and drug abuse policy.
12. Possessing dangerous weapons on the premises.

13. Illegal or disorderly conduct of any kind such as fighting, wrestling, roughhousing, or any other activity hazardous to life, limb or property.
14. Failure to abide by the leave policies of the Office.
15. Failure to follow House Rules and federal statutes concerning the acceptance of gifts, and the reporting of financial interest, employment or conflicts of interest.
16. Failure to follow ethical standards of the House, of federal statutes, or of the Office, or failure to timely comply with ethics training requirements of the House or of the Office;
17. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts.
18. Reviewing the mail, including e-mail, of another employee without appropriate authorization.
19. Failure to follow the Office's Computer and Internet policies.
20. Unauthorized communications with members of the press, written statements, personal appearances, testimony, articles or comments on any aspect of the employee's official responsibility as an employee of the Office or relating to matters of the House without direct and explicit permission from the Communications Director.
21. Any other action that is deemed to be inconsistent with the standards and expectations of the Office or deemed to show a disregard for the House's interests or the employee's duties and obligations to the House.

### Termination of Employment

The Office desires that your employment in the House be a rewarding and successful experience. However, it is conceivable that circumstances may arise that will make it advisable for you to end your employment with the Office.

Should you decide to terminate your employment with the Office voluntarily, you are requested, but not required, to provide adequate notice. Adequate notice is customarily two weeks, and may be longer depending on your particular responsibilities. The request that you provide notice of your intent to resign is not intended to alter the fact that either you or the Office is entitled to terminate your employment relationship at any time without notice.

Each employee must return all House property, including his or her I.D. card and keys. Failure to do so may result in the withholding of your final paycheck. Employees who have group medical and life insurance will continue to receive coverage during the period in which the employee remains on the payroll as provided for by the individual employee's health or life insurance policies and applicable federal laws. Employees should contact the Office of Payroll and Benefits at 202-225-████ with any questions regarding benefits.

### References

Upon termination certain employees are prohibited from lobbying certain Members of Congress or their staff for a period of at least one (1) year. For more information, contact the Committee on Standards of Official Conduct at 202-225-7103.

References for former or current employees of the Office are to be given only by the Office Manager and only in accordance with the Hatch Act Reform Amendments of 1993 and the laws and rules highlighted in the October 1, 1998 "Pink Sheet" created by the Committee on Standards. Employees should contact the Office Manager with any questions.

## II. LEAVE POLICIES

### Holidays

The Office will observe the following holidays if the House is not in session:

- ! New Year's Day
- ! Martin Luther King Jr.'s Birthday
- ! President's Day
- ! Memorial Day
- ! Independence Day (or Monday if July 4<sup>th</sup> falls on a weekend)
- ! Labor Day
- ! Columbus Day
- ! Veterans' Day
- ! Thanksgiving
- ! Day after Thanksgiving
- ! Christmas Eve or December 26<sup>th</sup> (if Christmas falls on a weekend)
- ! Christmas
- ! New Year's Eve or January 2<sup>nd</sup> (if New Year's Day falls on a weekend)

### Leave Policy

The leave policy of the Office is designed to provide benefits to employees, while maintaining enough flexibility to allow the Office to perform its functions. All leave must be requested in writing on the Leave Request Form (Appendix C), submitted to your supervisor within the time line requirements for each category of leave, and approved prior to your leave. In addition, the Leave Request Form, whether granted or denied, signed by your supervisor, must be delivered to the Office Manager for proper entry into the Office records and personnel files.

#### I. Annual Leave

Annual leave (aka "vacation") is based upon a monthly accrual system. Full-time employees of the Office accrue annual leave each month based upon years of service as follows:

- a. Employees with less than 1 year of employment with the Office accrue 1 day of annual leave per month.

- b. Employees who have between 1 year and 7 years of employment with the Office accrue 1.25 days of annual leave per month.
- c. Employees who have over 7 years of employment with the Office accrue 2 days of annual leave per month.

There is no leave accrual for employment for only a fractional part of a month at either the beginning or the end of an employee's period of service. Leave accrual commences on the first day of the first full month of employment and ends on the last day of the last full month of employment.

No more than 30 unused leave days may be accrued; any balance in excess of 30 days is lost and not tracked.

Upon separation from employment, the Office will pay the employee a lump sum equal to the number of days of unused annual leave or the gross amount of one month of the employee's monthly pay, whichever is less. Withholding will be at flat rates of 28% for Federal tax, 6% for state tax, 6.2% for FICA (if applicable), and 1.45% for Medicare.

There are restrictions on dual federal employment which prevent most employees from remaining on the House payroll after reporting to another federal job. Contact the Office Manager if you have any questions regarding this issue.

Requests for annual leave must be made at least two weeks in advance, using the Leave Request Form (Appendix C).

If an employee has taken more annual leave than he or she has earned, the Office may deduct the excess annual leave from the employee's final paycheck or seek reimbursement from the employee.

## II. Sick Leave

Sick leave is based upon your anniversary year. The Office provides 5 days of paid sick leave per year to all full-time employees, regardless of years of service, for periods of temporary absence due to illness or injury of the employee. 5 days of Sick leave is credited to each employee on the anniversary of his/her hiring each year; Sick leave does not accrue or carry over. No payment will be made for unused sick leave upon termination of employment.

Employees who are unable to report to work or who must leave work because of illness or injury must notify their immediate supervisor or a manager at once or leave a message with the Office no later than 8:30 a.m.

Your supervisor must be contacted by 8:30 a.m. on each additional day of absence. Failure to follow these procedures may result in the treatment of the day as an unexcused absence, which may be subtracted from the employee's annual leave allotment, and can also result in disciplinary action up to and including termination.

Sick leave may be used for scheduled medical and dental appointments. Appointments that keep an employee from the Office for more than two hours are considered a half day of sick leave and appointments lasting more than four hours are considered a full day of sick leave.

Requests for Sick leave for scheduled appointments must be made at least two weeks in advance using the Leave Request Form (Appendix C). Employees must submit the Leave Request Form (Appendix C) on the first day he/she returns to work following illness or other unexpected Sick leave.

### III. Religious Holidays

The Office seeks to accommodate reasonable requests for leave for religious observances. Employees may elect to take annual leave or unpaid leave (if the employee has exhausted his or her paid leave) for such purposes. The availability of such leave depends on the operational needs of the Office. Accordingly, employees should request such leave as far in advance as possible to allow for appropriate scheduling to be made by management. These requests should be submitted to your supervisor.

### IV. Bereavement Leave

Employees are entitled to up to 5 days of paid bereavement leave for the death of an immediate family member. An "immediate" family member includes an employee's parent, step-parent, spouse, child, stepchild, brother, stepbrother, sister, stepsister, grandchild, grandparent, mother-in-law, father-in-law, son-in-law or daughter-in-law. Personal leave for the death of friends or other relatives will be charged against annual leave. At the Office's discretion, additional bereavement leave for travel time and other extenuating circumstances may be granted.

## V. Military Leave Policy

### A. Basic Policy

An employee who is a member of a National Guard or Armed Forces Reserves ("Reserves") unit accrues paid military leave at a rate of 15 business days per fiscal year for, among other purposes, active duty and inactive-duty training. Any compensation provided by the National Guard or Reserves may be retained by the employee. An employee who is a member of a Federal Emergency Task Force and is called to duty will be given paid leave for that purpose. To apply for the leave, the employee should submit appropriate documentation (e.g., a copy of the orders) and the Leave Request Form (Appendix C) to the Spokane District Office Staff Assistant as far in advance as possible. Employees can carry over unused military leave up to 15 days per fiscal year (for a total not to exceed 30 days per fiscal year).

In addition to the fifteen (15) paid business days of leave an employee in the National Guard or Reserves accrues each fiscal year, an employee called to active duty to support a contingency operation as defined under 10 U.S.C. 101(a)(13) receives an additional twenty-two (22) business days of paid leave per calendar year, offset by the employee's military salary. In other words, if an employee is called to active duty to support a contingency operation, the employee will receive the difference between his/her Office salary and the military salary for a period of twenty-two (22) business days (assuming the employee's Office salary is higher than his/her military salary). To facilitate processing and distributing the 22-day pay differential, the employee should provide the Spokane District Office Staff Assistant with information regarding his or her military pay prior to departure for military leave. Failure to provide such information may result in a delay in distributing the 22-day pay differential to the employee.

There are other situations in which an employee who is in the Reserves or National Guard may qualify for additional leave. The Office will provide leave consistent with qualifications and requirements of 5 U.S.C. § 6323, including extended leave for military reserve technicians and employees ordered to military service to support civil authorities.

Employees who require absences for military duty (including long-term absences for active duty) will be accorded all benefits and protections provided by law, including reemployment rights, health insurance protection, and the right to be free from discrimination and retaliation. Any employee who is required to take a leave of absence for military duty should notify the Spokane District Office Staff Assistant immediately. An employee shall be permitted, but not required, to use

any unused accrued annual leave, upon request, during the period of military service.

#### B. Reemployment rights.

An employee returning from active duty military status is entitled to be reinstated by the Office to the employee's previously held position, or to an equivalent position if: 1) the employee (or an appropriate officer in the uniformed services) gives advanced notice of military service when possible; 2) the cumulative length of the absence, and all previous absences from the position by reason of service in the uniformed services, does not exceed five years (certain types of military leave excluded); and 3) the employee returns to work or applies for reemployment in a timely manner after conclusion of service (timeliness depends on length of service - see below); and 4) the employee has not been separated from military service with a disqualifying discharge or under other than honorable conditions.

If an employee is eligible to be reemployed, the employee must be restored to the job and benefits the employee would have attained if he or she had not been absent due to military service or, in some cases, a comparable job. The Office need not reemploy an employee, however, if reemploying is unreasonable or impossible, or if an employee's pre-service employment was for a brief, non-recurrent period with no expectation that it would continue.

#### C. Notice requirements for intent to return to work.

The time and manner by which an employee must express his or her intent to return to work varies depending on the length of absence. For military service under 31 days, the employee must report to the Office no later than the first full work period on the first full calendar day after the completion of the leave, after travel time plus eight hours of rest (or as soon after the eight-hour period as possible if reporting within this time is impossible or unreasonable through no fault of the employee). For military service of more than 30 days but less than 180 days, the employee must notify the Office of his or her intent to return to work by submitting an application for reemployment not later than 14 days after completion of military service (or the "next first full calendar day" if submission within the 14 days is impossible or unreasonable through no fault of the employee). For military service of more than 180 days, the employee must notify the Office of his or her intent to return to work by submitting an application for reemployment not later than 90 days after the completion of military service.

#### D. Health Insurance Protection.

Employees who leave their job to perform military service have the right to elect to continue existing employer-based health plan coverage for themselves and their dependents for up to 24 months while in the military. Depending on the length of his or her military service, an employee may be required to pay up to 102 percent of the full premium under the applicable health plan. An employee seeking medical benefits while on military leave should contact the Office of Payroll and Benefits for additional information regarding the cost of such coverage.

An employee electing not to continue coverage during their military service has the right to be reinstated in the employer-based health plan when he or she is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

#### E. Thrift Savings Plan Protection.

An employee who is reemployed after a period of military leave may make contributions to the Thrift Savings Plan equal to the contributions which would have been made over his or her military leave period reduced by any contributions actually made over this period. An employee interested in making catch up contributions to the Thrift Savings Plan after his or her reemployment should contact the Office of Payroll and Benefits for additional information.

#### F. Non-discrimination and non-retaliation.

An individual who is a past or present member of the uniformed service, has applied for membership in the uniformed service, or is obligated to serve in the uniformed service may not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment because of this status. In addition, the Office may not retaliate against anyone assisting in the enforcement of these rights, including anyone who testifies or makes a statement in connection with a proceeding for the enforcement of these rights, even if that person has no service connection.

#### VI. Jury and Witness Duty

An employee who is summoned for jury or witness duty and must be absent from work will continue to receive full pay and will not be charged annual leave. Upon receipt of such summons, the employee must notify the Spokane District Office Staff Assistant immediately and must complete the Leave Request Form (Appendix C) and attach a copy of the summons.

or other written documentation providing notice of jury or witness duty to the Leave Request Form.

Certain courts require only that a juror telephone the court each morning to determine whether the juror must report to court. Under such circumstances, when not needed by the court, the employee must report to work.

As provided by law (2 U.S.C. §§ 130b(d) and (e)), any fee paid to an employee for jury or witness duty shall be turned into the Staff Assistant for your District Office, and the entire amount will be remitted to the House Finance Office. Any reimbursement made to an employee for expenses incurred in rendering jury or witness service may be retained by the employee. Upon returning to work from jury duty, an employee shall provide the Staff Assistant with a certificate of attendance from the Clerk of the court or similar court official for each day of absence.

#### VII. Leave Without Pay (LWOP)

Requests for leave without pay other than unpaid FMLA may be granted at the discretion of the Chief of Staff. Requests for leave without pay must be submitted in writing to the Office Manager using the Employee Leave Request Form (Appendix C).

As a basic condition for approval of LWOP, the Office should have a reasonable assurance that the employee will return to duty at the end of the approved period. LWOP status should be requested at least 30 days in advance of the period of absence. In no case may the period of LWOP status exceed twelve months in a twenty-four month period.

#### VIII. Furlough

Furlough is an absence without pay initiated by the Office. Placement in a furlough status is at the discretion of the Office, unless placement in such leave status is otherwise required by law. Furlough status should be requested at least 30 days in advance, by completing the Employee Leave Request Form (Appendix C).

Family and Medical Leave (FMLA)I. Basic 12-Week FMLA Leave Entitlement

Under the applicable provisions of the FMLA, any person who has worked for any Congressional office for at least one year and for a total of at least 1,250 hours during the previous 12-month period is entitled to up to a total of 12 weeks of unpaid, job-protected leave during a 12-month period for the following reasons:

- A. because of the birth of the employee's son or daughter, and for the employee to care for and bond with his or her newborn child during the child's first year ("Type A" FMLA leave)<sup>1</sup>;
- B. because of the placement of a son or daughter with the employee for adoption or foster care, and for the employee to care for and bond with his or her child during the first year after adoption or placement ("Type B" FMLA leave);
- C. to care for the employee's spouse, son, daughter, or parent who has a serious health condition ("Type C" FMLA leave);
- D. because of the employee's own serious health condition which makes the employee unable to perform the functions of his or her job ("Type D" FMLA leave); or
- E. for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has notice of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation ("Type E" FMLA leave).

The term "serious health condition" means an illness, injury, impairment, or a physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to

<sup>1</sup> The designations of leave as Type A, Type B, etc., are used in this policy for ease of reference.

pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of serious health condition as defined in applicable regulations issued by the Office of Compliance.

The term "qualifying exigencies" for purposes of Type E FMLA leave may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- The right to take leave under the FMLA applies equally to male and female employees. Thus, for example, a father, as well as a mother, can take Type A and/or Type B FMLA leave for the birth, placement for adoption, foster care, and/or for bonding with a child.

## II. 26-Week Injured Servicemember Caregiver FMLA Leave Entitlement

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of FMLA leave to care for a covered servicemember during a single 12-month period. This leave is available to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves who has (1) a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or (2) is in outpatient status; or (3) is on the temporary disability retired list.

## III. Circumstances When FMLA Leave Is Paid

Generally, FMLA leave is unpaid.

Employees on FMLA leave may choose to substitute (or the Office may require the employee to substitute) any accrued paid leave as follows:

1. The employee may substitute his or her accrued annual leave when FMLA leave is taken for any reason.
2. In addition, when FMLA is taken for the employee's own serious health condition (Type D leave), the employee may also substitute any accrued sick leave for FMLA leave.

3. In addition, when FMLA leave is taken to care for an ill family member (Type C leave) or to care for an injured or ill servicemember (injured servicemember caregiver leave) the employee may also substitute any accrued sick leave for FMLA leave.

When an employee substitutes annual and/or sick leave for FMLA leave, that time will count toward the employee's FMLA entitlement. In other words, the use of substituted paid leave will run concurrently with the employee's use of unpaid FMLA leave. However, the Office reserves the right to grant consecutive FMLA leave at the sole discretion of the Chief of Staff.

The Office reserves the right to grant up to four weeks of paid FMLA without offsetting accrued annual leave or otherwise offsetting the employee's FMLA time off at the sole discretion of the Chief of Staff.

#### IV. Calculating the FMLA Leave Year

When basic FMLA leave (i.e., Type A, B, C, D and/or E leave) is taken, the 12-month period during which an employee is entitled to up to 12 weeks of FMLA leave is calculated on a rolling 12-month basis measured backward from the date the employee first uses FMLA leave.

For purposes of injured servicemember caregiver leave, the single 12-month period begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. Please consult with the Office Manager for guidance on how leave is calculated when an employee takes injured servicemember caregiver leave and also takes Type A, B, C, D and/or E leave during the same time frame:

#### V. Notice and Designation of Leave As FMLA Leave

If an employee's need for FMLA leave is foreseeable, an employee must generally provide at least 30 days notice (written or verbal), or otherwise as much advance notice as practicable, to the Office Manager. If an employee fails to give 30 days notice, with no reasonable excuse, the Office may delay the taking of FMLA leave. An employee need not provide 30 days advance notice of the need for qualifying exigency leave (Type E leave) if such advance notice is not reasonable and practicable.

For leave requested for the care of a family member with a serious health condition or leave for the employee's own serious health condition (Type C and D leave), or leave to care for an injured servicemember, the employee shall make a reasonable effort, after consulting with the Office Manager, to schedule leave so

as not to unduly disrupt office operations (subject to approval of the appropriate health care provider).

Any employee who takes FMLA leave for any reason must submit the Employee Form for FMLA Leave (Appendix B), even if the request is submitted after the leave has commenced. Such written notice must be submitted to the Office Manager and shall include the dates and the type of leave requested (i.e., whether the leave is Type A, B, C, D, E and/or Injured servicemember caregiver leave).

Whenever an eligible employee is absent from work for a reason that is FMLA-qualifying, the Office will count the absence as leave under the FMLA. Furthermore, FMLA leave will be designated as such retroactively upon an employee's return to work where the employee does not inform the Office in advance of the reason for the leave and/or the Office discovers upon the employee's return that the reason for the leave falls under the FMLA.

#### VI. Intermittent or Reduced Schedule Leave

FMLA leave is often taken in large blocks of time such as when an employee is entirely absent from the Office and no work is performed (e.g., three weeks at home recuperating from illness or injury). In certain cases, however, an employee may not need FMLA leave for such extended periods, but rather may need FMLA leave intermittently (for example, a few hours every other week to see a doctor for treatment regarding a chronic condition) or on a reduced schedule (e.g., to work a half-time schedule for two weeks until the employee fully recovers from his or her serious health condition). Under the FMLA:

1. Qualifying exigency leave (Type E leave) may be taken on an intermittent or reduced schedule basis.
2. Leave to care for a seriously ill family member (Type C leave), leave taken for the employee's own serious health condition, (Type D leave) or leave to care for an injured servicemember, may be taken Intermittently or on a reduced schedule basis, so long as such intermittent or reduced schedule leave is medically necessary as certified by the appropriate health care provider.
3. Leave may be taken Intermittently or on a reduced leave schedule because of the birth, adoption or placement of a child, or to bond with a newborn or a newly adopted or newly placed foster child (Type A and B leave), only with the approval of the Office. Requests for intermittent leave should be in writing, and submitted to the Office Manager. If the birth mother is incapacitated due to pregnancy, or if the newborn or newly-

placed child has a serious health condition, such leave (Type C or D leave) may be taken on an Intermittent or on a reduced schedule basis if accompanied by appropriate medical certification.

4. When leave is taken Intermittently or on a reduced leave schedule and such leave is foreseeable based on planned medical treatment, the Office may require that the employee transfer to an alternative position which has equivalent pay and benefits, and which better accommodates recurring periods of leave.

#### VII. Certification of Need for FMLA Leave; Fitness for Duty

When an employee takes FMLA leave for his or her own illness (Type D leave) or to care for a family member (Type C leave), the employee must provide a medical certification from the health care provider that the leave is due to the serious health condition of the employee or the employee's spouse, parent, or child. The employee must have the health care provider complete the form. The completed certification form should be returned to the Office Manager within 15 days, where possible. The Office may also require appropriate certification, as permitted by law, for qualifying exigency leave (Type E leave) and Injured servicemember caregiver leave.

When certification of a serious health condition is requested in connection with Type C or Type D FMLA leave, the Office may also require and pay for an opinion by a second health care provider designated by the Office. If there is a conflict between the first and second certifications, the Office may require and pay for a third opinion by a health care provider jointly approved by the Office Manager and the employee. The opinion of the third health care provider is final and binding.

The Office may also require that an employee present a "fitness for duty" certification upon return to work when the absence is caused by the employee's own serious health condition (Type D leave). The Office may seek such certification only with respect to the particular serious health condition that was the reason for the employee's request for FMLA leave. The employee is responsible for the cost of the "fitness for duty" certification. The Office Manager will notify the employee whether a "fitness for duty" certification is required as soon as possible after the employee notifies the Office of the reason for FMLA leave. The Office may delay or refuse to restore an employee to duty if the Office has requested and the employee has failed to provide the appropriate "fitness for duty" certification.

### VIII. Periodic Reports

The Office may require periodic reports from an employee on leave regarding his or her status and intention to return to work.

### IX. Continuation of Benefits

While on FMLA leave, whether paid or unpaid, employees will continue to be enrolled in their health insurance plans. As long as the employee remains enrolled in his or her health plan, the U.S. House of Representatives will continue to pay the Government contribution. The employee is responsible for payment of the employee share and should contact the Office of Payroll and Benefits (202-225-1435) to arrange for monthly payments. Under federal regulations, an employee whose enrollment continues for a period of time without payment is deemed to have consented to recovery of an indebtedness for past-due health benefits premiums from future salary, or from any other moneys owed to the employee by the Federal Government.

### X. Reinstatement from Leave

Upon return to work after taking FMLA leave, an employee generally will be entitled to be restored to the same position or an equivalent position to that which the employee occupied before taking FMLA leave. If an employee is unable to perform the essential functions of his or her job because of a mental or physical condition, the employee has no right to restoration to his or her previous position or another position under the FMLA.

If an employee is on Type A, B, C, D and/or E leave in excess of 12 weeks within a 12-month period, the employee will not be guaranteed reinstatement. As noted above, the FMLA contains a special provision providing for up to 26 weeks of protected leave during a 12-month period when an eligible employee takes leave to care for an injured servicemember.

If an employee gives unequivocal notice of intent not to return to work, the obligations to maintain health benefits under the FMLA and to restore the employee cease.

XI. Key Employees

Key employees are employees who are salaried and among the highest paid 10% of all employees employed by the employing office within 75 miles of the employee's worksite. The Office may deny reinstatement upon return from FMLA leave to "key" employees if reinstatement would cause substantial and grievous economic harm to the Office. The Office must provide written notification to "key" employees of their status upon a request for FMLA leave.

XII. Employment of Spouses

Spouses employed by the same employing office may be limited to a combined total of 12 weeks during a 12-month period of FMLA leave when the leave is taken for the following purposes: (1) the birth and/or to care of a newborn child; (2) the placement of a child for adoption or foster care; or (3) the care of a parent who has a serious health condition.

Spouses employed by the same employing office may be limited to a combined total of 26 weeks of leave during a single 12-month period for injured servicemember caregiver leave.

XIII. Performance and Merit Reviews

Performance reviews may be delayed for a period equal to the length of the FMLA leave.

XIV. Misrepresentation

Any employee who misrepresents the reasons for requesting FMLA leave may be subject to disciplinary action, up to and including termination.

XV. Intimidation and Retaliation Prohibited

An employer may not use the taking of approved FMLA leave as a negative factor in employment decisions such as promotions or disciplinary actions. Retaliation of any kind is prohibited.

CONFIDENTIALITY OATH

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

I further do solemnly swear (or affirm) that I will hold in confidence all confidential and sensitive information of any kind in accordance with the Code of Ethics in Government Service as set forth in the House Ethics Manual; that I will not use information coming to me confidentially in the performance of my official duties as a means for making private profit or otherwise for personal gain or advantage, or to harm others; and that I will hold in confidence all matters involving internal legislative or political strategy, personal information involving constituents, the personal and professional lives of the Congresswoman and of co-workers, and information involving the internal operations of the Office.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (printed)

*Process: 1) Read and understand; 2) sign and date; 3) submit form to your office Staff Assistant within 1 week of hire.*

*Appendix A*

EMPLOYEE REQUEST FORM FOR FAMILY AND MEDICAL LEAVE

I, \_\_\_\_\_, request Family and Medical Leave.

This leave is necessary for (check the option(s) which applies):

- \_\_\_\_\_ (1) The birth and care of my child or for an adoption or placement of a foster child.
- \_\_\_\_\_ (2) To care for my spouse, child, or parent with a "serious health condition".
- \_\_\_\_\_ (3) For my own "serious health condition" which renders me unable to perform my job.

I am requesting that the leave begin on \_\_\_\_\_ and I expect leave to continue until on or about \_\_\_\_\_.

I acknowledge that I have read the Family and Medical Leave Act (FMLA) information contained in the Office's Employee Handbook at pages 41-47, affirm that I understand the contents of that FMLA information, and that I agree to comply with its terms.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (printed)

*Process: 1) Review and understand pgs. 41-47 of the Employee Handbook; 2) fill-out, date and sign; 3) submit form to the Office Manager at least 30 days before leave begins (or as otherwise set forth on page 43).*

Appendix B

EMPLOYEE LEAVE REQUEST FORM

Employee's Name: \_\_\_\_\_  
Type of Leave:

- Annual Leave (pgs. 34-35)
- Sick Leave (pgs. 34-36)
- Religious Holiday (pgs. 34, and 36)
- Bereavement Leave (pgs. 34; and 36)
- Military Leave (pgs. 37-39)
- Jury or Witness Duty (pgs. 34, 39 and 40)
- Leave Without Pay (LWOP) (pgs. 34, and 40)
- Family and Medical Leave (pgs. 41-47) - Also submit FMLA Request (Appendix B)
- Comp Time (pgs. 8-9)
- Discretionary Additional Time Off (pgs. 8-10)
- Other: \_\_\_\_\_

Leave Request:

Beginning: \_\_\_\_\_ AM ( ) PM ( ) on \_\_\_\_\_, 20\_\_\_\_  
Ending: \_\_\_\_\_ AM ( ) PM ( ) on \_\_\_\_\_, 20\_\_\_\_

Total number of hours (if the request is 2 hours or less) or day(s) requested: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

This Leave Request is ( ) Approved ( ) Disapproved

If disapproved, state the reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Process:* 1) Review designated page of the Employee Handbook; 2) fill-out, date and sign; 3) timely submit form to your supervisor.

*Supervisor:* Complete the form and submit it to your office Staff Assistant (even if disapproved).

Appendix C

OVERTIME PRE-AUTHORIZATION FORM

I, \_\_\_\_\_, request authority to work overtime.

Overtime Request:

Beginning: \_\_\_\_\_ AM ( ) PM ( ) on \_\_\_\_\_, 20\_\_\_\_

Ending: \_\_\_\_\_ AM ( ) PM ( ) on \_\_\_\_\_, 20\_\_\_\_

Total number of hours of overtime requested: \_\_\_\_\_

Reason for Overtime: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature

This Overtime Request is ( ) Approved ( ) Disapproved

If disapproved, state the reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Process:* 1) Review pgs. 8-9 of Employee Handbook; 2) fill-out, date and sign; 3) timely submit form to your supervisor.

*Supervisor:* Complete the form and submit it to your office Staff Assistant (even if disapproved).

*Appendix D*

TRAVEL REQUEST FORM

I, \_\_\_\_\_, request authority to travel outside of my assigned district office area, and to seek reimbursement for those expenses from the Office's Member Representational Allowance (MRA), because the primary purpose of my travel is the performance of my official duties for the Office.

Dates of Travel Requested:

Beginning \_\_\_\_\_ AM ( ) PM ( ) on \_\_\_\_\_, 20\_\_\_\_.

Ending: \_\_\_\_\_ AM ( ) PM ( ) on \_\_\_\_\_, 20\_\_\_\_.

Purpose of Travel Requested (e.g. "attend CRS training in DC):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Transport Arrangements:

Transport Arrangements (include carrier name, flight ID numbers, and all other identifying information, and cost, or attach a copy of the print-out of your itinerary/proposed reservations, to enable the Office to assess and pay for approved arrangements):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Process: 1) Review pgs. 12-14 of the Employee Handbook; 2) fill-out, date and sign; 3) discuss any expenses in excess of those set forth at page 13 with the Deputy Chief of Staff/District Director for pre-approval; 4) submit form to the Spokane District Office Staff Assistant at least 30 days in advance of travel (whenever possible).*

*Appendix E - pg. 1 of 3*

Proposed Lodging Arrangements:

Lodging Arrangements (include provider's name and reservation/hold numbers, and cost, or attach a copy of the print-out of your proposed reservations/itinerary, to enable the Office to assess and pay for approved arrangements):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Rental Car Arrangements:

Rental Car Arrangements (include provider's name and reservation/hold numbers; and cost, or attach a copy of the print-out of your proposed reservations/itinerary, to enable the Office to assess and pay for approved arrangements):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Additional Expenses in Excess of \$50.00 per day for food and why justified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Additional Expenses in Excess of \$50.00 per day for non-mileage, non-food related expenses and why justified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read the Reimbursement for Official Expenses sections of the Office's Employee Handbook, the Office reimbursement procedures, the Member's Representational Allowance sections of the House of Representatives Member's Handbook, and both the Travel and the Official Allowance sections of the House Ethics Manual; I affirm that I understand the contents of those materials and I certify that this request complies with all terms therein.

Date: \_\_\_\_\_  
Employee Signature

\_\_\_\_\_

Appendix E -pg, 2 of 3

This Travel Request is ( ) Approved in Full  
( ) Disapproved in Full  
( ) Approved in part, as follows, and is otherwise disapproved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy COS/District Director

Travel Arrangements Made Checklist for the Staff Assistant:

- [ ] Transport Paid: \_\_\_\_\_
  - [ ] Lodging Paid: \_\_\_\_\_
  - [ ] Rental Car Paid: \_\_\_\_\_
  - [ ] Other: \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff Assistant

Appendix E - pg. 3 of 3

To Request Payment/Reimbursement for Official Expenses

Our office is required to submit original forms and receipts whenever possible, in order to receive reimbursement. Reimbursement requests are processed monthly, so please hold your expense forms and documentation until the end of each month for submission.

Please read the following issued by the House of Finance:

**APPLIES TO ALL VOUCHERS IRRESPECTIVE OF SUBMITTING OFFICE**

**ORIGINAL RECEIPT/INVOICE REQUIRED:** Whenever a Member, Officer, employee, etc. pays a vendor directly from personal funds (by cash, check, credit card, etc.) for goods or services rendered to a House office, the voucher must be accompanied by the original vendor receipt/invoice, showing "proof of payment". See "PROOF OF PAYMENT" below.

**LOST ORIGINAL RECEIPT/INVOICE:** If the original vendor receipt/invoice showing payment has been lost or destroyed or was not received, the individual submitting the expense for payment must make a good faith effort to secure a duplicate copy of the receipt/invoice from the vendor. If unable to secure a duplicate copy from the vendor, the expense may be documented by providing proof of the good faith effort made (copies of correspondence, etc.) and proof of payment (see "PROOF OF PAYMENT" below).

A voucher not documented by an original receipt/invoice must be accompanied by:

1. A duplicate copy of the receipt/invoice;
2. Proof of payment;
3. A signed "certification memo" containing the following (see sample of certification memo)
  - a. Detailed description of the expense
  - b. Date(s) on which the expense was incurred
  - c. Amount of the expense, and
  - d. A certification memo to the effect: "In lieu of an original receipt/invoice, I am submitting the attached documentation as proof of payment. This is the only copy that will be submitted for payment."

**PROOF OF PAYMENT**

Proof of payment can be supported by (but is not limited to) credit card statements, bank statements, and cancelled checks.

*Appendix F -- page 1*

FINANCE CHARGES

The Office of Finance will not pay finance charges or other fees incurred on personal credit or charge cards or personal accounts. To avoid finance charges and other fees, any obligation should be timely paid by the submitting individual directly to the card/account issuer, while the individual seeks reimbursement from the Finance Office.

\*\*\*\*\*

MILEAGE FOR A PRIVATELY OWNED VEHICLE

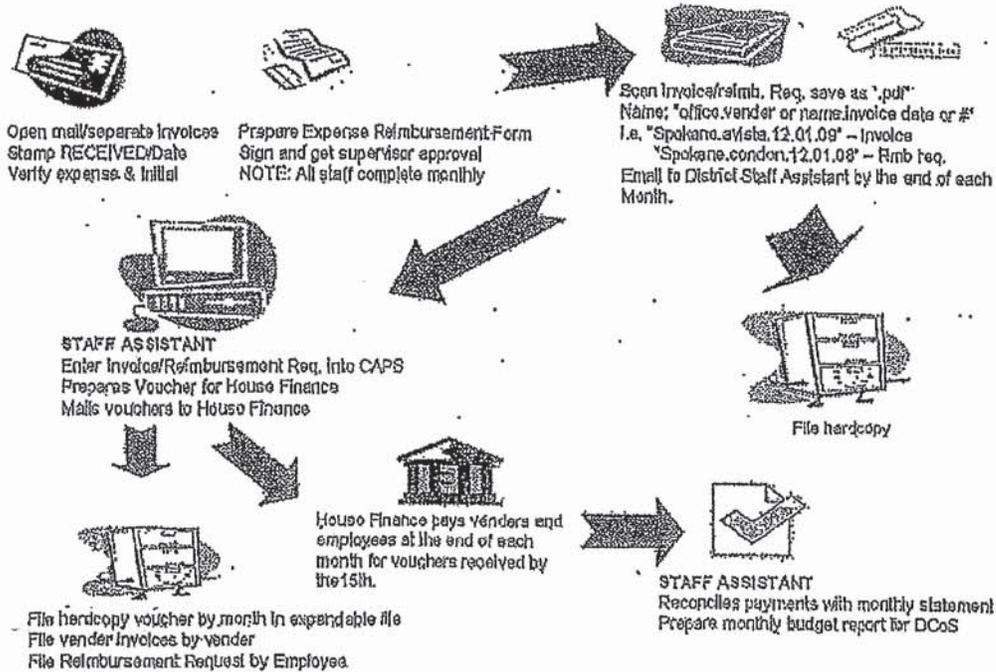
If, in the course of performing your duties for the Congressional Office, you are required to use your personal vehicle, you will need to complete a Travel Record of your mileage for reimbursement. This form can be found on HouseNet by clicking first on the Financial Tab, then double-clicking on the PDF US House of Representatives Travel Record Privately Owned Vehicle listed towards the bottom in the Financial Forms box. The current rate of reimbursement is \$0.48/mile. The date and points of travel are required, along with the number of miles each way.

\*\*\*\*\*

All receipts and/or mileage must be accompanied by an Expense Record Form. This form can be found on HouseNet by clicking first on the Financial Tab, then double-clicking on the PDF US House of Representatives Expense Record listed towards the bottom in the Financial Forms box. Gather your receipts and completed Travel Record, if applicable, before filling out the form. Print, sign and make copies of all documents before submitting the ORIGINALS to the Staff Assistant.

*Appendix F - page 2*

### Expense Reimbursements and Bill Payments



Appendix F- page 3





CAMPAIGN WORK AUTHORIZATION

I, \_\_\_\_\_, request authority to engage in campaign work (during the time that I am not working in my official capacity for the Office) for:

Name of Candidate: \_\_\_\_\_

Public Office Campaigning for: \_\_\_\_\_

Location of Campaign Office: \_\_\_\_\_

Your Duties as a Campaign Worker (Describe): \_\_\_\_\_

I acknowledge that I have read the House Ethics Manual with regard to the rules applicable to my campaign activities; I affirm that I understand the contents of those rules, and I certify that I will comply with those rules.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

This Campaign Work Request is ( ) Approved in Full  
( ) Disapproved in Full  
( ) Approved in part, as follows, and otherwise disapproved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Process: 1) Review pgs. 10-12 of the Employee Handbook; 2) fill-out, date and sign; 3) timely submit form to the Chief of Staff or Deputy Chief of Staff/District Director.*

*Appendix G*

OUTSIDE EMPLOYMENT AUTHORIZATION

I, \_\_\_\_\_, request authority to engage in employment in addition to, and outside of, my employment at the Office. The Outside employment I intend to engage in is:

Name of Outside Employer: \_\_\_\_\_

Address of Outside Employer: \_\_\_\_\_

Phone Number of Outside Employer: \_\_\_\_\_

Your Job Title and Duties for the Outside Employer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

This Outside Work Authorization Request is:

Approved in Full

Disapproved in Full

Approved in part, as follow, and otherwise disapproved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Process: 1) Review pgs. 10-11 of the Employee Handbook; (2) fill-out, date and sign; 3) timely submit form to the Chief of Staff.*

*Appendix F*



Annual Review-Self Evaluation

ATTRIBUTES TO BE EVALUATED	ST	GO	ME	D.O	UN	NA
<b>Quantity of Work</b> <i>The extent to which the employee accomplishes assigned work and meets job requirements on a timely basis.</i>						
<b>Quality of Work</b> <i>The extent to which the employee's work is well executed, thorough, and accurate.</i>						
<b>Knowledge of Job</b> <i>The extent to which the employee knows and demonstrates all phases of assigned work, equipment used in their job, and knowledge of the company and our industry.</i>						
<b>Cooperation with Others</b> <i>The extent to which the employee gets along with others, including clients, co-workers and managers; shows courtesy and cooperation in dealing with others.</i>						
<b>Responsiveness to Feedback</b> <i>The extent to which the employee can positively receive and respond to direction and feedback and pursue ways to improve.</i>						
<b>Adapts to Change</b> <i>The extent to which the employee effectively initiates change and adapts to necessary changes in operations; not tied to old methods when they are no longer practical.</i>						
<b>Attendance, Reliability and Dependability</b> <i>The extent to which the employee demonstrates consistent attendance and arrives on time; can be depended upon to be available for work; assumes responsibility and ensures tasks are followed through to completion.</i>						
<b>Planning and Organizational Effectiveness</b> <i>The extent to which the employee arranges their workload for the most efficient handling and elimination of unnecessary activities, meets deadlines, manages resources, follows through on assignments, and effectively balances tasks and priorities.</i>						
<b>Communication</b> <i>The extent to which the employee effectively conveys information and ideas to others; clarity of oral and written communications.</i>						
<b>Initiative and Creativity</b> <i>The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; takes initiative in creating or modifying ideas, methods, and procedures to meet changing circumstances or needs.</i>						
<b>Problem Analysis</b> <i>The extent to which the employee can thoroughly analyze a problem, use logical and sound judgment in generating alternatives, evaluate risks and benefits, seek outside assistance when necessary, and choose a particular course of action in a timely manner.</i>						

Appendix I - page 1

<p>Supervisory Ability/Leadership (if applicable)  <i>The extent to which the employee applies sound practices in executing supervisory responsibilities; creates results through others; ability to take charge and motivate others; ability to coordinate activities of others toward achieving results through delegation and follow-up.</i></p>						
<p>Personnel Management (if applicable)  <i>The extent to which the employee selects qualified applicants; plans for subordinates are clearly stated; effectively evaluates and communicates subordinates' results, strengths, and development opportunities.</i></p>						

Effectiveness Key:

ST -- Strength/Excellent (5)

GO -- Good/Above Average (4)

ME -- Meeting Expectations (3)

DO -- Development Opportunity (2)

UN -- Unsatisfactory/Not Meeting Expectations (1)

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*Appendix I - page 2*

ETHICS TRAINING  
THE DISTINCTION BETWEEN POLITICAL VS. CONGRESSIONAL ACTIVITIES

*Overview:* There is a fine line between congressional activities and political activities. Congressional duties are directly related to policy development, constituent relations, and casework. Political activities include anything relating to elections (*excluding* government oversight and reform) and campaigning (e.g. financing and fund raising, grassroots efforts, polling, et cetera). While you are in the office or engaged in your duties for the Office, political activities are strictly prohibited. While you are in the office or engaged in your official duties for the Office, you should (politely) decline comment and behavior constituting political activities and instead refer all such questions and requests to the Congresswoman's campaign office: Jared Webley, (509) 624- [REDACTED] [ethics@webleyforcongress.com](mailto:ethics@webleyforcongress.com).

Campaign activity rules in a nutshell:

1. Any and all campaign activities:
  - a. Must be done outside of the Office;
  - b. on your own time; and
  - c. without using any congressional office resources;
2. No staff member may in any way be compelled or required to do any campaign work; and
3. No staff member may make any financial contribution to CMR's campaign.

Reasoning: It is unethical to use congressional resources financed by the tax payer to the benefit of an individual congressional member's self-interest in re-election and/or for any other campaign or political undertaking. Congressional members are public servants and their congressional resources must be utilized for the purpose of working for the public interest.

Potential Consequences for Misuse of Congressional Funds: discipline, enforced reimbursement of the funds, and criminal prosecution for you and CMR.

*\*Note: There are other ethical rules that apply to your conduct while duly engaged in campaign activities; this memo is limited to setting forth rules that apply while engaged in your official congressional duties and in determining when you may ethically engage in campaign activities.*

"Campaign Activities"

## A. Definition

"Any and all campaign activities" includes re-election activities (for CMR or anyone else) and activities conducted for any political purpose.

Therefore, activities engaged in to recruit/encourage women to join the Republican party and/or to seek a political office as a Republican party member, constitutes "campaign activities";

Encouraging a constituent to support CMR's position on pending legislation, or persuading a constituent to CMR's position on existing or proposed law, or explaining CMR's reason for voting a particular way on a bill, are *not* "campaign work". But, advising a constituent to vote for CMR or other candidate (federal, state or local) to carry that shared interest to DE (or Olympia, or the City Council) is "campaign activities".

The distinction is the focus: legislation (a congressional function) vs. votes (a political function).

It is presumed that any activity funded to any extent by campaign funds is campaign activity, even if that activity is not overtly political in nature.

## B. Documents and Materials.

No document or other material (including letters, news letters, press releases, etc.) may be printed on official House stationery unless the content of the materials comply with the Franking Regulations. Franking prohibition relevant to campaign activities include:

- The materials may not solicit political support;
- The materials may not solicit financial assistance;
- The materials may not reference past or future campaigns or elections, including election or re-election announcements, and schedules of campaign related events;
- The materials may not contain campaign literature, campaign pledges, or "excessive use" of party labels; and
- The materials may not contain any logo, slogan, masthead design, or photo which is a facsimile of any matter contained in campaign literature.

This same rule applies to advertisements paid for by our Office, printed materials produced by our Office, and emails sent by our Office, including intra-office emails.

*Distinction:* The Office may utilize congressional resources to issue a statement on *legislative issues* that are raised in the course of a campaign, if the use of the congressional resources and the statement are confined to a discussion of the *legislative issues*. Make sure you obtain pre-approval from your supervisor for any statement that may be questionable or that you have any concerns about.

#### C. Travel.

*Rule:* The travel must have "the primary purpose" of conducting official business. Therefore, incidental campaign or political activities may also occur on the trip.

*The Test:* No additional travel expenses may be incurred as a result of the campaign or political activities and the official travel cannot originate from or end at a campaign event.

#### D. Exceptions.

- a. *Coordination of CMR's Schedule:* The Office scheduler may coordinate with the campaign scheduler and may maintain an integrated calendar (for internal use only). This is a limited, narrow exception for the common sense purpose of facilitating the avoidance of scheduling CMR to be two places at once. Therefore, it does not extend to other "schedule" activities, e.g. the Office scheduler may not make campaign-related travel arrangements, but may coordinate those arrangements with the campaign scheduler.
- b. *Referrals:* Letters, inquiries, solicitations, contributions, and the like related to campaign or political activities may be forwarded to the campaign office (as opposed to returned to the sender) at the sole expense of the campaign (e.g. the campaign must pay for the envelope, the stamp, the long distance telephone charges, etc.). Under the same circumstances, the campaign office may forward congressional materials or inquiries to the congressional office.
- c. *Providing Published Material to the Campaign:* The Office may provide the campaign office with any materials it has issued publicly (e.g. press release, speech, newsletters), but only if such provision requires only a minimal amount of time and is made in a limited quantity (generally a quantity of one).

- d. *Questionnaires.* A questionnaire that is limited to *legislative issues* and content complying with Franking Regulations may be answered by the Office, even though the purpose of the questionnaire is to determine endorsement issues by the requesting organization.
- e. *Non-partisan Voter Registration Materials:* The Office may make non-partisan voter registration information available in the Office. This excludes actually registering the person to vote.

### "On Your Own Time"

#### A. Definition

"On your own time" means time during which you are entirely free to pursue your own, individual interests. In our Office, that includes your lunch hour, after-work hours, and time you are on leave status as set forth in our Employee Handbook.

#### B. Rules

1. CMR may not adjust work requirements or add unpaid interns in order to create "free" time for the staff to do campaign activities.
2. If you work in the Office and also on the campaign (which you may do only on your own time), then you must keep a detailed, written, contemporaneous diary recording each segment of time you spend on official duties and each segment of time you spend on campaign activities.
3. The time spent on campaign activities *must* be charged against your accrued annual leave, promptly made-up to the Office, or deducted from your compensation. CMR is required to ensure that each employee performs *official* duties commensurate with the compensation that employee receives from the House, and therefore must adjust an employee's compensation for time owed to the Office for time spent on campaign activities.

"Without Using Any Congressional Resources"

"Without using any congressional resources" means *any* congressional resources: office space, office equipment (including computers, telephones, and fax machines), office supplies (including copy paper and official stationery), office files (including the names and information contained in those files), research files, official mailing lists, staff time, et cetera.

"Contribution"

## A. Definition

"Contribution" to CMR means any and all "outlays" made on behalf of CMR, including outlays that are immediately reimbursed. This rule is "absolute" (i.e. irrespective of voluntariness, honest wish to contribute, or intention that the outlay is merely a momentary advance for convenience purposes that is immediately reimbursed). This rule includes "outlays" to purchase items for the benefit of the campaign (e.g. tickets to a fundraising event; souvenirs from the House gift shop to give as gifts to CMR's supporters; coffee and donuts for the campaign office).

"Contribution" does not include unpaid, volunteer services by the employee for CMR's campaign; you may volunteer your time and talent to CMR's campaign and not be in violation of the law which prohibits house employees from making campaign contributions to their employing Member.

Violation of this rule is also a criminal offense.

## B. Exceptions to the "Absolute" Rule

1. Outlays an individual makes for his/her personal travel expenses (including food, transportation and lodging) traveling on behalf of the campaign, provided that the campaign promptly reimburses the travel expense (60 days if incurred by credit card and 30 days otherwise) or the individual's outlays do not exceed \$1,000.00 per election.
2. Up to \$1,000.00 per election for food, beverages, and invitations for a campaign event held in the individual's home or in a church or community center.

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3. Use of computer equipment connected with internet activities used for the purpose of influencing a federal election.
4. Contributions to multi-candidate political groups (e.g. PAC or Republican Congressional Campaign Committees), even though some of the proceeds may be used by the organization to benefit CMR, provided that you do not earmark the contribution for CMR.
5. There are several other very detailed, very limited, very specific exceptions. If you want to offer (on your own initiative and voluntarily) a contribution to CMR's campaign, you must get written, pre-approval from me first.

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INFORMATION SHEET FOR ETHICS TRAINING COMPLIANCE REQUIREMENTS

*Ethics training compliance is the responsibility of each employee*

Every new employee must complete basic ethics training, within 60 days of hire.

Every existing employee must complete one hour of continuing education ethics training each year.

If you are a new employee, your initial one hour will also satisfy your continuing education requirement – i.e. you need only complete one hour of training per year.

All on-line ethics training is begun from the HouseNet site: Click on the "personnel" tab; then click on "Ethics Training"; then click on the "houseconnect" link contained in the Online Ethics Training section. This will take you to the CAO House Learning Center page, where you will log in using the same user name and password as for the Office computer. You will then be at your personal records page with links for on-line ethics training.

All live ethics training must be pre-registered for. To pre-register, go to the HouseNet site: Click on "personnel" tab; then click on "Ethics Training"; then click on the "registerme" link contained in the Live Ethics Training section. You will then be at the CAO registration page. Keep in mind that some general CRS seminars contain an ethics segment that will satisfy your annual ethics training requirement. To prove it, make sure you sign in and stay for the whole CRS program, and receive a certificate of attendance by email after the seminar – if you can't prove it, then you'll have to do at least the ethics portion again.

New Employees:

For DC staff, the initial training MUST be at a live, in-person training session. Proof of attendance for the House (CAO) is by pre-registration for the event and completion of the sign-in sheet at the live presentation. Be warned that if you arrive late and miss the sign in period, you will not receive credits. After the event, the CAO will send you an email confirming your attendance. Please forward that email to the District Office Staff Assistant, who will place it in your personnel file for proof of attendance for the Office, and also include in your email the date, name and location of the training session you attended.

For district office staff, the initial training may be completed on line. The program runs for about one hour, and you may pause and return to it at any time. After you have watched the entire ethics training program, the House system will automatically designate you as having "completed" (aka "true") the new employee's ethics training. For compliance verification for the Office, please print the status page (i.e. the "true"/"false" summary page), date and sign it, and get it to the District Office Staff Assistant for your personnel file.

S:\drive\OfficeForms\Personnel\infosheet – ethicstraining

CMROCE-0316

All Employees - Annual Training:

There are two ways to satisfy your annual ethics training requirement.

1. Live. Attend a live ethics training session in DC. Many training classes include an hour of ethics, so check the syllabus to see if another training class will also satisfy your annual ethics requirements. Verification of completion for the House is by the sign-in sheet at the live session, which will be followed-up by a confirming email. If you do not receive this email from the confirming your attendance at the training, and satisfaction of your annual ethics requirements, you need to timely follow-up with CAO. Note that if you are late to the session, and miss the sign-in sheet, then you will not get credit for attending. Verification of completion of your annual ethics training for the Office is by forwarding/attaching the attendance confirmation email from the House to the District Office Staff Assistant, and including in your cover email the date, time, location, and name of the ethics training session attended.

2. On-line. Go to your personal on-line CAO House Learning Center page. Select the ethics training module you wish to view. The program runs for about one hour, and you may pause and return to it at any time (including days/weeks later). After you have watched the entire ethics training program, the House system will automatically designate you as having "completed" the annual ethics training. For verification of compliance with your annual ethics requirements for the Office, please print the status page (i.e. the "true"/ "false" summary page), date and sign it, and get it to the Office Manager for your personnel file.

SENIOR STAFF

"Senior Staff" is defined as individuals with a salary at or above \$119,953.60 for 60 days or more for the calendar year.

All new Senior Staff members must complete the "new employee" basic ethics training class, *plus* an additional hour of ethics training, addressing issues applicable to senior staff. Follow the same directions as non-senior staff, and include in your pre-registration an additional hour of senior staff training.

All existing Senior Staff members must complete "existing staff" annual ethics training, *plus* an additional hour of ethics training addressing issues applicable to senior staff once per Congress.

CMROCE-0317

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