

# **EXHIBIT 29**

AMERICA'S  
**NEW CONGRESS**



**Team CMR Office Policies  
& Procedures Guidebook**

114<sup>th</sup> Congress, 1<sup>st</sup> Session

*Updated: January 28, 2015*

## I. PURPOSE OF THE GUIDEBOOK

This Office Policies and Procedures Guidebook (“Guidebook”) summarizes personnel policies and procedures that apply to employees of the House Republican Conference and the Office of Rep. Cathy McMorris Rodgers (“the Office”). You should read the information in this Guidebook promptly and thoroughly so that you understand the policies and procedures of the Office. This Guidebook, however, cannot anticipate every situation or answer every question about your employment; it provides only an overview of policies and procedures. It is not an 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 Guidebook. Furthermore, all employees of the Office are employees at will, which means that either the Office or the employee may terminate the employment relationship at any time, for any reason, with or without notice. The Office will not terminate an employee for a discriminatory reason in violation of applicable federal laws or House rules.

This Guidebook is effective as of January 2015, and it supersedes any and all prior Guidebooks, if any, and personnel policies that this Guidebook addresses.

To meet changing circumstances, the Office reserves the right to change, revise, or rescind any of the policies, procedures or benefits described in this Guidebook (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 discretion of the Congresswoman or the appropriate Senior Manager.

## **II. POLICIES AND PROCEDURES**

### **2.1 Management Rights**

The Office will strive to serve the Congresswoman's constituents with professionalism, quality, and dedication. To reach its goals, the Office reserves its prerogatives as an employer to, at any time 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 ending times, the number of hours, shifts and overtime to be worked; 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 prerogatives shall not waive the Office's right to do so at any time in its discretion, or preclude the Office from exercising any management prerogative in ways other than those described above.

### **2.2 Statement of Equal Employment Opportunity Policy**

The Office is an equal opportunity employer in accordance with the requirements of the rules and regulations of the U.S. House of Representatives and applicable federal laws.

### **2.3 Personnel Records**

It is the policy of the Office to maintain personnel-related information in confidence to the greatest extent practicable, with information released only to those persons with a legitimate need to know.

It is important that the Office be informed on a timely basis of any change with respect to the following:

- Name
- Address
- Home and mobile telephone numbers
- Whom to contact in case of injury or illness

It is the employee's responsibility to inform the House Finance Office on a timely basis of any change with respect to the following:

- Beneficiary designation (for insurance and other benefit plans)

- Number of dependents (for income tax withholding and insurance status/eligibility purposes)
- Marital status (for income tax withholding and insurance/eligibility purposes)

## **2.4 Employee Classifications and Overtime Pay**

### **2.4.1 Employee Classifications**

The overtime provisions of the Congressional Accountability Act of 1995 (the “CAA”) apply to House employees. Among other things, the CAA entitles some employees to overtime compensation. Pursuant to the CAA, each employee is classified into one of the following two categories:

- A. Exempt Employees – Those who are not required to be paid overtime pay.
- B. Non-Exempt Employees – Those who are required to be paid overtime pay for all hours worked in excess of 40 hours per workweek.

The employee classification determination is based on the actual job duties and responsibilities of the employee. All employees will be informed of their classification at the time of hire. Employees who change positions during their employment with the Office will be informed of any change in classification.

### **2.4.2 Time and Attendance Records**

Each non-exempt employee is responsible for recording his or her actual hours worked on a contemporaneous, daily basis.

The Deputy Chief of Staff will maintain records for all categories of leave and can assist with questions regarding recording and reporting of time worked.

## **2.5 Joint / Shared Employees**

Employees who perform work for and/or whose salary is paid by more than one House Office, may be joint/shared employees. Joint/shared employers will let these employees know which office is their primary employing office. The employee will be subject to the personnel policies, including all leave policies, of the primary employing office.

## 2.6 Payroll

Employees are paid on a monthly basis by direct deposit, generally at the end of each month worked. Payment is generally made on the last business day of the month. Questions regarding direct deposit and possible alternatives should be directed to:

House Office of Payroll and Benefits  
B215 Longworth House Office Building  
(202) 225-1435

## 2.7 Attendance Policy

### 2.7.1 Office Hours

Offices located in the District of Columbia are open as follows:

- Weeks when the House is in Session (including fly-out days):
  - 8:45 a.m. - 6:00 p.m. (ET)
  - Monday – Friday
- Weeks when the House is out of Session:
  - 8:45 a.m. – 5:00 p.m. (ET)
  - Monday – Friday

Offices located in WA-05 are open as follows:

- 8:45 a.m. – 5:00 p.m. (PT)
- Monday – Friday

Exceptions may be made at the discretion of the Congresswoman, the appropriate Senior Manager (Administrative Assistant, Chief of Staff, District Director, or Deputy Chief of Staff), or their designee. Employees are expected to be at work during office hours. (See below regarding lunch hours.)

Attendance and punctuality are essential to the operation of the Office. Although situations beyond employees' control may create absenteeism or tardiness, the Office cannot tolerate frequent unauthorized absences from work or tardiness because such actions disrupt schedules and create a burden on fellow employees and the Office.

An employee who is absent or tardy for work for any reason must contact his/her supervisor, as early as possible **before** the beginning of the workday or

shift to provide (1) an explanation for the absence or tardiness, (2) his/her location and phone number, and (3) a date or time of the expected return to work.

An employee who knows of a foreseeable absence from work must 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 without notifying or obtaining advance approval from his/her supervisor or the appropriate Senior Manager, it may be presumed that the employee has resigned, and his/her employment may be terminated.

An employee who must leave work early because of illness or other unavoidable reason is responsible for personally notifying his/her immediate supervisor, Senior Manager (Administrative Assistant, Chief of Staff, Deputy Chief of Staff, or District Director), and the Staff Assistant responsible for recording leave days. The employee must obtain approval before departure. Absenteeism or tardiness that is considered to be excessive, or failure to follow reporting procedures, may subject an employee to appropriate disciplinary action.

### **2.7.2 Lunch Period**

Lunch periods are established by each employee's immediate supervisor. Non-exempt employees must not work during their lunch break without obtaining prior approval from their supervisor. Lunch periods for Staff Assistants are rotated to ensure coverage of the telephones and reception areas at all times.

### **2.7.3 Snow Days and Other Contingencies**

When weather conditions or other emergencies make it unsafe to travel to and from work, the Office will be open for essential services only. Staff will be notified via email when this policy goes into effect. In such circumstances, leave will be granted to those employees who, due to unsafe weather conditions, are unable to report to work.

The Office does not follow government or school districts for weather-related closings. For example if the Federal Government is closed, that does not mean the Conference office will close.

## **2.8 Conflicts of Interest / Ethics in Government Act / Gifts**

All employees of the Office must strictly comply with the provisions of the Ethics in Government Act and all House Rules and Standards of Conduct regarding outside income, gifts and personal financial disclosure, if required. Upon hire, each employee should familiarize himself or herself with the requirements of the House Code of Official Conduct and pertinent portions of the Ethics in

Government Act. New employees must attend one of the scheduled live ethics training briefings for new hires within 60 days of their start date. See [ethics.house.gov](http://ethics.house.gov) for details of scheduled sessions. Failure to comply may be grounds for dismissal.

For those employees required to file personal financial disclosure statements and/or periodic transaction reports, the House Committee on Ethics has prepared the necessary forms, together with a detailed explanation of requirements of the Ethics in Government Act. Questions regarding financial disclosure may be directed to the House Committee on Ethics at (202) 225-7103. Those employees must file the required personal financial disclosure statements, either by the annual May 15 deadline or by an extension date approved by the House Committee on Ethics.

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 activity or association by an employee that might compromise the integrity of the operations of the Office or the performance of the employee's duties. ***The acceptance of gifts of any value is not permitted other than as allowed in accordance with the House Ethics Rules.*** Therefore, employees must contact the appropriate Senior Manager regarding any offers of gifts, money, or other benefits by a federal registered lobbyist or anyone who has dealings with the Office. Failure to comply may be grounds for dismissal.

In addition, the STOCK Act makes it clear that government officials owe a duty of trust and confidence to the U.S. government and to the public. While an employee in the course of their government employment may obtain information which could be considered "material" and "non-public" information as those terms are used with regard to federal insider trading laws and regulations, he or she is not to trade on "material" or "non-public" information, or pass along such information to others for the purposes of trading, including such information obtained from government officials. Failure to comply may be grounds for dismissal.

## 2.9 Outside Employment

Employees of the Office may not secure employment outside the House which conflicts with the performance of their official duties. It is the responsibility of each employee to notify the appropriate Senior Manager of all outside employment.

In addition, certain employees face additional limitations on outside employment and earned income under Rule XXIII clause (c)(1). All employees assume full responsibility for educating themselves regarding outside employment restrictions by contacting the Ethics Committee.

## 2.10 Political Activities

Political activity by any House employee, designated or otherwise, may not be conducted on House time, in a House building, and may not involve the use of House resources or property. A House employee may, however, voluntarily engage in limited campaign activities during his/her off duty time, as long as the employee does not neglect his/her official duties; use House resources with respect to such activities; and the employee's outside activities do not create a conflict of interest. If the amount of time spent on campaign activity is substantial, the Office may reduce the employee's salary or remove the employee from the payroll to ensure that no public funds are expended on a campaign activity.

Employees of the Office wishing to work on a campaign may do so by voluntarily seeking the permission of appropriate Senior Manager and must have the records to show enough unused annual leave for the time away from the Office.

Employees of the Office may not receive, solicit, be a custodian of, or distribute any funds in connection with any campaign for federal office.

House property and equipment may not be used for campaign activities. Campaign contributions may not be solicited on, or for delivery to, House property, including the use of personal email accounts while on House property.

The *House Ethics Manual* and the 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.

## 2.11 Foreign Gifts and Travel

Stringent laws and rules govern employees' conduct relating to travel to foreign countries and the acceptance of gifts or hospitality from foreign nationals or governments. These are governed by both the House Rules and the Foreign Gifts and Decorations Act. Employees are required to consult with the appropriate Senior Manager and/or the House Committee on Ethics regarding those laws and the rules before traveling to foreign countries on House business or accepting gifts from foreign nationals or governments.

Approved foreign travel for official business will be limited to one trip per calendar year. Before approval will be granted, employees are required to submit a written request to his or her supervisor which includes how the trip directly relates to the employee's roles and responsibilities in the Office. Employees are also required to submit a post-trip report to the Member that includes key takeaways; contacts; and ideas developed on the trip.

The Office recognizes the immense opportunity for professional development that official trips can provide. Additional official travel, under the same guidelines outlines above, may be authorized at the discretion of the appropriate Senior Manager.

## **2.12 Reimbursement and Expense Reports**

Employees may not incur official expenses without the prior approval of the appropriate Senior Manager.

After approval, requests for reimbursement for official expenses shall be prepared using the provided expense report form and presented to the appropriate Finance Director and Senior Manager for reimbursement. Reimbursements should be submitted on a monthly basis or when the expenses incurred to the employee exceed \$150. Itemized receipts are required for any reimbursement. Some examples of allowable and unallowable expenses:

*Allowable Expenses with Approval:*

- Local business mileage (at the standard mileage rate as determined by the Internal Revenue Service)
- Overnight travel (lodging and meals)
- Airfare and rail transportation
- Some transportation and parking expenses for official business during regular office hours.

*Unallowable Expenses:*

- Alcohol or other entertainment expenses
- Professional membership dues
- First class tickets or upgrades
- Gifts
- Limousine or town car service
- Books and subscriptions
- Clothing

Upon request from an employee, the Office has the discretion to deem expenses not listed above as allowable or unallowable.

## **2.13 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.

The frank is for official business only. Under no circumstances should the frank be used for an employee’s personal mail, which may only be sent using the

employee's own postage stamps, stationary and envelope. This rule applies to "inside mail" as well.

The frank cannot be used on mail to foreign countries. Letters or documents to foreign officials should be sent in care of the country's consulate in the United States.

If there is any doubt regarding whether the use of the frank is appropriate, check with the appropriate Senior Manager. As a general rule, when in doubt, stamp it.

## **2.14 Mass Mailing**

The Office is required to report all mass mailings to the House Committee on Administration. A mass mailing is defined as any mailing of more than 500 items of substantially the same material within a one-year period. For reporting purposes, each employee is responsible for providing the appropriate Senior Manager with 3 copies of any document that is part of a mass mailing.

## **2.15 Use of Official Stationery**

Use of official stationery of the Office by an employee is limited to correspondence relating to the official capacity or responsibilities of the employee. Use of official stationery for personal business or matters unrelated to the Office is strictly prohibited.

## **2.16 Office Property**

In the event of an emergency, the absence of an employee, or under certain other circumstances, it may be necessary for the Office to enter an employee's office, desk, or file cabinets to retrieve materials or files. Therefore, the Office reserves the right to enter an employee's office or work station, including an employee's desk and file cabinets. It should be noted that all offices, desks, file cabinets, computers, and other office equipment are the property of the U.S. House of Representatives and are issued for the use of employees in relation to their employment with the Office. Employees should therefore have no expectation of privacy with respect to such property.

## **2.17 Computer Policy**

Each employee must adhere to the following security guidelines to safeguard the Office's computers and Local Area Network ("LAN") files from unauthorized disclosure, modification and destruction:

- Log off of your computer before leaving for the day;

- Do not allow unauthorized individuals to view sensitive data displayed at workstations or printers;
- Never leave a computer workstation unattended while it is logged onto the LAN;
- Protect computer passwords and change them often;
- Scan all portable drives for viruses before opening or downloading files from them, especially if a drive has been used or received from outside the Office;
- Ensure that only intended recipients receive confidential or sensitive materials transmitted via the LAN;
- Safeguard data and materials that have been downloaded from the LAN to individual workstations or to diskettes;
- Properly handle, store, and dispose of diskettes and other media used to store sensitive data;
- Never load software or hardware onto any computer in the Office (including laptop computers) without direct authorization from the Systems Administrator;
- Never open e-mails or e-mail attachments sent by someone you do not know; and,
- Never open or forward a chain letter e-mail.

Under certain circumstances, it may be necessary for the Office to access an employee's computer to recover documents or other data. For this reason, the Office reserves the right to access all computer files, e-mail messages, or instant messages at any time. Information stored on the Office's computers, including any disk or other storage media or storage device located in the Office (or supplied by the Office, such as portable computers) is the property of the Office and is not private.

All computer software belongs to the Office. Employees of the Office may not make copies of any software licensed to the House or to the Office and may not remove software from the Office. Employees are also prohibited from using unlicensed software on an individual computer or on the Office's LAN.

### **2.17.1 Electronic Communications**

Electronic mail ("e-mail") is provided as a communications tool to employees of the Office and should be used with the same rules of professional behavior that apply to the use of the telephone. Be aware that e-mail sent can be saved and forwarded by the recipient, and that things said in an e-mail could be misinterpreted.

E-mail use should generally be limited to work-related matters. Incidental personal use of e-mail and instant messaging is permissible only to the extent that such use is negligible in nature, frequency, time consumed, and otherwise conforms to the regulations of the Committee on House Administration and the

Code of Official Conduct (House Rule XXIII). Employees have no expectation of privacy regarding e-mails or instant messaging sent from or to an Office computer or account.

Use of electronic communications to do any of the following is strictly prohibited: to commit an unlawful act; to harass, annoy, offend or disrupt another employee; to advertise or promote outside business; or to solicit or distribute information to employees in violation of the Office's solicitation and distribution policy. Unacceptable e-mails include, but are not limited to, those that contain language or images that are sexual or derogatory towards a person's race, religion, disability, ethnicity, age, or gender.

### **2.17.2 Use of the Internet**

Employees who have access to the Internet on Office computers should use the Internet for work-related purposes. Incidental personal internet use is permissible only to the extent that such use is negligible in nature, frequency, time consumed, and otherwise conforms to the regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII). Employees have no expectation of privacy regarding internet activities conducted using Office computers, accounts or resources. Further, all information accessed and communications sent over the Internet, including e-mail or social media communications, will be identified with the Office. For this reason, employees must identify themselves properly when using any Internet service and should be aware that their conduct can reflect on the reputation of the Office and the Congresswoman.

The use, download, and/or dissemination of Peer to Peer (P2P) software on Office computers is strictly prohibited.

Employees may not use the Internet:

- For matters that are purely personal and unrelated to the official duties of the employee (except in the limited circumstances permitted by the incidental use policy described above);
- To access social networking or other new media web sites (except in the limited circumstances permitted by the incidental use policy described above), including, without limitation, Facebook, Twitter, Reddit, Instagram, YouTube, and JDate, for purposes other than those directly related to performance of an employee's duties, and in all cases employees shall not post on any such web sites at any time information that could embarrass or reflect negatively on the Congresswoman or the Office, or information regarding events held in the Office, visitors to the Office, the inner workings and general operations of the Office, etc.

- To access pornographic, obscene or other “inappropriate material.” “Inappropriate material” includes, but is not limited to, language, images or sounds that are sexual in nature or would offend anyone on the basis of the person’s age, race, national origin, disability, gender, or religion;
- To download software (except as may be authorized);
- To engage in unlawful activities;
- To solicit funds for any purpose or to engage in promotional or commercial activities;
- To make misrepresentations of any kind; or,
- To solicit political or financial support for a particular candidate or party.

Employees who abuse Internet privileges will be subject to appropriate disciplinary action, up to and including termination of employment. Accessing pornographic, obscene, or other inappropriate material on the Internet may also be a violation of the Office’s harassment policy and is grounds for immediate termination of employment.

All data stored on the Internet are and remain the property of the Office. This property includes, but is not limited to, Internet searches, bookmarks, sent and received messages and images, material printed from the Internet, and deleted material. Use of the Internet, therefore, is not private, and the Office may monitor employees’ Internet activities at any time.

### **2.17.3 Social Media Policy**

The Office believes that social media use is an important part of the Office’s dialog with the public and should be embraced within the guidelines below. This policy applies to all social networking sites; blogs; multi-media; and wikis for personal and professional use.

All employees are a direct reflection of the Congresswoman and the Office both during and outside of work hours; therefore employees are personally responsible for all content posted to social media.

Employees should:

- Be aware of associations with the Office in online communications.
- Limit personal social media use during work hours and devote any use to work-related communications.
- Ensure profile and related content is consistent with the standards and expectations of the Office and the Congresswoman.
- Ensure online postings do not disclose any information that is confidential or proprietary to the Office or to any third party that has disclosed information to the Office.

- Respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
- Not claim not imply they are speaking on the Office' behalf.

The Office reserves the right to request that certain subjects are avoided; certain posts withdrawn; and inappropriate comments removed. Failure to comply may be grounds for dismissal.

## **2.18 Confidentiality**

During employment with the Office, all employees 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 the harm of others.

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 Members of Congress, internal legislative or political strategy, and internal operations of the Office, among others.

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. Employees who discover a violation of this policy have the responsibility to notify their supervisor. If any employee has any question as to whether any information is sensitive or confidential, he or she should discuss it with the appropriate Senior Manager.

Violations of this policy also could expose the violator to civil and/or criminal liability.

Any suspected unauthorized disclosures of classified information will be reported to the Sergeant at Arms office or other appropriate authorities.

## **2.19 Drug and Alcohol Abuse**

### **2.19.1 Purpose**

Members of the House and their staff occupy sensitive positions requiring a high degree of trust and confidence. In addition, the Office has a responsibility to protect its employees, the public, members, and all other persons who interact, directly or indirectly, with the Office's employees. Therefore, the Office

strictly prohibits all employees from being under the influence of drugs illegally or alcohol while on paid time or while on workplace premises. (See below for an explanation of illegal drug use.) Limited exceptions to this prohibition are made for the lawful consumption of alcoholic beverages at pre-approved functions. All employees are expected to exercise good judgment when consuming alcoholic beverages in such circumstances. Also, the Office prohibits any illegal use, manufacture, dispensation, or possession of drugs.

Employees who violate this policy may be disciplined, up to and including immediate termination, at the discretion of the Office.

## **2.19.2 Definitions**

“Paid time” means any time and at any place an employee either is representing the Office, handling business of any form affecting the Office, or attending an event – regardless of the time of day – to which he/she would not have been invited but for the fact that he/she is employed by the Office. Examples of the latter include evening receptions, weekend retreats and workshops, as well as foreign and domestic trips.

The Office may determine that an employee is “under the influence” with respect to alcohol if the employee exhibits physical symptoms caused by alcohol consumption, such as slurred speech, alcohol-related bodily odors, loss of balance, or lapses of consciousness, for which the employee cannot provide a credible non-alcohol-related explanation and which reasonably lead a supervisor to believe the employee’s ability to perform his or her job safely or effectively has been impaired by alcohol.

The Office may determine that an employee is “under the influence” with respect to drugs if the Office observes the employee’s unauthorized possession of a controlled substance, or the employee exhibits physical symptoms caused by such unauthorized use or possession, such as dilated pupils, rapid heart rate, drug-related bodily odors, slurred speech or lapses of consciousness, for which the employee cannot provide a credible lawful explanation and which reasonably lead a supervisor to believe the employee’s ability to perform his or her job safely or effectively has been impaired by drugs.

The term “drugs” means any and all controlled substances except those taken in accordance with a lawful prescription issued to the user. Therefore, use of a controlled substance except as authorized by a lawful prescription constitutes unlawful drug use under this policy.

“Controlled substance” is defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. § 812, which includes, but is not limited to, the following: opiates (including heroin or morphine), hallucinogenics (including marijuana, PCP, or LSD), depressants (including barbiturates),

stimulants (including amphetamines or cocaine), deliriant (including inhalants such as glue solvent and nitrous oxide), and anabolic steroids.

### **2.19.3 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 House Employee Assistance Programs at (202) 225-2400. Requests for voluntary treatment and related matters will be kept as confidential as possible, and, to the extent required by law, the Office will reasonably accommodate an employee's attempt to deal with dependency problems. Employees may not, however, escape discipline by requesting treatment only after having violated the Office's Drug and Alcohol Abuse Policy.

### **2.19.4 Non-Discrimination Policy**

The Office complies with all provisions of the Americans with Disabilities Act ("ADA") as incorporated by the CAA. 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 recovering drug addict. The CAA, however, does not protect employees who are current illegal users of drugs. Also, the law permits the Office to hold alcoholic employees to the same job standards as all other employees and to discipline alcoholic employees to the same extent other employees are disciplined.

## **2.20 Fitness for Duty**

An employee is responsible for notifying the appropriate Senior Manager of any conditions, including but not limited to, those resulting from 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. (Employees are not required to disclose the type of medication or the reason for it. They must notify management only of the fact that their job performance may be impaired.) 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 inaccurate assumptions that might otherwise be made about the employee's performance.

## **2.21 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. 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) 225-2400.

## **2.22 Media Relations**

Only the Director of Communications, his/her designee, or the Chief of Staff are permitted to communicate about any matter related to the Office with members of the press without direct prior authorization from the personnel listed above. An employee who receives requests of contact from the media regarding any issue related to the Office must report them to the Press Office immediately.

## **2.23 Workplace Violence**

The safety and security of Office personnel and visitors are of vital importance. Therefore, acts or threats of violence made directly or indirectly by an employee against another person's life, health, well-being, family or property are prohibited and will not be tolerated. Such acts or threats include, but are not limited to, coercion that endangers the safety of employees or visitors, intimidation or harassment. This policy applies to any threats made on Office property, at Office events, or under other circumstances that may reflect negatively on the Office or affect the Office's ability to conduct business or accomplish its mission. Such acts or threats of violence, whether made directly or indirectly, by words, gestures, or symbols, may infringe on the Office's right and obligation to provide a safe workplace for its employees.

Employees play a crucial role in the administration of this workplace violence prevention policy. It is vitally important that employees report, in accordance with the intent and purpose of this policy, any behavior of a fellow employee or visitor that appears to compromise the Office's ability to maintain a safe work environment. Retaliation for truthful reporting of any acts or threats of violence is prohibited.

## **2.24 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 at House facilities. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts is unacceptable.

In the event of an emergency, employees must follow the emergency action plan that has been developed for the Office.

An employee who is injured while at work must report the injury immediately to the appropriate Senior Manager.

In furtherance of security and safety concerns, offices and work stations are subject to inspection at the Office's discretion.

All employees are issued identification cards that allow them to access the Capitol and House Office Buildings. An employee must immediately report a lost or stolen I.D. card and will be issued a new I.D. card. ***Because the I.D. card is House property, it must be returned upon termination of employment.***

## **2.25 Medical Emergencies**

If a medical emergency occurs during working hours or on the premises, immediately contact the Capitol Police at 911 or the Cannon Physicians Office at (202) 225-3470. The Cannon office is open from 8:30 a.m. to 5:00 p.m. or until 15 minutes after the House adjourns.

It is the duty of the employee to inform the Office of any changes in information concerning persons to contact in case of an emergency.

## **2.26 Non-Discrimination and Anti-Harassment Policy**

It is the policy of the Office that discrimination or harassment on the basis of race, color, religion, national origin, disability, age, uniformed service, gender (including sexual harassment), and/or on any other basis prohibited by House rules or applicable law, is prohibited and will not be tolerated.

All management and non-management employees are required to avoid any behavior that could be interpreted as harassment.

### **2.26.1 Sexual Harassment**

One form of prohibited harassment is sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when:

- (a) the employee's submission to or rejection of the conduct results in a tangible employment action (such as promotion or demotion); or
- (b) the conduct is sufficiently severe or pervasive so as to interfere unreasonably with the employee's work performance or work environment.

Sexual harassment may include, but is not limited to, such actions as sex-oriented verbal “kidding”, “teasing,” jokes, or suggestive or lewd remarks; subtle or blatant pressure for sexual activity or unwelcome dating; physical contact such as pinching or brushing against another’s body; demands for sexual favors; unwanted hugging or kissing; and displaying derogatory or pornographic posters, cartoons, drawings, or male or female pinups.

### **2.26.2 Complaint Procedure for Reporting Harassment**

It is the Office’s intent to stop harassment before it rises to the level of a violation of the law. Therefore, the Office has established a procedure for reporting harassment complaints. Employees should follow this procedure for reporting any form of harassment. If you feel that you have been the victim of any prohibited harassment, immediately notify the appropriate Senior Manager. If you do not feel comfortable reporting a complaint to either of these individuals, you should report it to a supervisor. You are not required to confront or report the alleged harassment to the individual whom you believe is harassing you. Your complaint will be taken seriously and will be investigated immediately, as confidentially as possible. If a violation of this policy is found to have occurred, appropriate corrective action, which may include termination of employment or lesser disciplinary action depending on the severity of the offense, will be taken against the harasser.

Any supervisor who receives a complaint of harassment or observes prohibited harassment must immediately report it to the appropriate Senior Manager.

Non-supervisory employees are encouraged to report all incidents of harassment in conformity with the above complaint procedure if they are aware of harassing behavior directed at someone else in the Office.

It is against Office policy for any employee to retaliate in any way against an employee for having complained about harassment. Any employee who does retaliate will be disciplined up to and including termination.

### **2.27 Solicitations and Distribution of Literature**

In the interest of maintaining a proper working environment and preventing interference with work and inconvenience to others, the Office prohibits employees from distributing literature, printed materials, or petitions of any kind during working time or in working areas. Employees are also prohibited from soliciting during working time. “Soliciting” includes asking for membership, contributions, pledges, or subscriptions for any unauthorized purpose. “Working time” refers to the work hours of the employee doing the soliciting or being solicited. Solicitation or the distribution or circulation of any material in the Office by non-employees is likewise prohibited at all times. This policy also prohibits such solicitation or distribution by electronic mail.

### III. Employee Benefits

#### 3.1 Holidays

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

*New Year's Day*  
*Martin Luther King's Birthday*  
*President's Day*  
*Good Friday*  
*Memorial Day*  
*Independence Day*  
*Labor Day*  
*Columbus Day*  
*Veterans' Day*  
*Thanksgiving*  
*Day after Thanksgiving*  
*Christmas Eve*  
*Christmas*

Additional days observed for holidays beyond the above list should not be considered by employees in the planning of travel or time off. Any additional observed days are determined at the discretion of the Congresswoman and will be notified to employees upon any such decision.

#### 3.2 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. Leave is defined under four separate categories: Personal Leave (vacation, minor illness); Major Life Leave (marriage, maternity/paternity, major illness, bereavement); FMLA (additional legal allowances for family and medical purposes); Miscellaneous (leave without pay, jury/military duty, furlough, etc).

##### **Personal Leave**

Personal leave is based upon the calendar year. Vacation leave and sick leave are combined in the Office and considered personal leave. All full-time employees of the Office are entitled to fifteen (15) days of personal leave per calendar year.

Requests for annual leave must be made twenty-one (21) days in advance in writing and must be approved by an employee's immediate supervisor and then forwarded to the appropriate Senior Manager for final approval. Leave will not be granted when the House is in session, except under extraordinary circumstances.

Staff are advised to refrain from purchasing travel tickets or making reservations until their requested leave has been approved in writing.

Unused personal leave days may not be carried over to the next year. The Office maintains a "use it or lose it" policy regarding annual personal leave.

Unused personal leave days may not be exchanged for cash compensation if an employee accepts another position of employment or employment with the Office is terminated.

Because of the prohibition against dual compensation, an employee cannot be retained on the House payroll after reporting to another federal job.

If an employee has taken more personal leave than granted (fifteen (15) days per calendar year), the Office may deduct the excess leave from the employee's final paycheck or seek reimbursement from the employee.

### **Sick Leave**

Sick leave is incorporated into the Office's Personal Leave policy. Eligible employees who suffer from a serious health condition are entitled to leave under the Family and Medical Leave Act as discussed below.

Employees who are unable to report to work or who must leave work because of illness or injury must notify their immediate supervisor as soon as possible or no later than 8:00 a.m. The employee must also notify the Staff Assistant for recording purposes. Upon return to the office, the employee is responsible for retroactively completing any paperwork.

The Office must be contacted 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 result in disciplinary action up to and including termination.

### **Religious Holidays**

The Office seeks to accommodate reasonable requests for leave for religious observances. Employees may elect to take 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.

### **Bereavement Leave**

Employees are entitled to up to ten (10) days of paid bereavement leave for the death of an immediate family member. An "immediate" family member includes an employee's parent, stepparent, 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 personal leave days. At the Office's discretion, additional bereavement leave for travel time and other extenuating circumstances may be granted.

**Military and Federal Emergency Task Force Duty**

An employee who is a member of a National Guard or Armed Forces Reserves unit and is required to attend a two-week (not to exceed 15 consecutive days) training session annually will be given paid leave for that purpose. 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, appropriate documentation (e.g., a copy of the orders) must be submitted to the Office as far in advance as possible.

Employees who require absences for military duty (including long-term absences for active duty) will be accorded all benefits provided by law. Any employee who is required to take a leave of absence for military duty must notify the Office immediately.

**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 Office immediately and must provide a copy of the summons or other written documentation requesting jury or witness duty.

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 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 Office a certificate of attendance from the Clerk of the court or similar court official for each day of absence.

**Leave Without Pay (LWOP)**

Requests for leave without pay other than unpaid FMLA may be granted at the discretion of the appropriate Senior Manager.

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 in advance of the period of absence. In no case may the period of LWOP status exceed six months.

### **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.

### **Parental Leave Policy**

Parental Leave is defined as leave for the purpose of caring for the employee's newborn child, newly-adopted child, or child newly-placed in the custody and guardianship of the employee through a foster care program. This leave applies to all employees regardless of gender. The employee requesting leave must have been employed by a Congressional office for a minimum of 12 months prior to the request for the leave and must have worked a minimum of 1,250 hours. The minimum of 1,250 hours of employment must have been worked during the 12 months immediately preceding the commencement of leave. If an employee has worked for more than one employing office, the periods worked and the hours of service will be added together to determine whether the minimums of 12 months and 1,250 hours during the previous 12 months have been reached.

Entitlement to this leave expires 12 months after:

- a. the birth of a child;
- b. the date an adoptive child is brought into the employee's home; or
- c. the date a foster child is brought into the employee's home.

Eligibility for paid parental leave is contingent on the employee's expression of intent to return to work upon completion of paid parental leave and/or any additional Federal Medical Leave (FMLA) taken to care for the child.

#### **Calculating the Leave Year:**

For purposes of applying for parental leave, the 12-month period during which an employee/mother (maternity leave) is entitled to **eight work weeks** of paid parental leave is calculated on a rolling 12-month basis measured backward from the date the employee uses the parental leave. The employee is therefore entitled to eight work weeks of paid parental leave "per 12-month period" and not "per child."

For purposes of applying for parental leave, the 12-month period during which an employee/father (paternity leave) is entitled to two work weeks of paid parental leave is calculated on a rolling 12-month basis measured backward from the date the employee uses the parental leave. The employee is therefore entitled to two work weeks of paid parental leave "per 12-month period" and not "per child."

Notice of Parental Leave: If the need for leave is foreseeable, an employee must provide at least 30 days' notice (written or verbal), or otherwise as much advance notice as practicable. If an employee fails to give 30 days' notice, with no reasonable excuse, the Office may delay or deny the taking of parental leave.

Any employee who takes parental leave must submit a written request for leave, even if the request is filed after the leave has commenced. Such written notices must be submitted to the appropriate Senior Manager, and shall include the dates and the reason(s) for the requested leave (i.e., the nature of the qualifying event). Failure to provide a written request for leave may also result in a delay or denial of leave.

Certification of Reason for Leave:

An employee requesting parental leave must provide written verification of the event necessitating such leave. In the case of leave to care for a newborn child, the employee must provide a written verification stating that the employee/employee's spouse is pregnant and the expected date of delivery. In the case of a newly-adopted child or placement of a foster child in the employee's custody, the employee must provide documentation from the appropriate adoption agency or social services department as to the date the child is to be placed in the employee's custody and/or guardianship.

Continuation of Benefits:

While on paid parental leave or unpaid FMLA leave, employees will continue to be enrolled in their health insurance plans. As long as the employee remains enrolled in his or her health insurance plan, the U.S. House of Representatives will continue to pay the Government contribution for employees on such leave. The employee, however, is responsible for payment of the employee's share of health insurance coverage. Under federal regulations, an employee whose enrollment continues for a period of time without payment is deemed to have consented to recovery of indebtedness for past-due health benefits premiums from future salary or from any other moneys owed to an employee by the Federal Government.

Reinstatement from Leave:

Upon return to work after taking parental 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 parental leave.

**Family and Medical Leave Act (FMLA)**

Under the applicable provisions of the FMLA, any person who has worked as an employee of the House 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 leave during any 12-month period for the following family and medical reasons:

- A. for the birth of a child and to care for the newborn child;
- B. to adopt a child or to receive a child in foster care;
- C. to care for a spouse, son, daughter, or parent who has a serious health condition; or
- D. for the employee's own serious health condition which makes the employee unable to perform the functions of his or her job.

The FMLA defines the term "serious health condition." 29 U.S.C. ' 2611(11). When requesting leave, an employee must explain the reason for the leave to allow the Office to determine whether the leave qualifies as FMLA leave.

Calculating the Leave Year:

For FMLA purposes the 12-month period during which an employee is entitled to 12 work weeks of unpaid FMLA leave is calculated on a rolling 12-month basis measured backward from the date the employee uses family and medical leave.

Notice of FMLA Leave:

If the need for leave is foreseeable, an employee must provide at least 30 days notice (written or verbal), or otherwise as much advance notice as practicable. If an employee fails to give 30 days' notice, with no reasonable excuse, the Office may delay the taking of FMLA leave.

Any employee who takes FMLA leave for any reason must submit a written request for leave, even if the request is filed after the leave has commenced. Such written notices must be submitted to the appropriate Senior Manager and shall include the dates and the reason(s) for the requested leave. Failure to provide a written request for leave may also result in a delay or denial of leave.

For leave requested for care of a family member with a serious health condition or for the employee's own illness the employee shall make a reasonable effort, after consulting with the appropriate Senior Manager to schedule leave so as not to unduly disrupt office operations (subject to approval of the health care provider).

**Substitution of Paid Leave for FMLA Leave:** An employee may substitute his or her personal leave for FMLA leave for the care of a newborn or newly adopted or newly placed foster child or for the care of a family member's serious health condition. An employee may substitute his or her personal leave for FMLA leave for the employee's own serious health condition (including

complications associated with childbirth). Any paid leave and/or other paid time off taken for the employee's serious health condition may count toward an employee's FMLA entitlement.

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 the Office discovers upon the employee's return that the reason for the leave falls under the FMLA.

*Intermittent or Reduced Schedule Leave:*

When an employee seeks to take FMLA leave intermittently or on a reduced schedule basis, the employee must comply with the following guidelines:

Leave may be taken intermittently or on a reduced leave schedule to care for a seriously ill family member or for the employee's own serious health condition. Leave shall not be taken intermittently or on a reduced leave schedule to care for a newborn or a newly adopted or newly placed foster child without the agreement of the Office.

When leave is taken intermittently or on a reduced leave schedule, 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.

*Medical Certification:*

An employee who requests FMLA leave for his or her own illness or to care for a family member is required to 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 immediate family member. The employee must have the health care provider complete and return the certification form within 15 days, where possible.

The Office may also require an opinion by a second health care provider designated by the employer. 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 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. 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 such certification. The appropriate Senior 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.

Periodic Reports:

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

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 health benefits, the U.S. House of Representatives will continue to pay the Government contribution for employees on Leave Without Pay. The employee is responsible for payment of the employee share and will be contacted by the Office of Personnel and Benefits 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 any indebtedness for past-due health benefits premiums from future salary, or from any other moneys owed to an employee by the Federal Government.

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 another position under the FMLA.

If an employee is on family and medical leave in excess of 12 weeks within a 12-month period, the employee will not be guaranteed reinstatement. Except for employees on authorized active military duty, if an employee accepts other employment while on leave, the employee will be deemed to have terminated employment with the Office on the first day of the new employment.

Performance and Merit Reviews:

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

Misrepresentation:

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

Intimidation and Retaliation Prohibited:

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

### **3.3 Student Loan Repayment Program**

The Office participates in the House's student loan repayment program. Employees who have outstanding student loans that are not in default or in arrears and whose loans are eligible may participate in this program. Under the program, the Office agrees to repay some or all of an employee's student loan in exchange for the employee committing to work for the Office.

The Office's budget for loan repayments is limited, so the Office retains the sole discretion to determine which, if any, employee loans will be repaid and the amount of the repayments. Employees who are interested in being considered should inform the appropriate Senior Manager. No employee whose annual salary exceeds basic pay for an ES-1 position of the Senior Executive Schedule or has recently engaged in misconduct will be considered for participation in the program. Employees who are accepted into the program will be required to enter into a written agreement that delineates the terms of the employee's participation in the program. Should an employee enrolled in the program violate terms of the written agreement, the employee is responsible for all penalties, including financial penalties.

The Office reserves the right to periodically re-evaluate and alter its participation in this program.

### **3.4 Other Employee Benefits**

The Finance Director will provide all new employees with information regarding other benefit options. These include health insurance, life insurance, the Federal Employees Retirement System (FERS), and the Thrift Savings Plan (TSP).

## IV. Employee Conduct and Discipline

### 4.1 Employee Conduct and Discipline

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

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.

While it is anticipated that most problems will be resolved through the cooperation of employees, there are times when inadequate performance or inappropriate conduct, whether committed during Office hours or on the employee's own time, may result in disciplinary action. Appropriate disciplinary action may, at the Office's sole discretion, include probation, suspension, demotion, or other actions up to and including termination, depending on the offense and circumstances.

#### 4.1.1 Insubordination

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

#### 4.1.2 Dress Code

All employees are expected to dress in attire appropriate to their position and duties.

- Session Days: Business attire
- Innovation Days (not in session): Business casual

Denim, shorts, flip-flops, or midriff exposure are **never permitted**.

#### 4.1.3 Misconduct

The actions listed below are unacceptable and may result in appropriate disciplinary action, up to and including termination. The misconduct identified below is merely illustrative and is not intended to be a complete list of misconduct. It does not alter the Office's at-will employment policy.

- Misrepresenting or withholding information on an employment application or House records, including time cards, injury reports, leave reports, personnel documents, etc.
- Removing House property, records, or documents without proper authorization; 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
- Unauthorized possession, willful destruction, or abuse of House property or the property of any individual on the premises
- Entering a restricted area or allowing another person to enter without proper authorization
- Failure to abide by the leave policies of the Office
- Excessive absenteeism or tardiness without proper authorization
- Absence without proper authorization
- Sleeping on the job
- Use of abusive, threatening or obscene language; using language that adversely affects morale, production, or maintenance of discipline
- Engaging in discrimination or harassment
- Performing personal business during working hours or using the mailing frank or other official property for personal reasons or benefit
- Violating the Office's alcohol and drug abuse policy
- Possessing dangerous weapons on the premises without proper authorization
- Illegal or disorderly conduct of any kind such as fighting, wrestling, roughhousing, or any other activity that is potentially hazardous to life, limbs, or property
- Failure to follow House Rules and federal laws concerning the acceptance of gifts, conflicts of interest, and the reporting of financial interests or employment
- Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts
- Reviewing the electronic mail files of another employee without appropriate authorization
- Failure to follow the Office's computer, electronic mail or Internet policies
- 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 prior clearance from the appropriate Senior Manager
- For non-exempt employees: working overtime without appropriate, prior authorization
- Violating the Office's solicitation and distribution policy
- Any other action that is deemed to be inconsistent or incompatible with the standards and expectations of the Office or that shows a disregard for the

Office's or the House's interests or the employee's duties and obligations to the Office or the House.

### **Performance Reviews**

The Office will review the employee's job performance two times per year – in May or June and in October or November of each year to 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. Performance evaluations can also influence decisions regarding any pay increases or promotions. A performance review does not mean that an employee is guaranteed a pay raise. Some of the factors the Office considers in its evaluation of employee include: quality of work; job skills; dependability; attendance and punctuality; cooperativeness; knowledge of work; willingness to assume responsibility; willingness to accept direction; ability to give direction where applicable; adherence to 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.

### **Open Door Policy**

The Office recognizes that open communication between employees and senior management is an essential element of a productive work environment. To that end the Office has adopted an Open Door Policy. 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 questions or concerns with the assurance that these issues will be addressed promptly and effectively.

Employees are encouraged to discuss job-related concerns or questions with their immediate supervisor. If an employee fails 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 appropriate Senior Manager.

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, as well as participants in any investigation prompted by any such complaint or inquiry.

***NOTE: The following THREE offenses are subject to immediate dismissal: Insubordination, Dishonesty and Stealing.***

## **V. Termination of Employment**

### **5.1 Termination of Employment**

The Office desires that employment in the House and with the Office be a rewarding and successful experience. Circumstances may arise, however, that will make it advisable for an employee to end his/her employment with the Office.

Employees who voluntarily decide to terminate their employment with the Office are requested to provide adequate notice. Adequate notice is customarily two weeks, and may be longer depending on the employee's particular responsibilities. The Office's request that employees give advance notice of their intent to resign is not intended to alter the fact that either the employee or the Office is entitled to terminate the employment relationship at any time without notice.

Upon termination, final wages will be paid according to the normal House payroll schedule. Each employee must return all House property, including his/her ID card, computer equipment, remote access card, and keys. Failure to do so may result in the withholding of the employee's final paycheck. Employees who have group medical and life insurance will continue to receive coverage during the termination period as provided for by the individual policies and applicable federal laws. In addition, pursuant to federal law, employees may continue their health insurance benefits under the House's group policy at the employee's expense for a certain period of time after termination.

Upon resignation or termination, an employee who has been paid for at least 60 days during the 1-year period preceding resignation or termination, at a rate equal to or greater than 75% of the basic rate of pay for Members at the time of resignation or termination, is subject to certain post-employment restrictions on lobbying in accordance with 18 U.S.C. § 207.

## House Republican Conference

### Acknowledgement of Receipt of Office Policies and Procedures

I acknowledge that I have received a copy of the Office Policies and Procedures Guidebook (the "Guidebook") for the Office of the House Republican Conference (the "Office"), and that I have read and understand the entire contents of the Guidebook. I acknowledge that in addition to reading the entire contents of the Guidebook I have read Sections 2.7; 2.11; 2.12; 2.17; 3.1; and 4.1.2 twice. I understand the Guidebook 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 Guidebooks, 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 the Senior Managers, who must do so in writing.

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(Signature of Employee)

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(Printed Name of Employee)

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(Date)

# **EXHIBIT 30**

EMPLOYEE LEAVE REQUEST FORM

Employee's Name: Shaughnessy Murphy  
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: \_\_\_\_\_

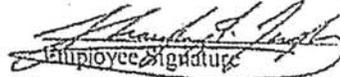
Beginning: 8:45 AM (X) PM ( ) on March 21, 2011.

Ending: 5:54 AM ( ) PM (X) on March 24, 2011.

Total number of hours (if the request is 2 hours or less) or day(s) requested: 4 days

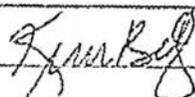
Reason for Leave: Vacation

Date: 2/14/11

  
Employee Signature

This Leave Request is  Approved ( ) Disapproved

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

Supervisor's Signature:  Date: 02-14-2011

*Process:* 1) Review designated page of the Employee Handbooks; 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

EMPLOYEE LEAVE REQUEST FORM

Employee's Name: Shaughnessy Murphy  
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: 12:00 AM ( ) PM () on December 23, 20 10

Ending: 6:00 AM ( ) PM () on December 29, 20 10

Total number of hours (if the request is 2 hours of less) or day(s) requested: 5 day

Reason for Leave:

Christmas vacation ahead time

Date: 12/13/10

Shaughnessy P. Murphy  
Employee Signature

This Leave Request is () Approved ( ) Disapproved

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

Supervisor's Signature: [Signature] Date: 12/13/2010

*Process:* 1) Review designated page of the Employee Handbooks; 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

Don't put back  
page.

EMPLOYEE LEAVE REQUEST FORM

Employee's Name: Shaughnessy Murphy  
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 OIT (pgs. 8-10)
- Other: \_\_\_\_\_

Leave Request: \_\_\_\_\_

Beginning: \_\_\_\_\_ AM ( ) PM ( ) on Oct 12, 2010  
Ending: \_\_\_\_\_ AM ( ) PM ( ) on Nov 3, 2010

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

Reason for Leave: See attached

Date: 10/12/10

Shaughnessy Murphy  
Employee Signature

This Leave Request is  Approved ( ) Disapproved

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

Supervisor's Signature: [Signature] Date: 10/12/10

Process: 1- Review designated page of the Employee Handbooks; 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

CAMPAIGN WORK AUTHORIZATION

I, Shangnessy Murphy, 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: Dino Rossi

Public Office Campaigning for: US Senate

Location of Campaign Office: Seattle, Washington

Your Duties as a Campaign Worker (Describe): Legal advisement

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: 10/12/10

Shangnessy H. Murphy  
Employee Signature

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

Signed: David C. ...

Date: 10/12/10

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

# **EXHIBIT 31**

EMPLOYEE LEAVE REQUEST FORM

Employee's Name: Jeremy Deutsch  
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:

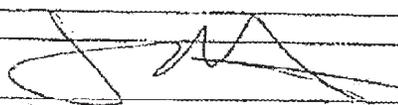
Beginning: 8:30  AM  PM  on 10/19, 2010

Ending: 6:30 AM   PM on 11/3, 2010

Total number of hours (if the request is 2 hours or less) or day(s) requested: 16 days

Reason for Leave: Vacation

Date: 10/11/10

  
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

EMPLOYEE LEAVE REQUEST FORM

Employee's Name: Mike Poulson

Type of Leave:

- Annual Leave
- Sick Leave
- Religious Holiday
- Bereavement Leave
- Military Leave
- Jury or Witness Duty
- Leave Without Pay (LWOP)
- Furlough
- Family and Medical Leave (FMLA) - Also submit the FMLA Request Form
- Comp Time
- Discretionary Additional Time Off
- Campaign Work
- Other: \_\_\_\_\_

Leave Request:

Beginning: all day AM ( ) PM ( ) on May 11, 2012

Ending: \_\_\_\_\_ AM ( ) PM ( x) on \_\_\_\_\_

Total number of hours (if less than a full day) or day(s) requested: \_\_\_\_\_

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

Date: 5/16/12

*Mike Poulson*  
Employee Signature

This Leave Request is  Approved  Disapproved

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

Supervisor's Signature: *[Signature]*

Date: 5-16-12

# House Republican Conference - 2014 -

## Time-Off Request Form

Staff Member Requesting Time-Off: Jeremy Deutsch

Date of Request: March 27 2014

Date(s) Requested for Time-Off: March 28, 2014

If we are in session, please provide explanation (Wedding/Funeral/etc): N/A - NYC trip

Total Number of Days Requested Off: 1

Dept. Supervisor Approval: JDD-JM Date Approved: \_\_\_\_\_

*\*Please get the form signed by your department supervisor and then submit*

-----Administrative Use Only-----

Number of Days Remaining Prior to Request: \_\_\_\_\_

Number of Days Remaining After Requested Time Used: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Administrative Notes to Chief of Staff \_\_\_\_\_

Chief of Staff Approval: Cathy The Hon. Rodgers Date Approved: \_\_\_\_\_

*\*Please note that requests are NOT considered approved until ALL required Signatures are given.*

*\*Requests will be reviewed on the basis of date submitted, seniority of requesting staff member, time-off already used, and the Congressional calendar.*

# House Republican Conference - 2014 -

## Time-Off Request Form

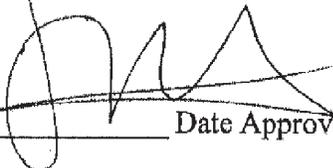
Staff Member Requesting Time-Off: Jeremy Deutsch

Date of Request: 4/11

Date(s) Requested for Time-Off: 4/11

If we are in session, please provide explanation (Wedding/Funeral/etc): N/A

Total Number of Days Requested Off: 1

Dept. Supervisor Approval:  Date Approved: \_\_\_\_\_

*\*Please get the form signed by your department supervisor and then submit*

-----Administrative Use Only-----

Number of Days Remaining Prior to Request: \_\_\_\_\_

Number of Days Remaining After Requested Time Used: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Administrative Notes to Chief of Staff: \_\_\_\_\_

Chief of Staff Approval:  Date Approved: \_\_\_\_\_

*\*Please note that requests are NOT considered approved until ALL required Signatures are given.*

*\*Requests will be reviewed on the basis of date submitted, seniority of requesting staff member, time-off already used, and the Congressional calendar.*

# House Republican Conference - 2015 -

## Time-Off Request Form

Staff Member Requesting Time-Off: Jeremy Deutsch

Date of Request: 6/25

Date(s) Requested for Time-Off: 6/26, 6/29, 6/30

If we are in session, please provide explanation (Wedding/Funeral/etc):

Total Number of Days Requested Off: 3

Dept. Supervisor Approval:



Approved: 6/3/2015

*\*Please get the form signed by your department supervisor and then submit*

-----Administrative Use Only-----

Number of Days Remaining Prior to Request: \_\_\_\_\_

Number of Days Remaining After Requested Time Used: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Administrative Notes to Chief of Staff: \_\_\_\_\_

Chief of Staff Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

*\*Please note that requests are NOT considered approved until ALL required Signatures are given.*

*\*Requests will be reviewed on the basis of date submitted, seniority of requesting staff member, time-off already used, and the Congressional calendar.*

# House Republican Conference - 2015 -

## Time-Off Request Form

Staff Member Requesting Time-Off: Jeremy Deutsch

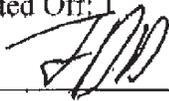
Date of Request: 2/5/2016

Date(s) Requested for Time-Off: 2/5/2016

If we are in session, please provide explanation (Wedding/Funeral/etc):

Total Number of Days Requested Off: 1

Dept. Supervisor Approval:



Date Approved:

2/5/2016

*\*Please get the form signed by your department supervisor and then submit*

-----Administrative Use Only-----

Number of Days Remaining Prior to Request: \_\_\_\_\_

Number of Days Remaining After Requested Time Used: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_

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

Administrative Notes to Chief of Staff: \_\_\_\_\_

Chief of Staff Approval: \_\_\_\_\_

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

*\*Please note that requests are NOT considered approved until ALL required Signatures are given.*

*\*Requests will be reviewed on the basis of date submitted, seniority of requesting staff member, time-off already used, and the Congressional calendar.*

# **EXHIBIT 32**

## RE: Release and other items

---

From: Todd 2001 ( [REDACTED]@hotmail.com)

Sent: Tue 6/08/10 1:01 PM

To: [REDACTED]@aol.com; [REDACTED]@cathyforcongress.com; [REDACTED]@comcast.net;  
[REDACTED]@gmail.com

2 attachments

Press Release email addresses.doc (43.0 KB) , Master Media List.xls (296.5 KB)

Zach/David:

Please see attached for "Master Media List" and a user-friendly compilation of "Press Release Email Addresses."

All campaign-related news stories will be included in our Daily News Clips, which you're already signed signed up for.

Today's press release will be forthcoming later today.

Thanks, Todd

---

To: [REDACTED]@hotmail.com; [REDACTED]@cathyforcongress.com; [REDACTED]@comcast.net;  
[REDACTED]@gmail.com

Subject: Release and other items

Date: Tue, 8 Jun 2010 10:40:17 -0400

From: [REDACTED]@aol.com

Good Morning:

Later on today around 4:00 PM PDT, the Congresswoman will be filing for reelection. Todd is working on a draft release now and we will send it over to Zach to send out after she files.

Zach: Todd will also send you the most updated media list as well.

As far as articles go on our opponents or campaign, please send over to David Smentek as he is archiving all of this information. Let me know if anyone has any questions.

Thank you,  
Jeremy

---

The New Busy is not the too busy. Combine all your e-mail accounts with Hotmail. [Get busy.](#)

@ap.org'; @ap.org'; @bluementnews.com';  
@capitalpress.com'; @gazette-tribune.com'; @cheneyfreepress.com';  
@cheneyfreepress.com'; @centurytel.net';  
@statesmanexaminer.com'; @statesmanexaminer.com';  
@statesmanexaminer.com'; @columbiabasinherald.com';  
@columbiabasinherald.com'; @communitycurrentnewspaper.com';  
@centurytel.net'; @bmi.net'; @dptribune.biz';  
@gns.gannett.com'; @grandcoulee.com'; @hearstdc.com';  
@lmtribune.com'; @lmtribune.com'; @lmtribune.com';  
@lmtribune.com'; @libertylakesplash.com'; @methowvalleynews.com';  
@dnews.com'; @dnews.com'; @dnews.com';  
@povn.com'; @odessaoffice.com'; @gazette-tribune.com';  
@theolympian.com'; @othelloindependent.com';  
@othellooutlook.com'; @inlander.com'; @qcherald.com';  
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@mail.house.gov'; @gmail.com'; @SBA-LIST.ORG';  
@atpco.com'; @atpco.com'; @aol.com';  
@iwpnews.com'; @defensedaily.com'; @thehill.com';  
@politico.com'; @nationaljournal.com'; @cq.com';  
@ap.org'; @ap.org'; @csmonitor.com';  
@nationaljournal.com'; @nationaljournal.com'; @cq.com';  
@cq.com'; @cq.com'; @cq.com'; @cq.com';  
@eaglepub.com'; @gmail.com'; @nationaljournal.com';  
@nationaljournal.com'; @yahoo.com';  
@nationaljournal.com'; @nytimes.com'; @nytimes.com';  
@nytimes.com'; @politico.com'; @politico.com';  
@realclearpolitics.com'; @realclearpolitics.com';  
@reuters.com'; @rollcall.com'; @rollcall.com';  
@thehill.com'; @thehill.com'; @thehill.com';  
@thehill.com'; @thehill.com'; @usatoday.com';  
@wpni.com'; @dcexaminer.com'; @washpost.com';

██████████@washpost.com'; ██████████@washingtontimes.com';  
██████████@washingtontimes.com'; ██████████@washingtontimes.com'; ██████████@rollcall.com';  
██████████@gmail.com'; ██████████@politico.com'; ██████████@politico.com';  
██████████@thehill.com'; ██████████@thehill.com'; ██████████@thehill.com';  
██████████@nationaljournal.com'; ██████████@krem.com'; ██████████@adamsandcompany.com';  
██████████@msn.com; ██████████@seattletimes.com; ██████████@hotmail.com; Brian  
Rodgers (██████████@hotmail.com); Cathy McMorris Rodgers  
(██████████@mail.house.gov); Corene McMorris (██████████@aol.com); Jeff McMorris  
(██████████@yahoo.com); ██████████@3-cities.com; Wayne McMorris  
(██████████@gmail.com); ██████████@mail.house.gov; ██████████@mail.house.gov;  
██████████@mail.house.gov; ██████████@foxnews.com;  
██████████@politicalservices.org; ██████████@leg.wa.gov; ██████████@mail.house.gov;  
██████████@mail.house.gov; ██████████@mail.house.gov; ██████████@kxly.com;  
██████████@kxly.com; ██████████@kxly.com; ██████████@adelphia.net; ██████████@ap.org;  
██████████@thehill.com; ██████████@thehill.com; ██████████@mail.house.gov;  
██████████@mail.house.gov; ██████████@mail.house.gov; ██████████@mail.house.gov;  
██████████@nationaljournal.com; ██████████@ap.org; ██████████@bmi.net; ██████████@pomero-wa.com;  
██████████@kiewtv.com; ██████████@bluemtnnews.com; ██████████@msn.com; ██████████@tribune.com;  
██████████@innw.net; ██████████@csis.org; ██████████@csis.org; ██████████@komw.net; ██████████@komw.net;  
██████████@gmail.com;

**GREECE/EUROPE**

██████████@econlib.org; ██████████@washingtonexaminer.com;  
██████████@optonline.net'; ██████████@reason.org'; ██████████@reason.org';  
██████████@tribune.com'; ██████████@nationalreview.com'; ██████████@gmu.edu';  
██████████@instapundit.com'; ██████████@realclearpolitics.com'; ██████████@realclearpolitics.com';  
██████████@nbcuni.com  
██████████@nbcuni.com  
██████████@foxnews.com  
██████████@realclearmarkets.com  
██████████@thehill.com  
██████████@thehill.com  
██████████@foxnews.com  
██████████@conservative.org  
██████████@sbcglobal.net  
██████████@bayshorenetworks.com  
██████████@thehill.com  
██████████@foxnews.com  
██████████@politico.com  
██████████@kthh.com

[REDACTED]@foxnews.com  
[REDACTED]@nationalreview.com  
[REDACTED]@hotmail.com  
[REDACTED]@aim.com  
[REDACTED]@breitbart.com  
[REDACTED]@foxnews.com  
[REDACTED]@nbcuni.com  
[REDACTED]@eaglepub.com  
[REDACTED]@eaglepub.com  
[REDACTED]@eaglepub.com  
[REDACTED]@denninger.net  
[REDACTED]@zerohedge.com  
[REDACTED]@nationalreview.com  
[REDACTED]@bloomberg.net  
[REDACTED]@hearst.com

Invites to May 19 Forum

List of Columnists:

George Will, WP  
Marc Thiessen, WP  
Byron York, NR  
Bill Kristol, TWS  
Fred Barnes, TWS  
Matthew Continetti, TWS  
Ross Douthat, NYT  
Robert Costa, NR  
John Fund, WSJ  
Peggy Noonan, WSJ  
Tony Blankley, WT  
John Stossel, Fox Business

| Business                        | Daily/Weekly | Last Name   | First Name | Position             | E-mail                        | Phone | Phone 2          | Location         |
|---------------------------------|--------------|-------------|------------|----------------------|-------------------------------|-------|------------------|------------------|
| Associated Press                | Daily        | Geranos     | Nick       | Reporter             | gdp.org                       |       |                  | Spokane          |
| Associated Press                | Daily        | Willey      | John       | Reporter             | gdp.org                       |       |                  | Spokane          |
| Associated Press                | Daily        | La Corte    | Rachel     | Reporter             | gdp.org                       |       |                  | Washington       |
| Associated Press                | Daily        | Queary      | Paul       | News Editor          | gdp.org                       |       |                  | Seattle          |
| Associated Press                | Daily        | Tibbia      | George     | Reporter             | gdp.org                       |       |                  | Washington       |
| Blue Mountain News              | Monthly      | Graham      | Ken        | Editor/Publisher     | bluemountainnews.com          |       |                  | Dayton           |
| Capital Press                   | Weekly       | Sampson     | Carl       | Managing Editor      | capitalpress.com              |       |                  | Spokane          |
| Cashmere Valley Record          | Weekly       | DeVon       | Gary       |                      | gazette-tribune.com           |       |                  | Cashmere         |
| Cheney Free Press               | Weekly       | McCallum    | John       | Editor               | cheneyfreepress.com           |       |                  | Cheney           |
| Chewelah Independent            | Weekly       | Arnold      | Jared      | Publisher            | ccrurlnet.net                 |       |                  | Chewelah         |
| Coville Statesman Examiner      | Weekly       | Bull        | Dani       | Reporter             | statesmanexaminer.com         |       | Cell: [REDACTED] | Coville          |
| Coville Statesman Examiner      | Weekly       | Aldous      | Sophia     | Reporter             | statesmanexaminer.com         |       | Cell: [REDACTED] | Coville          |
| Coville Statesman Examiner      | Weekly       | Cowbray     | Chris      | Publisher            | statesmanexaminer.com         |       |                  | Coville          |
| Columbia Basin Herald           | Daily        | Staventon   | Bill       | Managing Editor      | colymbasinherald.com          |       |                  |                  |
| Columbia Basin Herald           | Daily        | Lynch       | Lynne      | Business/Ag Reporter | colymbasinherald.com          |       |                  |                  |
| Community Current               | Monthly      | Dickerson   | Rebecca    | Editor               | communitycurrentnewspaper.com |       |                  | St. John         |
| Davenport Times                 | Weekly       | Smith       | Mark       | Editor               | doenturytel.net               |       |                  | Davenport        |
| Dayton Chronicle                | Weekly       | Williams    | Jack       | Owner                | dcml.net                      |       |                  | Dayton           |
| Dear Park Tribune               | Weekly       | Cestigan    | Thomas     | Editor               | dprtribune.biz                |       |                  | Dear Park        |
| East Washingtonian              |              | Tom         | Mike       | Editor/Publisher     | eastwashingtonian.com         |       |                  | Garfield County  |
| Friends 'n Neighbors Newsletter |              | Zeliff      | Bonnie     | Editor/Publisher     | fnsn.com                      |       |                  | Garfield County  |
| Gannott News                    | Daily        | Ferguson    | Elynn      | Reporter             | gannott.com                   |       |                  | Washington       |
| Grand Coulee Star               | Weekly       | Hunter      | Boott      | Editor               | grandcoulee.com               |       |                  | Grand Coulee     |
| Herald Newspaper                | Daily        | Douhy       | Jennifer   | Reporter             | herald.com                    |       |                  | Washington, D.C. |
| Huckleberry Press               | Weekly       | Viotona     | Cassie     | Editor               | huckleberrypress.net          |       |                  | Fridayland       |
| Lewiston Tribune                | Daily        | Williams    | Elaine     | Editor               | ltribune.com                  |       |                  | Lewiston         |
| Lewiston Tribune                | Daily        | Spence      | Bill       | Reporter             | ltribune.com                  |       |                  | Lewiston         |
| Lewiston Tribune                | Daily        | Hedberg     | Kathy      | Reporter             | ltribune.com                  |       |                  | Lewiston         |
| Lewiston Tribune                | Daily        | Fisher      | Jim        | Editorial Editor     | ltribune.com                  |       |                  | Lewiston         |
| Lewiston Tribune                | Daily        | Furehau     | Bill       | News Director        | ltribune.com                  |       |                  | Lewiston         |
| Liberty Lake Splash             | Weekly       | Bumbach     | Hope       | Editor               | libertylakesplash.com         |       |                  | Liberty Lake     |
| Methow Valley News              | Weekly       | Hannon      | John       | Editor               | methowvalleynews.com          |       |                  | Twisp            |
| Moscow Pullman Daily News       | Daily        | Afford      | Nathan     | Editor & Publisher   | pdnews.com                    |       |                  | Moscow           |
| Moscow Pullman Daily News       | Daily        | McClure     | Stova      | Managing Editor      | pdnews.com                    |       |                  | Moscow           |
| Moscow Pullman Daily News       | Daily        | Williams    | Mark       | Reporter             | pdnews.com                    |       |                  | Moscow           |
| Newport Miner                   | Weekly       | Williambeck | Fred       | Editor               | sporn.com                     |       |                  | Newport          |
| Oakes Record                    | Weekly       | Wolfer      | Donald     | Editor               | oakesoffice.com               |       |                  | Oakes            |
| Okanogan Valley Gazette         | Weekly       | DeVon       | Gary       | Editor               | gazette-tribune.com           |       |                  | Croville         |
| Olympian                        | Daily        | Kigore      | Vickie     | Editor               | olympian.com                  |       |                  | Olympia          |
| Othello Independent             | Weekly       | Giles       | Brent      | Publisher            | othelloindependent.com        |       |                  | Othello          |
| Othello Outlook                 | Weekly       | Allen       | Chuck      | Editor               | othellooutlook.com            |       |                  | Othello          |
| Pacific Northwest Inlander      | Weekly       | Taylor      | Kevin      | Reporter             | inlander.com                  |       |                  | Spokane          |
| Quad City Herald                | Weekly       | Schweltzer  | Cheryl     | Editor               | qcherald.com                  |       |                  | Brewster         |
| Republic New Miner              | Weekly       | Bothell     | Gina       | Editor               | holmail.com                   |       |                  | Republic         |
| Ritzville Adams County Journal  | Weekly       | Gardner     | Sue        | Reporter             | ritzville.com                 |       |                  | Ritzville        |
| Seattle PI                      | Daily        | Shulovsky   | Paul       | Reporter             | seattlepi.com                 |       |                  | Seattle          |
| Seattle PI                      | Daily        | Grigiel     | Chris      | Assigning Editor     | seattlepi.com                 |       |                  | Seattle          |
| Seattle PI                      | Daily        | Wallace     | James      | Airspace Reporter    | seattlepi.com                 |       |                  | Seattle          |
| Seattle Times                   | Daily        | Sang        | Nyung      | DC Reporter          | seattletimes.com              |       |                  | Washington, DC   |
| Seattle Times                   | Daily        | McLain      | Cathy      | Health Editor        | seattletimes.com              |       |                  | Seattle          |
| Seattle Times                   | Daily        | Wagoner     | Richard    | Assistant Editor     | seattletimes.com              |       |                  | Seattle          |
| Seattle Times                   | Daily        | Riley       | Kate       | Editorial Writer     | seattletimes.com              |       |                  | Seattle          |
| Spokane Coeur d'Alene Magazine  | Monthly      | Thimpen     | Blythe     | Editor               | spokaneoda.com                |       |                  | Spokane          |
| Spokane Journal of Business     | Weekly       | Bevor       | Greg       | Publisher            | spokanejournal.com            |       |                  | Spokane          |

TW\_0473

|                             |          |            |           |                         |                    |  |   |                 |
|-----------------------------|----------|------------|-----------|-------------------------|--------------------|--|---|-----------------|
| Spokane Journal of Business | Weekly   | Crompton   | Kim       | News Editor             | spokanejournal.com |  |   | Spokane         |
| Spokane Journal of Business | Weekly   | Ripley     | Rick      | Editor                  | spokanejournal.com |  |   | Spokane         |
| Spokane Valley News Herald  | Weekly   | Huffman    | Mike      | Editor                  | huffman.com        |  |   | Spokane         |
| Spokesman Review            | Daily    | Clouse     | Thomas    | Reporter                | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Stuebs     | John      | Reporter                | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Stuebs     | Karan Dom | Reporter                | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Boggs      | Allison   | Reporter                | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Grzman     | Kevin     | Reporter                | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Floyd      | Doug      | Editorial Editor        | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Camden     | Jim       | Political Reporter      | spokesman.com      |  | C | Spokane         |
| Spokesman Review            | Daily    | Canasta    | Amy       | Reporter                | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Cuniff     | Meghann   | Reporter                | spokane.com        |  |   | Spokane         |
| Spokesman Review            | Daily    | Roesler    | Rich      | Political Reporter      | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | General    | Newsroom  |                         | spokesman.com      |  |   | Spokane         |
| Spokesman Review            | Daily    | Baker      | Jacob     | DC Correspondent        | small.com          |  |   | Spokane         |
| The Omak Chronicle          | Weekly   | Thew       | Chris     | Reporter                | spokanejournal.com |  |   | Omak            |
| The Omak Chronicle          | Weekly   | Camp       | Dee       | Editor                  | spokanejournal.com |  |   | Omak            |
| The Outlook                 | Weekly   | Michle     | Dana      | Editor                  | spokanejournal.com |  |   | Nine Mile Falls |
| Tri Cities Business Journal | Weekly   | McFadden   | Stephen   | Editor                  | tcjobs.com         |  |   | Tri-Cities      |
| Tri City Herald             | Daily    | Duplar     | Michelle  | Political Reporter      | tricityherald.com  |  |   | Olympia         |
| Waitsburg Times             | Weekly   | Matthee    | Imbert    |                         |                    |  |   | Waitsburg       |
| Waitsburg Times             | Weekly   | Baker      | Loyal     | Editor                  | spokanejournal.com |  |   | Waitsburg       |
| Walla Walla Union Bulletin  | Daily    | Porter     | Andy      | Reporter                | subnet.com         |  |   | Walla Walla     |
| Walla Walla Union Bulletin  | Daily    | Eaki       | Rick      | Editorial Editor        | subnet.com         |  |   | Walla Walla     |
| Walla Walla Union Bulletin  | Daily    | Hagar      | Shelia    | Reporter                | subnet.com         |  |   | Walla Walla     |
| Walla Walla Union Bulletin  | Daily    | Chicken    | Carrie    | Reporter                | subnet.com         |  |   | Walla Walla     |
| Walla Walla Union Bulletin  | Daily    | Doyle      | Rick      | Editor                  | subnet.com         |  |   | Walla Walla     |
| Walla Walla Union Bulletin  | Daily    | Stewart    | Alexander | City Editor             | subnet.com         |  |   | Walla Walla     |
| Wenatchee World             | Daily    | Jastrak    | Gary      | Editor                  | spokanejournal.com |  |   | Wenatchee       |
| Whitman County Gazette      | Weekly   | Forney     | Gordon    | Publisher               | spokanejournal.com |  |   | Colfax          |
| Whitman County Gazette      | Weekly   | Jones      | Jerry     | Editor                  | spokanejournal.com |  |   | Colfax          |
| Wilbur Register             | Weekly   | Stedman    | Frank     | Editor                  | spokanejournal.com |  |   | Wilbur          |
| Yakima Herald               | Daily    | Garnston   | James     | Editor                  | spokanejournal.com |  |   | Yakima          |
| Yakima Herald               | Daily    |            |           | News Tips               | spokanejournal.com |  |   | Yakima          |
| McClatchy                   | Daily    | Blumenthal | Les       |                         | spokanejournal.com |  |   |                 |
| Washbooket                  | Internet | Howard     | Amey      |                         | spokanejournal.com |  |   |                 |
| Everett Herald              | Daily?   | Jerry      | Cornfield |                         | spokanejournal.com |  |   | Olympia         |
| Brian Strassell-Rep. Price  |          |            |           |                         | spokanejournal.com |  |   |                 |
|                             |          |            |           |                         |                    |  |   |                 |
|                             |          |            |           |                         |                    |  |   |                 |
|                             |          |            |           |                         |                    |  |   |                 |
| Other                       |          |            |           |                         |                    |  |   |                 |
| Eagle Publishing            |          | Hair       | Connie    | Congressional Reporter  | spokanejournal.com |  |   |                 |
| Susan B. Anthony List       |          | Yearout    | Joy       | Communications Director | spokanejournal.com |  |   |                 |
|                             |          |            |           |                         |                    |  |   |                 |
| Aerospace/C-X               |          |            |           |                         |                    |  |   |                 |
| Defense News                |          | Mathews    | Bill      |                         | spokanejournal.com |  |   |                 |
| Air Force Times             |          | Rollen     | Bruce     |                         | spokanejournal.com |  |   |                 |
| Army Times/Military Times   |          | Maze       | Rick      |                         | spokanejournal.com |  |   |                 |
| Inside the Defense          |          | Munoz      | Carlo     |                         | spokanejournal.com |  |   |                 |
| Defense Daily               |          | Rutherford | Emilie    |                         | spokanejournal.com |  |   |                 |
| The Hill                    |          | Tiron      | Roxanna   |                         | spokanejournal.com |  |   |                 |
| Rollito                     |          | Dilmasolo  | Jen       |                         | spokanejournal.com |  |   |                 |
| Congress Daily              |          | Scully     | Megan     |                         | spokanejournal.com |  |   |                 |
| CC                          |          | Donnelly   | John      |                         | spokanejournal.com |  |   |                 |

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| Business                  | Daily/Weekly | Last Name   | First Name | Position                         | E-mail                 |
|---------------------------|--------------|-------------|------------|----------------------------------|------------------------|
| Associated Press          | Daily        | Espo        | Dave       | Congressional Correspondent      | @ap.org                |
| Associated Press          | Daily        | Elswick     | Jon        | Photo Editor                     | @ap.org                |
| Christian Science Monitor | Weekly       | Chaddock    | Gall       | Reporter                         | @csmonitor.com         |
| CongressDaily             | Daily        | Klein       | Alyson     | Reporter                         | @nationaljournal.com   |
| CongressDaily             | Daily        | Swindell    | Bill       | Reporter                         | @nationaljournal.com   |
| CQ                        | Daily        | Aota        | Alan       | Reporter                         | @cq.com                |
| CQ                        | Daily        | Teitelbaum  | Mike       |                                  | @cq.com                |
| CQ                        | Daily        | Nathar      | David      | Reporter                         | @cq.com                |
| CQ                        | Daily        | Giroux      | Greg       |                                  | @cq.com                |
| CQ                        | Daily        | Kapochunas  | Rachel     |                                  | @cq.com                |
| Human Events              | Weekly       | Gizzi       | John       | Editor                           | @eaglepub.com          |
| Human Events              | Weekly       | Bluey       | Robert     | Editor                           | @gmail.com             |
| National Journal          | Weekly       | Maggs       | John       | Reporter                         | @nationaljournal.com   |
| National Journal          | Weekly       | Noyes       | Andrew     | Senior Writer - Technology Daily | @nationaljournal.com   |
| National Journal          | Weekly       | Gonzales    | Nathan     |                                  | @yahoo.com             |
| National Journal          | Weekly       | Leonatti    | Andy       |                                  | @nationaljournal.com   |
| New York Times            | Daily        | Kirkpatrick | David      | Reporter                         | @nytimes.com           |
| NY Times                  | Daily        | Stohlberg   | Cheryl     |                                  | @nytimes.com           |
| NY Times                  | Daily        | Hulse       | Carl       |                                  | @nytimes.com           |
| Politico                  | Daily        | O'Connor    | Patrick    | Reporter                         | @politico.com          |
| Politico                  | Daily        | Bresnahan   | John       |                                  | @politico.com          |
| Real Clear Politics       | Daily        | Wilson      | Reid       |                                  | @realclearpolitics.com |
| Real Clear Politics       | Daily        | Trygstaad   | Kyle       |                                  | @realclearpolitics.com |
| Reuters                   | Daily        | Felsenthal  | Mark       | Reporter                         | @reuters.com           |
| Roll Call                 | Daily        | Newmyer     | Tory       |                                  | @rollcall.com          |
| Roll Call                 | Daily        | Bresnahan   | John       | Associate Editor                 | @rollcall.com          |
| Roll Call                 | Daily        | Drucker     | David      |                                  | @rollcall.com          |
| The Hill                  | Daily        | Bolton      | Alex       | Reporter                         | @thehill.com           |
| The Hill                  | Daily        | Hearn       | Josie      |                                  | @thehill.com           |
| The Hill                  | Daily        | Romm        | Toni       | Reporter                         | @thehill.com           |
| The Hill                  | Daily        | Alarkon     | Walter     |                                  | @thehill.com           |
| The Hill                  | Daily        | Rothstein   | Betsy      | Feature Reporter                 | @thehill.com           |
| The Hill                  | Daily        | Youngman    | Sam        |                                  | @thehill.com           |
| The Hill                  | Daily        | Kaplan      | Jonathan   | Reporter                         | @thehill.com           |
| USA Today                 | Daily        | Kiely       | Kathy      | Reporter                         | @usatoday.com          |

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|                     |       |               |         |                                 |   |
|---------------------|-------|---------------|---------|---------------------------------|---|
| Washington          | Daily | Kane          | Paul    |                                 | <a href="mailto: [REDACTED]@wpri.com">[REDACTED]@wpri.com</a>                       |
| Washington Examiner | Daily | Gavin         | Patrick | Associate Editorial Page Editor | <a href="mailto: [REDACTED]@dcexaminer.com">[REDACTED]@dcexaminer.com</a>           |
| Washington Post     | Daily | Butterworthly | Scott   | Night National Editor           | <a href="mailto: [REDACTED]@washpost.com">[REDACTED]@washpost.com</a>               |
| Washington Post     | Daily | Layton        | Lyndsey | Reporter                        | <a href="mailto: [REDACTED]@washpost.com">[REDACTED]@washpost.com</a>               |
| Washington Post     | Daily | Cillizza      | Chris   |                                 | <a href="mailto: [REDACTED]@washingtonpost.com">[REDACTED]@washingtonpost.com</a>   |
| Washington Times    | Daily | Hallow        | Ralph   | Reporter                        | <a href="mailto: [REDACTED]@washingtontimes.com">[REDACTED]@washingtontimes.com</a> |
| Washington Times    | Daily | Lambro        | Don     | Reporter/Editor                 | <a href="mailto: [REDACTED]@washingtontimes.com">[REDACTED]@washingtontimes.com</a> |
| Washington Times    | Daily | Hurt          | Charles | Reporter                        | <a href="mailto: [REDACTED]@washingtontimes.com">[REDACTED]@washingtontimes.com</a> |

|                |       |            |           |          |   |
|----------------|-------|------------|-----------|----------|---|
| Roll Call      | Daily | Brotherton | Elizabeth | Reporter | <a href="mailto: [REDACTED]@rollcall.com">[REDACTED]@rollcall.com</a>               |
| Politico       | Daily | O'Connor   | Patrick   | Reporter | <a href="mailto: [REDACTED]@politico.com">[REDACTED]@politico.com</a>               |
| Politico       | Daily | Lovely     | Erica     | Reporter | <a href="mailto: [REDACTED]@politico.com">[REDACTED]@politico.com</a>               |
| The Hill       | Daily | Yager      | Jordy     | Reporter | <a href="mailto: [REDACTED]@thehill.com">[REDACTED]@thehill.com</a>                 |
| The Hill       | Daily | Rothstein  | Betsy     | Reporter | <a href="mailto: [REDACTED]@thehill.com">[REDACTED]@thehill.com</a>                 |
| The Hill       | Daily | Kucinich   | Jackie    | Reporter | <a href="mailto: [REDACTED]@thehill.com">[REDACTED]@thehill.com</a>                 |
| Congress Daily | Daily | Bourge     | Christian | Reporter | <a href="mailto: [REDACTED]@nationaljournal.com">[REDACTED]@nationaljournal.com</a> |

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|    | A                                  | B                | C                | D               | E                       | F                   |
|----|------------------------------------|------------------|------------------|-----------------|-------------------------|---------------------|
| 1  | <b>Business</b>                    | <b>Last Name</b> | <b>Last Name</b> | <b>Position</b> | <b>E-mail</b>           | <b>Location</b>     |
| 2  | Arlington Times                    | Frank            | Scott            | Managing Editor | @marysvilleglobe.com    | Arlington           |
| 3  | Auburn Reporter                    | Klaas            | Mark             | Editor          | @reporternewspapers.com | Auburn              |
| 4  | Bainbridge Review                  | Anstine          | Dennis           | Editor          | @bainbridgereview.com   | Bainbridge Island   |
| 5  | The Reflector                      | Case             | Marvin           | Publisher       | @thereflector.com       | Battle Ground       |
| 6  | Bellevue Reporter                  | Groshart         | Craig            | Editor          | @reporternewspapers.com | Bellevue            |
| 7  | Western Washington University      | Duke             | Shearlean        | Publisher       | cc.wvu.edu              | Bellingham          |
| 8  | The Northern Light                 | Grubb            | Patrick          | Publisher       | @thenorthernlight.com   | Blaine              |
| 9  | Bothell/Kenmore Reporter           | Nystrom          | Andy             | Editor          | @reporternewspapers.com | Bothell-Kenmore     |
| 10 | Bremerton Patriot                  | Melton           | Charles          | Editor          | @bremertonpatriot.com   | Bremerton           |
| 11 | Kitsap Sun                         | Ware             | Scott            | Editor          | @kitsapsun.com          | Bremerton           |
| 12 | Quad City Herald                   | Schweitzer       | Cheryl           | Editor          | @qcherald.com           | Brewster            |
| 13 | The Highline Times/Des Moines News | Robinson         | Tim              | Publisher       | @robinsonnews.com       | Burien              |
| 14 | Camas/Washougal Post-Record        | Acheson          | Heather          | Editor          | @camaspostrecord.com    | Camas               |
| 15 | Wahkiakum County Eagle             | Nelson           | Rick             | Publisher       | @teleport.com           | Cathlamet           |
| 16 | Cheney Free Press                  | McCallum         | John             | Editor          | @cheneyfreepress.com    | Cheney              |
| 17 | The Chewelah Independent           | Blake            | Nancy            | Publisher       | @theofficenet.com       | Chewelah            |
| 18 | Northern Kittitas County Tribune   | Derrick          | Lyn              | Editor          | @nkctribune.com         | Cle Elum            |
| 19 | Whitman County Gazette             | Jones            | Jerry            | Editor          | @colfax.com             | Colfax              |
| 20 | Statesman-Examiner                 | Cowbrow          | Chris            | Editor          | @statesmanexaminer.com  | Colville            |
| 21 | Whidbey Examiner                   | Pierzga          | Kasia            | Editor          | @whidbeyexaminer.com    | Coupeville          |
| 22 | Covington/Maple Valley Reporter    | Jenkins          | Pat              | Editor          | @reporternewspapers.com | Covington-Maple Val |
| 23 | Davenport Times                    | Smith            | Mark             | Editor          | @centurytel.net         | Davenport           |
| 24 | Deer Park Tribune                  | Costigan         | Thomas           | Editor          | @dptribune.biz          | Deer Park           |
| 25 | The Dispatch                       | Jeffries         | Michael          | Editor          | @yahoo.com              | Eastonville         |
| 26 | The Islands' Sounder               | Van den Bosch    | Elise            | Publisher       | @islandssounder.com     | Eastsound           |
| 27 | Daily Record                       | Robinson         | Jeff             | Editor          | @vnews.com              | Ellensburg          |
| 28 | Enumclaw Courier Herald            | Hanson           | Kevin            | Editor          | @courierherald.com      | Enumclaw            |
|    | Federal Way Mirror                 | Hobbs            | Andy             | Editor          | @fedwaymirror.com       | Federal Way         |

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| 1  | <b>Business</b>             | <b>Website</b>  | <b>Username</b> | <b>Password</b> |   |   |   |   |   |
| 2  | Capital Press               | <a href="http://www.capitalpress.com">www.capitalpress.com</a>            | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 3  | Lewiston Morning Tribune    | <a href="http://www.lmtribune.com">www.lmtribune.com</a>                  | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 4  | Moscow Pullman Daily News   | <a href="http://www.dnews.com">www.dnews.com</a>                          | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 5  | National Journal            | <a href="http://www.nationaljournal.com">www.nationaljournal.com</a>      | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 6  | Spokesman                   | <a href="http://www.spokesmanreview.com">www.spokesmanreview.com</a>      | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 7  | U.S. Politics               | <a href="http://www.uspolitics.about.com">www.uspolitics.about.com</a>    | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 8  | Writman Co Gazette          | <a href="http://www.wcgazette.com">www.wcgazette.com</a>                  | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 9  | Newport Miner               | <a href="http://www.pendorellriver.com">http://www.pendorellriver.com</a> | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 10 | Spokane Journal of Business | <a href="http://www.spokanejournal.com">http://www.spokanejournal.com</a> | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 11 | Walla Walla Union Bulletin  |   | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 12 |                             |   |                 |                 |   |   |   |   |   |
| 13 |                             |   |                 |                 |   |   |   |   |   |
| 14 |                             |   |                 |                 |   |   |   |   |   |
| 15 | Facebook                    |   | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 16 | Twitter                     |   | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 17 | Flickr                      |   | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 18 | YouTube                     |   | [REDACTED]      | [REDACTED]      |   |   |   |   |   |
| 19 |                             |   |                 |                 |   |   |   |   |   |
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| 26 |                             |   |                 |                 |   |   |   |   |   |
| 27 |                             |   |                 |                 |   |   |   |   |   |
| 28 |                             |   |                 |                 |   |   |   |   |   |

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|----|----------------------------|------------|------------|---------------------------|----------------------|-------|---------|---|
| 1  | Business                   | Last Name  | First Name | Position                  | E-mail               | Phone | Phone 2 |   |
| 2  | CBS Radio                  | Kaufman    | Stephen    | Reporter                  | @att.net             |       |         | C |
| 3  | KEYG                       | Hart       | Kelly      | Reporter                  | @racinghartmedia.com |       |         | C |
| 4  | KOZI                       | Meadows    | Rebecca    | Reporter                  | @gmail.com           |       |         | C |
| 5  | KCVL                       | Carpenter  | Eric       | General Manager           | @kcvl.com; @kcvl.com |       |         | C |
| 6  | KOZI                       | Marshall   | Jennifer   | News Editor               | @kozi.com            |       |         | L |
| 7  | KRLC                       | Thomas     | John       | News Director             | @ldavend.com         |       |         | L |
| 8  | Republican Radio           | Lake       | Anne Marie | Host                      | @verizon.net         |       |         | M |
| 9  | KRPL                       | Curtiss    | Rory       | News Director             | @inlandradio.com     |       |         | M |
| 10 | KOMW                       | Andrist    | Becki      | News Director             | @komw.net; @komw.net |       |         | O |
| 11 | KGTC                       | Morrison   | Rory       | Producers                 | @kgtcoroville.org    |       |         | O |
| 12 | KONA                       | Shannon    | Dennis     | News Director             | @konaradio.com       |       |         | P |
| 13 | KONA                       | Phillips   | Jeff       | Radio Host                | @konaradio.com       |       |         | P |
| 14 | KQQQ                       | Ellis      | Evan       | Reporter                  | @aol.com             |       |         | P |
| 15 | Allen Media Inc./Ag Radio  | Hoff       | Bob        | News Director             | @aginfo.net          |       |         | S |
| 16 | American Christian Network | Read       | Tom        | Host                      | @acn.cc              |       |         | S |
| 17 | KAQQ                       | Clark      | Harv       | News Director             | @clearchannel.com    |       |         | S |
| 18 | KJRB                       | Miller     | Malia      | News Producer             | @radiospokane.com    |       |         | S |
| 19 | KJRB                       | Weir       | Larry      | News Anchor               | @radiospokane.com    |       |         | S |
| 20 | KJRB                       | Mitchinson | Dan        | Radio Operations Director | @spokesman.com       |       |         | S |
| 21 | KJRB                       | Gorenson   | Kristi     | Reporter                  | @spokesman.com       |       |         | S |
| 22 | KMBI                       | Stewart    | Steve      | Morning news              | @koody.edu           |       |         | S |
| 23 | KPBX                       | Loder      | Amanda     | Reporter                  | @kpbx.org            |       |         | S |
| 24 | KPBX                       | Jackson    | Steve      | Legislative Reporter      | @kpbx.org            |       |         | S |
|    | KONT                       | Allen      | Dean       | Host                      | @clearchannel.com    |       |         | S |

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|----|----------------------|-----------------|------------|---------------------------|----------------------|-------|------|
|    | Business             | Last Name       | First Name | Position                  | E-mail               | Phone | Phon |
| 1  | KNDU (Yakima)        |                 |            |                           | @kndo.com            | (509) |      |
| 2  | KLEW                 | Meyer           | Greg       | News Director             | @klewtv.com          | (208) |      |
| 3  | KEPR                 | Wojtanik        | Robin      | News Director             | @keprtv.com          |       |      |
| 4  | Northwest Cable News | Robertson       | Betsy      | Assignment Manager        | @nwcn.com; @nwcn.com |       |      |
| 5  | KREM                 | Tonasket        | Nicole     | Morning Show Producer     | @krem.com            | (509) |      |
| 6  | KREM                 | Henshaw Spencer | Trinity    | Assignment Manager        | @krem.com; @krem.com | (509) |      |
| 7  | KHQ                  | McRae           | Patricia   | General Manager           | @khq.com             | (509) |      |
| 8  | KHQ                  | Gray            | Jana       | News Director             | y@khq.com            | (509) |      |
| 9  | KHQ                  | Zeravica        | Traci      | Executive Producer        | @khq.com             | (509) |      |
| 10 | KHQ                  |                 |            |                           |                      | (509) |      |
| 11 | KHQ                  | Thoburn         | Luke       | Morning Show Producer     | h@khq.com            | (509) |      |
| 12 | KHQ                  | McGrath         | Kenneth    | Executive Producer        | @khq.com             | (509) |      |
| 13 | KHQ                  | Billings        | Mark       | Assignment Manager        | @khq.com; @khq.com   | (509) |      |
| 14 | KXLY                 | Todd            | Tiffany    | Morning Show Producer     | @kxly.com            | (509) |      |
| 15 | KXLY                 | Richard         | Jared      | News Desk                 | @kxly.com; @kxly.com | (509) |      |
| 16 | KXLY                 | Tysdal          | Beth       | News Desk                 | @kxly.com            | (509) |      |
| 17 | KIDQ                 | Craber          | Greg       | Station Manager           | @kidq27.com          |       |      |
| 18 | KNDU (Kennewick)     |                 |            |                           | @kndu.com            |       |      |
| 19 | KAPP                 | Balmelli        | Mike       | News Director             | @kapptv.com          |       |      |
| 20 | KIMA                 | Wojtanik        | Robin      | News Director             | @kimatv.com          |       |      |
| 21 | Fox News             | Pegram          | Chad       | Senior Producer           | @foxnews.com         |       |      |
| 22 | Fox News             | Doherty         | Brian      | American Morning Producer | @foxnews.com         |       |      |
| 23 | CNN                  | Walsh           | Deridre    | Producer                  | h@cnn.com            |       |      |
| 24 |                      |                 |            |                           |                      |       |      |
| 25 |                      |                 |            |                           |                      |       |      |
| 26 |                      |                 |            |                           |                      |       |      |
| 27 |                      |                 |            |                           |                      |       |      |

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| Topic              | Contact                     | Group   | Publication Title                                   | E-Mail               | Phone |
|--------------------|-----------------------------|---|---|----------------------|-------|
| Agriculture        | Scott Yates                 | Washington Grain Alliance                         | Agri-Times Northwest                                | scott.yates@wga.net  |       |
| Agriculture        | Nim Eardley                 |   | Business Journal Farm News                          | neim@spokane.com     |       |
| Agriculture        | Judy Nelson                 |   | Wheat Life  | jnelson@spokane.com  |       |
| Agriculture        | Bob Hoff                    |   | Grange News   | boh@spokane.com      |       |
| Agriculture        | Scott Dahlman               | Washington State Grange                           | Katch Pews  | sdahlman@spokane.com |       |
| Agriculture        | Dick Cool                   | Washington Cattlemen's/Cattlemen's Association    | Weststock Quarterly                                 | dcool@spokane.com    |       |
| Border Security    |                             | WSU   | The Slash   |                      |       |
| Business           |                             | Spokane Sector Border Patrol                      | Budget & Tax News                                   |                      |       |
| Business           | Marilyn Koop                | The Heartland Institute                           | Money Matters                                       |                      |       |
| Business           |                             | WSU, USDA and Washington Counties                 | Builder's Overview                                  |                      |       |
| Business           |                             | Spokane Home Builders Association                 | Building Insight                                    |                      |       |
| Business           |                             | Building Industry Association of Washington       | Partners in Progress                                |                      |       |
| Business           |                             | Inland Northwest Partners                         | Newsletter  |                      |       |
| Business           |                             | NASE  | Newsletter  |                      |       |
| Business           | Dawn Pickett                | GSI   | Greater Spokane Incorporated                        |                      |       |
| Business           | Don Yates                   | Entrepreneurs Forum of the Great Northwest        | Newsletter  |                      |       |
| Business           | Barbara Morgan              | CEO Media Corp                                    | Washington CEO                                      |                      |       |
| Business           |                             | International Trade Association                   | International Trade Update                          |                      |       |
| Community          | Cathy Green, M.A.           | Youth-Family-Adult Connections (YFAC)             | Connections (Newsletter)                            |                      |       |
| Community          | Jean Payne                  | Family First, Inc.                                | Less Spokane News Forum                             |                      |       |
| Community          |                             | 2nd Harvest Inland Northwest                      | Newsletter  |                      |       |
| Community          | LeAnna Benn                 | Teen Aid  | Newsletter  |                      |       |
| Community          | Cindy Aloto                 | Spokane Low Income Housing Consortium             | SIHC Report   |                      |       |
| Community          |                             | Communities Connect Network                       | CCN (e-newsletter)                                  |                      |       |
| Community          | Marry Pat Lawler            | Puget Sound Regional Council                      | Regional View                                       |                      |       |
| Community          | Ken Gosham                  | City/Condon Neighborhood Council                  | Newsletter  |                      |       |
| Community          | David Binfard               | East Central Community Center                     | East Central Community News                         |                      |       |
| Community          | Linn Parikh                 | Wyo Publications Group                            | Building  |                      |       |
| Community          | Sally Edler                 |   | The Greater Palouse Majestic                        |                      |       |
| Crime              | Nancy Blotnick/III Bushnell | Team Washington Partners                          | Team Washington Homeland Security Update            |                      |       |
| Crime              |                             | Spokane County                                    | Neighborhood Watch                                  |                      |       |
| Down Syndrome      | Leticia Rodriguez           | Spokane County                                    | Neighborhood Watch                                  |                      |       |
| Down Syndrome      | Deanna Noland               | Are of Spokane                                    | The Arc   |                      |       |
| Education          | Rich Wood                   | Washington Education Association                  | Holmes Elementary School Highlights                 |                      |       |
| Education          | Karla Dial                  | Holmes Elementary School                          | School Reform News                                  |                      |       |
| Education          |                             | The Heartland Institute                           | School Talk   |                      |       |
| Education          | Lesia Kowfor                | Spokane Public Schools                            | The Gonzaga Bulletin                                |                      |       |
| Education          | Thomas Wild                 | Gonzaga University                                | WPACT   |                      |       |
| Education/AG       | Dis Villalobos              | Washington State University                       | Light Reading                                       |                      |       |
| Energy             |                             | Inland Power                                      | Power Line  |                      |       |
| Energy             |                             | Washington Rural Electric Cooperative Association | Connections   |                      |       |
| Energy             |                             | Avista Utilities                                  | Rural Life Magazine                                 |                      |       |
| Energy             | Tracy Berglund              | Benton REA  | Rural Life Magazine                                 |                      |       |
| Energy             | Cherelle Bradie             | Columbia REA                                      | The Hotline   |                      |       |
| Energy             | Colleen Kinsey              | Franklin PUD                                      | Light Reading                                       |                      |       |
| Energy             | Dan Villalobos              | Inland Power & Light                              | The Council Quarterly                               |                      |       |
| Energy             | Mark Walker                 | NPCO  | Connections   |                      |       |
| Energy             | Devin Boyer                 | WPUCA   | Public Power Weekly                                 |                      |       |
| Energy             | Laura Lundstrom             | APPA  | Farm Bureau News, Employer Essentials, Neighbors    |                      |       |
| Energy             | Molly Hammar                | WA State Farm Bureau                              | Current Reflections                                 |                      |       |
| Energy             | Terry Farnes                | NW River Partners                                 | Western Farmer-Stockman Magazine & Monthly Bulletin |                      |       |
| Energy             | Heather Kamppson            | Pacific NW Waterways                              | Washington Business                                 |                      |       |
| Energy             | Don Koopman                 | Family Farm Alliance                              | Greenways   |                      |       |
| Energy             | Kim Fowler (Milo)           | AWB   |   |                      |       |
| Energy/Environment | Patrick Reis                |   |   |                      |       |
| Energy-Petroleum   | Janet Mowers                | Oil and Gas Institute                             |   |                      |       |
| Energy-Petroleum   | Deborah Jaramila            | Oil & Gas Journal                                 |   |                      |       |
| Energy-Petroleum   | Bob Tippens                 | Good News Northwest                               |   |                      |       |
| Faith Based        |                             |   | Good News Northwest                                 |                      |       |
| Faith Based        |                             |   | Inland Northwest Children News                      |                      |       |
| Faith Based        | Udon E. Steed               | Seventh Day Adventists                            | Library   |                      |       |

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|                        |                        |   |  |                              |  |
|------------------------|------------------------|---|--|------------------------------|--|
| Federal Government     |                        | NARFE   | Spokane Chapter 32 Newsletter            |                              |  |
| Federal Government     |                        | Freedom Works                                     | Freedom Works (e-newsletter)             |                              |  |
| Federal Government     | Joshua Trenko          | The Heartland Institute                           | InfoTech/ Telecom News                   | @heartland.org               |  |
| Federal Government     | Marcusio Carroll       | Falmouth Institute Publication                    | American Indian Report                   | @americaindian.com           |  |
| Health Care            | Pam Schluenderoff      | Rural Health Clinic Association of Washington     |  | @rhcwa.com                   |  |
| Health Care            |                        | National AHEC Organization                        |  | @nationalahec.org            |  |
| Health Care            | Jennifer Melene Mahn   | Washington Health Foundation                      |  | @whf.org                     |  |
| Health Care            |                        | Washington Academy of Family Physicians           |  | @wafp.net                    |  |
| Health Care            | Linda Tiesman          | Washington Center for Nursing                     |  | @washingtoncn.org            |  |
| Health Care            | Liz Blodgett           | Washington Rural Health Association               |  | @wrha.org                    |  |
| Health Care            | Tom Byron              | Washington State Hospital Association             |  | @wsaha.org                   |  |
| Health Care            | Anne Tam Pizzos        | Washington State Nurses Association               |  | @wsna.org                    |  |
| Health Care            | Dianna Michaels        | Mount Carmel Hospital                             | Healthcare Highlights                    |                              |  |
| Health Care            | Brian Seppi, MD        | Spokane County Medical Society                    | The Message                              |                              |  |
| Health Care            | Suzanne Schwalder      | The Pacific Northwest Insider                     | InHealthNW                               | @inhealthnw.com              |  |
| Health Care            | Tracy Danzon           | Spokane Mental Health                             | SMH Connections                          |                              |  |
| Health Care            | Karla Dial             | The Heartland Institute                           | Health Care News                         | @heartland.org               |  |
| Health Care            | Jim Edwards            | Healthcare Leadership Council (HLC)               | Health Care News and Information         |                              |  |
| Health Care            | Mary Anne Fuddis       |   | Candlelighters                           | @candlelighters.org          |  |
| Health Care            |                        | NASHP   | National Academy for State Health Policy | @nashp.org                   |  |
| Health Care            | Nick Payton            | Pacific Northwest Research Institute              | The Laser                                | @nashp.org                   |  |
| Health Care            | J Courtney Chide       | Spokane County Medical Society                    | The Message                              | @nashp.org                   |  |
| Military/Veterans      | Mark Burke             | AMC   | American Maritime Officer                |                              |  |
| Military/Veterans      | Public Affairs Office  | 639th Air Refueling Wing                          | Fuel for Thought                         |                              |  |
| Military/Veterans      | Maj. Hilary Luton USAR | Reserve Officers Association of the United States | Washington ROA Reporter                  | @roa.org                     |  |
| Military/Veterans      | Suzanne Chapman        | Alfonsa Association                               | Alfonsa Magazine                         | @alfonsa.org                 |  |
| Military/Veterans      | John Dowling           | NAVOSA  | Veterans Business Journal                |                              |  |
| Military/Veterans      | Bill Moore             | Alfonsa Association                               | Newsletters                              | @veteransbusinessjournal.com |  |
| Military/Veterans      | Jeffrey McLaughan      | RM Inc  | Military Medical NBC Technology          | @militarymedical.com         |  |
| Military/Veterans      | Stan Woods             | Combat Vets Motorcycle Association                | Newsletters                              | @combatvets.net              |  |
| Military/Veterans      | Olank Baker            | Purple Heart Magazine                             |  | @purpleheart.com             |  |
| Nonprofit              | Sandy Gill             | Northwest Non-profit Resources                    | Newsletter                               | @nwresources.org             |  |
| Resources/Wildlife     |                        | Inland NW Wildlife Council                        | Bla Bom                                  | @inlandnw.org                |  |
| Resources/Conservation |                        | Palouse Conservation District                     | Palouse News                             | @palousecd.org               |  |
| Resources              |                        | Clearagen County Citizens Coalition               | OC3                                      | @clearagencc.org             |  |
| Resources/Conservation |                        | Mountains to Sound Greenway Trust                 | Mountains to Sound Greenway              | @mtsgreenway.org             |  |
| Resources/Forestry     | Leif Rasor             | Washington Farm Forestry                          | Northwest Woodlands                      | @nwwoodlands.org             |  |
| Resources/Forestry     |                        |   | Family Forest Foundation                 | @familyforestfoundation.org  |  |
| Resources/Water        | Kate Pelly             | National Water Resources Association              | NWRA Daily Report                        | @nwra.org                    |  |
| Resources/Wildlife     | Baily Soper            | Olympic Park Associates                           | Voice of the Wild Olympics               | @olympicwildlife.org         |  |
| Rural                  | Don Macias             | RUPRI Center for Entrepreneurship                 | Rural Entrepreneurship News              | @rupri.org                   |  |
| Seniors                | Hugh Newton            | 60 Plus Association                               | Senior Voice                             | @60plus.org                  |  |
| Seniors                | Orly Howard            |   | Senior Times                             | @seniortimes.com             |  |
| Seniors                |                        | Single Senior Center                              | The Scope                                | @singlecenter.net            |  |
| Seniors                | Dave Seescholtz        | NARFE   | The Federal Reporter                     | @seescholtzfamily.com        |  |
| Seniors                | Lynn Pariah            | Who Publications Group                            | Prime                                    | @lpariah.com                 |  |
| State Government       | Chris Linton           | Washington State Association of Letter Carriers   | The Washington State Letter Carrier      | @wslc.org                    |  |
| State Government       |                        | European Freedom Foundation                       | Living Liberty                           | @europeanfreedom.org         |  |
| State Government       |                        | WFSB/APSUE  | Washington State Employees               | @wse.org                     |  |
| State Government       |                        | Washington State Youth Government                 | Capitol Quarterly                        | @wstyg.org                   |  |
| State Government       | Dilano Bart            | Heartland Institute                               | Budget & Tax News                        | @heartland.org               |  |
| Trade                  | Kathleen Connors       | Washington Council on International Trade         |  | @wccit.org                   |  |
| Trade                  | Sandra Christenson     | National Bureau of Asian Research                 | NBR Bulletin                             | @nbar.org                    |  |
| Transportation         | Dana Hunt              | E-Newsletter                                      | Columbia River Channel Coalition         | @columbiachannel.org         |  |
| Transportation         | Ben Hansen             | All About Washington                              | Washington Post News                     | @allaboutwa.org              |  |
| Tribal                 | Ronnie Stoll           | Sac Mameel Band of Mission Indians                | A New Beginning                          | @sacmameel.org               |  |
| Women                  | Charly Doyle           | Northwest Women                                   | Northwest Women                          | @northwestwomen.com          |  |
| Women                  |                        | Inland Northwest Women's Business Center          | WBC Newsletter                           | @inwbco.org                  |  |
| Women                  | Orly Ellinger          |   | Eve A Magazine for Women                 | @evea.com                    |  |

# **EXHIBIT 33**

## Re: debate statement - draft

From: Kristina Sabestinas ([REDACTED]@mail.cathyforcongress.com) This sender is in your contact list.

Sent: Fri 10/15/10 4:03 PM

To: todd weiner ([REDACTED]@hotmail.com); [REDACTED]@aol.com

Todd and Jeremy,

It may not be my place to add anything to this - but did just want to mention that one of the key complaints people have stated is that it is arrogant for CMR to think she does not need to debate this guy. I am just concerned that the statement "I've determined that having a debate..." etc. may reinforce that thinking in folks, that now she has determined it's a good thing, etc. Maybe something like I agree that having a debate...would be more approachable, palatable for people?

k.

-----Original Message-----

From: "Todd Weiner" <[REDACTED]@hotmail.com>

Sent 10/15/2010 12:35:41 PM

To: "Kristina Sabestinas" <[REDACTED]@mail.cathyforcongress.com>, [REDACTED]@aol.com

Subject: FW: debate statement - draft

Kristina: Per Jeremy, please tee up the statement below to send to the press, but DO NOT hit send. Still waiting for final approval from the boss. Also, see attached for my most current press release email list. Thanks.

---

From: [REDACTED]@hotmail.com

To: [REDACTED]@mail.house.gov; [REDACTED]@aol.com

Subject: FW: debate statement - draft

Date: Fri, 15 Oct 2010 15:32:17 -0400

Congresswoman: Please see below for Brian's slightly revised version. I think it looks good. Please let me know if you approve. Thanks.

---

Date: Fri, 15 Oct 2010 11:52:14 -0700

Subject: Re: debate statement - draft

From: [REDACTED]@gmail.com

To: [REDACTED]@hotmail.com

As a Congresswoman who's always been accessible to the public, listened to people's concerns, and been responsive to their needs, I've determined that having a debate with my opponent would be of value to the people of Eastern Washington. I've made the appropriate changes to my schedule and have agreed to debate my opponent on October 19. I'm proud of my record standing up for Eastern Washington's families, veterans, and small business owners, and I look forward to having a good-faith discussion with

my opponent about the issues important to our future – especially growing our economy, balancing the budget, and preserving the American Dream for our children and grandchildren.

# **EXHIBIT 34**

## RE: release today?

From: Todd Winer ( [redacted]@hotmail.com)  
Sent: Fri 5/18/12 9:04 AM  
To: [redacted]@aol.com

sure. will remove and send out in a few mins.

---

Subject: Re: release today?  
From: [redacted]@aol.com  
Date: Thu, 17 May 2012 21:20:53 -0500  
To: [redacted]@hotmail.com

I like it but can we take tarp out. Long story but we are meeting w sterling and I don't want to deal with that right now.

Sent from my iPhone

On May 17, 2012, at 5:12 PM, Todd Winer < [redacted]@hotmail.com > wrote:

sure. this is what I sent around earlier. didn't know if it need to be any fancier than this. let me know what you think:

### McMorris Rodgers Files for 2012 Re-election

Rep. Cathy McMorris Rodgers officially filed for re-election today to her fifth term in the U.S. House of Representatives in Washington's Fifth Congressional District.

"I'm humbled to say that I've lived the American Dream, and I've always seen my number one goal in public life as preserving that Dream for the next generation," said Rep. McMorris Rodgers. "Today, the American Dream is threatened by Big Government policies that have weakened our economy, and added a record amount to our debt. I have opposed the Big Government policies that have failed, and I will continue fighting for the free market solutions that will work – to create jobs and help the people of Eastern Washington."

Rep. McMorris Rodgers is leading the fight in Congress to bring the new KC-46A tankers to Fairchild Air Force Base, secure funding to complete the North Spokane Freeway, expand hydropower production, bring a medical school to Spokane, and protect rural health care. During this session of Congress, Rep. McMorris Rodgers voted for the "Path to Prosperity" budget, the balanced budget amendment, and over 40 jobs bills, many of which expand domestic energy production. In recent years, she voted against the TARP bailout, the \$1 trillion stimulus, and the \$2 trillion health care law.

Rep. McMorris Rodgers is a member of the House Energy and Commerce Committee. She is also Vice Chair of the House Republican Conference, which makes her the highest-ranking Republican woman in Congress.

Rep. McMorris Rodgers won re-election in 2010 with 64 percent of the vote and 65 percent of the vote in 2008.

---

From: [REDACTED]@hotmail.com  
To: [REDACTED]@comcast.net; [REDACTED]@aol.com  
Subject: RE: release today?  
Date: Thu, 17 May 2012 12:55:48 -0400

let me know what you think. I basically used the same exact quote from our kickoff release, updated the number of jobs bills, and shortened the rest of the language:

### **McMorris Rodgers Files for 2012 Re-election**

Rep. Cathy McMorris Rodgers officially filed for re-election today to her fifth term in the U.S. House of Representatives in Washington's Fifth Congressional District.

"I'm humbled to say that I've lived the American Dream, and I've always seen my number one goal in public life as preserving that Dream for the next generation," said Rep. McMorris Rodgers. "Today, the American Dream is threatened by Big Government policies that have weakened our economy, and added a record amount to our debt. I have opposed the Big Government policies that have failed, and I will continue fighting for the free market solutions that will work – to create jobs and help the people of Eastern Washington."

Rep. McMorris Rodgers is leading the fight in Congress to bring the new KC-46A tankers to Fairchild Air Force Base, secure funding to complete the North Spokane Freeway, expand hydropower production, bring a medical school to Spokane, and protect rural health care. During this session of Congress, Rep. McMorris Rodgers voted for the "Path to Prosperity" budget, the balanced budget amendment, and over 40 jobs bills, many of which expand domestic energy production. In recent years, she voted against the TARP bailout, the \$1 trillion stimulus, and the \$2 trillion health care law.

Rep. McMorris Rodgers is a member of the House Energy and Commerce Committee. She is also Vice Chair of the House Republican Conference, which makes her the highest-ranking Republican woman in Congress.

Rep. McMorris Rodgers won re-election in 2010 with 64 percent of the vote and 65 percent of the vote in 2008.

---

Subject: Re: release today?  
From: [REDACTED]@comcast.net  
Date: Thu, 17 May 2012 07:26:06 -0700  
CC: [REDACTED]@hotmail.com  
To: [REDACTED]@aol.com

todd - that would be great if you could draft something. We should send it out to media as well as posting to facebook.

On May 17, 2012, at 7:05 AM, jeremy deutsch wrote:

Thanks Todd. Stan: what say you, I like it or we can at least post on our campaign facebook. Thanks  
jdd

On 5/17/12 9:29 AM, "Todd Winer" <[REDACTED]@hotmail.com> wrote:

Jeremy: Let me know if you want me to draft/send a release about the filing today, or if Stan is doing that. Thanks.

# **EXHIBIT 35**

Re: a few questions

<http://mail.aol.com/38023-111/aol-6/en-us/mail/PrintMessage.aspx>

**CONFIDENTIAL**

**From:** Jeremy Deutsch <[REDACTED]@aol.com>  
**To:** Todd Winer <[REDACTED]@hotmail.com>  
**Subject:** Re: a few questions  
**Date:** Thu, May 31, 2012 9:16 am

---

Are you at conf? I can give you the answers.

Sent from my iPhone

On May 31, 2012, at 9:14 AM, Todd Winer <[REDACTED]@hotmail.com> wrote:

Hi Jeremy. A few quick questions:

- 1) Per Chad Pergram's query from Tuesday, to confirm, is CMR co-hosting the fundraiser on Monday?
- 2) Does CMR need prepared remarks for Monday's fundraiser?
- 3) To confirm, is the State Convention on Saturday?
- 4) My goal is to write the Convention remarks today. If you have any more details pertaining to her speech, please send them my way.

Thanks!

# **EXHIBIT 36**

9/16/13

Gmail - draft release for tuesday

CONFIDENTIAL



District / Campaign

draft release for tuesday

Todd Winer <[REDACTED]@hotmail.com>

Mon, Aug 6, 2012 at 10:06 AM

To: [REDACTED]@aol.com

Cc: Riva Litman <[REDACTED]@gmail.com>, [REDACTED]@politicalservices.org

please see below...would be good to get CMR our draft by COB...thanks.

McMorris Rodgers Takes First Place in Fifth District Primary

Rep. Cathy McMorris Rodgers (WA-05) released the following statement after tonight's primary: "I am humbled and excited that - even in a four-person field - a majority of Eastern Washington voters have selected me to move onto the general election campaign. During this campaign, I will continue to advocate for positive, constructive solutions to get our economy moving again, put our fiscal house in order, and make government accountable to the people. I thank the people of Washington's Fifth District for putting their trust in me, and I look forward to the race ahead."

McMorris Rodgers won re-election in 2010 with 64% of the vote.

Before running for Congress in 2004, McMorris Rodgers served in the State House, ascending to the role of Republican Leader.

Cathy McMorris Rodgers was born in Salem, Ore. Her family moved to Kettle Falls, Wash., where they operated the Peachcrest Fruitbasket orchard and produce stand. McMorris Rodgers helped run the family business from 1984 to 1998.

In 2006, she married Brian Rodgers, a retired Navy commander and the son of a former Spokane mayor. The couple's son, Cole, was born in 2007. Their daughter Grace was born in 2010.

\*\*NOTE: If CMR does not clear 50%, alternative opening statement is, "I am humbled and excited to come in first place in tonight's four-person primary and move onto the general campaign."

Todd Winer <[REDACTED]@hotmail.com>

Mon, Aug 6, 2012 at 10:08 AM

To: [REDACTED]@aol.com

Cc: Riva Litman <[REDACTED]@gmail.com>, [REDACTED]@politicalservices.org

Also, do we want to send out a press advisory tomorrow morning saying CMR is available for interviews? We didn't do that in 2010, but it might make more sense this year. Thanks.

RLOCE-0059

<https://mail.google.com/mail/cv/u/0/?ui=2&ik=daee3bf28a&view=pt&q=TODD%2Bspokane&qs=true&search=query&th=138fc43c424669dd>

1/3

COE.MCMRODGERS.003228

9/16/13

Gmail - draft release for tuesday

CONFIDENTIAL

From: [REDACTED]@hotmail.com  
To: [REDACTED]@aol.com  
CC: [REDACTED]@gmail.com; [REDACTED]@politicalservices.org  
Subject: draft release for tuesday  
Date: Mon, 6 Aug 2012 10:06:11 -0400  
[Quoted text hidden]

jeremy deutsch <[REDACTED]@aol.com>  
To: Todd Winer <[REDACTED]@hotmail.com>  
Cc: Riva Litman <[REDACTED]@gmail.com>, [REDACTED]@politicalservices.org

Tue, Aug 7, 2012 at 10:30 AM

Yes, I think it makes sense. CMR has an 8:30 and then a break in the action at 9:30 or so we can run by her.  
JDD  
[Quoted text hidden]

jeremy deutsch <[REDACTED]@aol.com>  
To: Todd Winer <[REDACTED]@hotmail.com>  
Cc: Riva Litman <[REDACTED]@gmail.com>, [REDACTED]@politicalservices.org

Tue, Aug 7, 2012 at 10:33 AM

Looks good, I am thinking should add a couple of local things after constructive solutions sentence. For example, continuing to be strong advocate for Fairchild, our military and veterans, medical school, and rural health care. Just to give it a little local flare. What do you all think?  
[Quoted text hidden]

Todd Winer <[REDACTED]@hotmail.com>  
To: Riva Litman <[REDACTED]@gmail.com>

Tue, Aug 7, 2012 at 12:57 PM

Riva, can you make those edits and send back? Thanks.

Subject: Re: draft release for tuesday  
From: [REDACTED]@aol.com  
Date: Tue, 7 Aug 2012 10:33:07 -0400  
CC: [REDACTED]@gmail.com; [REDACTED]@politicalservices.org  
To: [REDACTED]@hotmail.com  
[Quoted text hidden]

Todd Winer <[REDACTED]@hotmail.com>  
To: [REDACTED]@aol.com  
Cc: Riva Litman <[REDACTED]@gmail.com>, [REDACTED]@politicalservices.org

Tue, Aug 7, 2012 at 12:59 PM

Riva - can you email your draft to CMR and CC the rest of us? Thanks.

Subject: Re: draft release for tuesday  
From: [REDACTED]@aol.com  
Date: Tue, 7 Aug 2012 10:30:46 -0400  
CC: [REDACTED]@gmail.com; [REDACTED]@politicalservices.org  
To: [REDACTED]@hotmail.com

[Quoted text hidden]

Riva Litman <[REDACTED]@gmail.com>  
To: Todd Winer <[REDACTED]@hotmail.com>

Tue, Aug 7, 2012 at 2:16 PM

RLOCE-0060

[https://mail.google.com/mail/ca/u/0/?ui=2&ik=daae3bf22a&view=pt&q=TODD %2B Spokane&qs=true&search=query&th=139fc43c424669dd](https://mail.google.com/mail/ca/u/0/?ui=2&ik=daae3bf22a&view=pt&q=TODD%2Bspokane&qs=true&search=query&th=139fc43c424669dd)

2/3

9/16/13

Gmail - draft release for tuesday.

**CONFIDENTIAL**

Any update from JDD on the advisory? I feel like we should get it out sooner rather than later...

[Quoted text hidden]

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Todd Winer <[REDACTED]@hotmail.com>  
To: Riva Litman <[REDACTED]@gmail.com>

Tue, Aug 7, 2012 at 4:50 PM

clips: <http://www.spokesman.com/stories/2012/aug/07/airline-announces-nonstop-service-between-spokane/>

---

Date: Tue, 7 Aug 2012 14:16:36 -0400

Subject: Re: draft release for tuesday

From: [REDACTED]@gmail.com

To: [REDACTED]@hotmail.com

[Quoted text hidden]

# **EXHIBIT 37**

## media scheduling items

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From: Todd Weiner ([REDACTED]@hotmail.com)

Sent: Tue 10/12/10 2:08 PM

To: [REDACTED]@aol.com; [REDACTED]@mail.house.gov; Kristina Sabestinas ([REDACTED]@cathyforcongress.com); Todd Weiner ([REDACTED]@mail.house.gov); [REDACTED]@mail.house.gov; [REDACTED]@mail.house.gov; [REDACTED]@comcast.net; [REDACTED]@mail.house.gov; [REDACTED]@mail.house.gov; [REDACTED]@gmail.com

Gang,

Per previous conversations, I've scheduled the following 3 media items...

Wednesday, Oct 13 10:30-11:00 AM PST Editorial Board Interview with Walla Walla Union Bulletin...phone call with Rick Eskill, Editorial Page Editor and Rob Belthen, Publisher..This will be with CMR exclusively (no Romeyn participation)...Contact number is [REDACTED]

Wednesday, Oct 13 11:30-11:50 AM PST Phone interview with Hanna Rosin, The Atlantic...topic is CMR's Smart Girl Politics speech...office number: [REDACTED]...backup is [REDACTED]...Patrick is drafting the Read-Ahead

Thursday, Oct 14 11:15 AM-12:00 PM PST Impersonal video Interviews with Todd and Riva on CMR's campaign themes.

Let's put these on CMR's calendar. If you have any questions, let me know.

Thanks,  
Todd