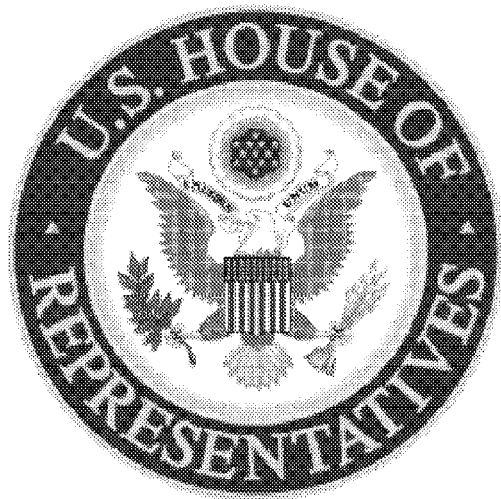


EXHIBIT 50

CONGRESSMAN DAVID SCHWEIKERT

ARIZONA'S 6TH CONGRESSIONAL DISTRICT



OFFICE EMPLOYEE POLICY MANUAL

EFFECTIVE JANUARY 10th, 2017 AND AS AMENDED THEREAFTER

2059 RAYBURN HOUSE OFFICE BUILDING

(LAST UPDATED January 8 , 2017)

U.S. HOUSE OF REPRESENTATIVES EMPLOYEE HANDBOOK
FOR THE OFFICE OF CONGRESSMAN DAVID SCHWEIKERT

First Revised: January 10th, 2017

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Employee Handbook for the Office of Congressman David Schweikert, and that I have read and understand the contents of the handbook. I understand the handbook is intended to provide me with general information about policies and procedures of the Office that govern my employment.

At-will: 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 has the right to terminate my employment relationship, with or without cause, or with or without notice, at any time. I recognize I am not guaranteed employment for any amount of time. The Office cannot terminate employment, however, for discriminatory reasons in violation of applicable federal law. I further acknowledge that trust, confidentiality and discretion are fundamental job requisites in a Congressional office, and actions that demonstrate a lack of any of these attributes may result in termination. I understand that by signing this Acknowledgment I do not waive my rights under applicable federal law or the Rules of the House of Representatives.

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 herein. Moreover, I understand and acknowledge that the contents of employee handbooks shall not 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 repeal, circumvent or otherwise alter the at-will employment relationship.

Dated: _____

By: _____

Employee

Dated: _____

By: _____

Member or Designee

PURPOSE OF THE HANDBOOK

This handbook has been prepared to summarize the personnel policies and procedures that are applicable to employees of the Office of ("the Office"). You should read the information in this handbook so that you have an understanding of the policies and procedures of the Office. This handbook, however, cannot anticipate every situation or answer every question about your employment; it can provide only an overview of policies and procedures. It is not an express or implied employment contract.

Effective Date: These policies and this handbook are effective as of January 10th 2017 and supersede any other written or oral representations.

Transition Update: In the event the Congressional Office continues in service into another term of Congress through re-election or appointment, this Policy Manual shall continue to govern employment issues in the next term until revised or revoked, or updated.

Right to Amend: The Office reserves the right to amend, update, change, revise, or rescind any of the policies, procedures or benefits described in this handbook (other than the at will nature of the employment relationship), at any time in its sole discretion. Questions about interpretation of these policies are resolved by the Chief of Staff or Chief Legal Counsel. Exceptions to any policy set forth herein require the Member and the Chief of Staff's written approval.

In addition to the policies contained in this handbook, every employee of the Office has a duty to comply with all applicable Federal laws, Rules of the House of Representatives, the mandates of the of the House Ethics Manual, and Regulations of the Committee on House Oversight.

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POLICIES AND PROCEDURES

Retained Management Rights

The Congressman expects his Office will serve his 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 quitting 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.

Statement of Equal Employment Opportunity Policy

Congressman Schweikert's Office is an equal employment opportunity employer and does not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, national

origin, disability, veteran's status, age or any other factors prohibited by federal law. This includes all hiring, discharge, promotion, pay, benefits, reassignment, and other personnel actions affecting the terms, conditions, and privileges of employment. EXCEPTION: The Office may consider party affiliation, district domicile and political compatibility in making employment decisions.

Personnel Records

The Office will maintain a personnel record on all employees. The files themselves, and the information therein, are deemed confidential, subject to review and inspection by the Member, Chief of Staff, Deputy Chief of Staff, or Legal Counsel. Information from employee files will be released as follows:

- (1) to the employee at his or her written request or with an employment release;*
- (2) to third parties, where required by court orders, subpoenas and law enforcement requests or at the discretion of the Member to defend the Member or the Member's office from unfair, misleading or inaccurate statements;*
- (3) and to the Office managers when appropriate or necessary to review an employment issue, add information, review information, and for employment reviews and any other employment related purpose.*

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

Name Address Home and cell telephone number Whom to contact in case of injury or illness Employment Eligibility (Form I-9)

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 status/eligibility purposes) Any change in the number of exemptions you intend to claim on your taxes.

Prohibition of Nepotism

Members and employees are prohibited by law from appointing, promoting, or recommending for appointment or promotion, their relatives. Individuals with the following relationship to a Member may not be employed by the Member's office: immediate family members and in-laws, including half-step relationships, cousins, nephews and nieces. Every employee must certify his or her

relationship to any Member of Congress on a certificate of relationship form. If, at any time, the relationship of an employee to a Member of Congress changes, the employee must file an amended certificate of relationship with the employing office. The office discourages any employee from recommending for hire friends. Job recruitment should be based on merit.

Payroll

Employees are paid on a monthly basis, generally at the end of each month worked. Paychecks (or direct deposit) are issued on the last business day of each month except in December when they are issued on the 20th (unless the 20th falls on a Saturday or Sunday, in which case they are issued on the last business day preceding the 20th).

Checks will be mailed to the address you supply to the House Finance Office. To prevent lost checks and to guarantee receipt on time, you may prefer to have your paycheck deposited directly into a credit union, bank or savings account. To do so, contact the House Finance Office, 263 Cannon HOB, x56514. Any problems in payroll accounting, withholdings, payments, etc. should be addressed directly with the House Finance Office.

Attendance Policy

All employees should arrive within 5 minutes of the stated start time. If you are absent from or tardy for work for any reason, you must: (1) contact the Chief of Staff, or in his or her absence, the Deputy Chief of Staff and Scheduler, by email or (2) by phone. If you must leave work early (prior to 5:00 p.m.), you are responsible for personally notifying the Chief of Staff or in his absence the Executive Assistant or Scheduler and obtaining approval before departure unless it is an emergency. Absenteeism or tardiness that is considered to be excessive, or failure to follow reporting procedures, may subject an employee to appropriate disciplinary action up to and including termination. The Chief of Staff, through the Executive Assistant, or in his absence, the Deputy Chief of Staff, will track attendance. Certain Office jobs require out of office appearances and meetings, and attendance to such other matters are not deemed out of the office for purposes of absenteeism or PTO.

Office Hours

Regular hours of operation are from **8:45 a.m. - 6:00 p.m. during “In Session” Work Days. Out of session is 9:00 a.m. – 5:00 p.m.** However, due to the schedule of the House, and District concerns, the hours of operation may frequently extend to late evenings and weekends, depending

on the work requirements needed.

Lunch Period

Each employee is entitled to take up to one hour for lunch period each work day--with the caveat that sometimes the schedule of the House may make such lunch periods either much shorter, or at an earlier or later time than might otherwise be expected. Lunch periods for the staff assistant and interns are staggered to ensure coverage of the telephones at all times.

Snow Days and Other Contingencies

Employees are required to be at work whenever the Office is open. The Office will follow the direction of Office of Personnel Management to determine if the Office will be open. You can find this information on OPM's website or on their app that you can download on your phone.

Attendance Records

General attendance records will be kept for each employee. The Chief of Staff, and his designee including the Executive Assistant, are responsible for maintaining records for all categories of leave and ensuring that time and attendance are recorded and reported properly by the employees.

Employee Classifications

All employees are classified as exempt and not qualified for overtime.

Total Staff: Each Member of the House may employ up to 18 permanent employees and a total of not more than four additional employees appointed as interns, part-time employees, shared employees, temporary employees, or staff on leave without pay to serve as the Member's staff.

Work from Home or Telecommute

Telecommuting is permitted by the Office if the terms are approved in advance by the Chief of Staff. The Code of Ethics for Government Service instructs every employee to “[g]ive a full day’s labor for a full day’s pay; giving to the performance of his duties his earnest effort and best thought.” That rule applies in full whether working on the premises or telecommuting. An employee with a telecommuting work arrangement is subject to the same rules, regulations, and procedures applicable to all staff of an employing office, including those contained in the House rules, and the Committee on House Administration’s regulations, this employee manual, applicable federal laws, and guidance of the Standards Committee. For the specific application of remote work, see the

Appendix on Telecommuting for additional details.

Non-Disclosure and Non-Disparagement

A congressional staff employee handles sensitive matters and is vested with a high level of trust by the Member and the public. Accordingly, staff are prohibited from disparaging the Member, other staff members, and from “leaking” or disclosing confidential office information to third parties--including the media. The policy issues and operational management of the office involve deliberative processes that are confidential. No employee shall disclose to third parties deliberative processes, office occurrences or events or any other non-public incident. Such actions cause a breach of trust and are grounds for immediate dismissal.

Ownership of Information: Emails, photographs, videos and other documents belong to the Office if made or received on office equipment, not the employee, and the employee cannot copy, forward or otherwise distribute confidential office information.

Non-Discrimination: The office does not discriminate in hiring, firing, salary, benefits, promotions, demotions or any other employment term based on race, religion, sex, gender, trans gender, pan sexual, sexual preference, pregnancy, marital status, or any other non-job related characteristic. The focus on employment is merit based. All equal employment laws applicable to Congress shall apply. The office is free to use its discretion in hiring employees based on political party affiliations and political philosophy.

Conflicts of Interest/Ethics in Government Act

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

The Committee on Standards of Official Conduct has prepared forms for financial disclosure, together with a detailed explanation of requirements of the Ethics in Government Act. Questions regarding financial disclosure may be directed to the Committee, HT-2 The Capitol, x 57103.

Employees of the Office are not to engage in conduct that constitutes a conflict of interest or a potential conflict of interest. In general, a "conflict of interest" is any situation in which an employee's conduct on the job conflicts with his or her private economic affairs. In addition, the

House Ethics Manual extends the definition to situations and circumstances which post a "risk of impairment of impartial judgment." In other words, an employee cannot work on an official legislative matter that would have a direct and substantial impact on his or her private economic interests or any matter where one's private economic interests would impair one's official legislative judgment. The duty owed by all employees is to implement the policy goals established by the Member that in turn benefit the District, the home state, and the Country. Although the general rule here is easy to articulate, it may not be clear in particular circumstances if the conflict of interest policy applies. Attached to this manual are examples of how that can occur. When in doubt contact the Chief Legal Counsel.

The Ethics Rules focus on economic conflicts. However, conflicts of interest may arise from personal relationships as well that have no economic impact. In the event any employee has a personal relationship with a constituent, lobbyist or other person who has business before the House of Representatives, that should be disclosed to the Chief of Staff or Deputy Chief of Staff.

Gifts: Generally, acceptance of gifts, other than from family members and close personal friends, are prohibited by House Rule LII. Refuse all gifts that are offered and explain why.

What is a Gift: Essentially anything you receive that you did not pay for is a gift. That includes cab fare, car rides, meals, tickets to events, guest housing, anything at all that you did not pay for. Therefore, you must contact the Chief of Staff and Executive Assistant regarding any offers of gifts, money, or other benefits offered by a lobbyist or anyone that has dealings with the Office. Contact the office Chief Legal Counsel or the Office of Advice and Education of the Committee on Standards of Official Conduct at x53787 if you have even the slightest concern that particular conduct, including the acceptance of any gift, might constitute a conflict of interest or a violation of House Rules or Federal law.

Employees should err on the side of caution when confronted with a potential conflict of interest and discuss the matter with their supervisor and/or the Office of Advice and Education of the Committee on Standards of Official Conduct. The General Rule: Do not accept gifts, no matter how small, from anyone other a family member or close friend. In this regard questions whether a gift is appropriate can be avoided.

What About Gifts From Staff or Senior Staff: Staff members may give each other gifts. Staff may not give gifts to senior staff of any type unless all staff members are donors and the value is nominal, such as a birthday cake, pizza, etc.

Gifts to the Member/Office: Oftentimes, visitors will present gifts to the office. Protocol often requires the acceptance of such gifts, assuming they are not *per se* prohibited. However, the gifts do not necessarily belong to the Member personally, or any employee personally. Certain gifts shall be deemed property of the House of Representatives, Fourth Congressional District for the State of Arizona. The Executive Assistant, Office Manager or Staff Assistant shall keep an inventory list of all gifts, of any value, identifying the name of the donor, the date of the donation, the approximate value, and whether the gift must be reported or returned. The Office Manager or Staff Assistant shall also note the location of the gift, *i.e.*, "displayed in member's office" or "in storage in Cage No. 48" and personally verify the accuracy.

Outside Employment

Employees of the Office may not secure employment outside the House that conflicts with the performance of their official duties. Further, House employees who engage in private employment may not do so if doing so would cause them to neglect their congressional duties. No employee may receive pay for any outside job while on duty on official time, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. No employee shall improperly use their official position to gain outside employment. It is the responsibility of each employee to notify the Chief of Staff and of all outside employment. The Chief of Staff reserves the right to disapprove of any outside employment and request the employee to disengage from such employment.

Senior Staff: Senior staff face additional limitations on outside employment and earned income under House Rule XLVII. (Passive or "unearned income" earnings are not subject to such limitations). All employees assume full responsibility for complying with House Rules and federal law. Contact Chief Legal Counsel or the Office of Advice and Education at the Committee on Standards of Official Conduct at x53787 if you have any questions about outside employment of the Office Legal Counsel.

Lobbying After Separation: In addition, upon separation from employment with the Office, certain senior employees are prohibited from lobbying Members of Congress or their staff for a period of at least (1) year.

Political Activities

Campaign Work: All campaign work is strictly voluntary. No employee shall feel compelled, or be compelled, to work on the Member's campaign, if any, simply because of such official employment with the Member's Office.

Campaign Time: Whether for the Member or any other person running for office, Employees may engage in campaign work only **on their own time**--i.e., before 9:00 a.m., on lunch break, on leave time, or after 5:00 p.m. Monday through Friday, or on weekends, or while on leave/vacation. No campaign work shall be done from the premises operated by the House of Representatives.

Computers/phones/printers: Official House property, including: the employee's office desk-top computer, office land phone, the office printer, or office provided cell phones **may not be used** for campaign activities. Campaign contributions may not be solicited on, or delivered to, the Office premises or anywhere within House property. Campaign materials should not be present in the Office or on House Property.

Exception: The Office Scheduler is allowed to communicate with campaign team members, consultants, constituents, organizations or vendors during work hours and using House equipment in order to manage the Member's schedule. For additional information, 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. Employees may use their official calendars to schedule personal events (i.e., doctor's appointments, etc. and campaign appointments) in order to ensure work appointments are not double booked and attended to.

See Campaign Appendix below for additional information.

Domestic/Foreign Gifts and Travel

Rules of the House and the Foreign Gifts and Decorations Act govern your conduct relating to travel to foreign countries and the acceptance of gifts or hospitality from foreign nationals or governments. Staff members are required to consult with Chief Legal Counsel or the Office of Advice and Education at the Committee on Standards of Official Conduct at x53787 regarding those laws and rules, and to notify and obtain advance approval of the Chief of Staff, Deputy Chief of Staff and Chief Legal Counsel before traveling on House business, StaffDel or CoDel or accepting gifts from foreign nationals or governments.

Reimbursement for Official Expenses

No employee may incur official expenses, such as travel or equipment, without the prior written email approval of the Chief of Staff or his designee. Requests for reimbursement for official expenses shall be on vouchers provided for such purposes by the House Finance Office. Only requests for reimbursement submitted in accordance with the Regulations of the Committee on

House Oversight as reflected in the Member's Congressional Handbook will be processed for payment.

Budget: The budget for the Office is established by the Chief of Staff in consultation with the Member and financial contractors. No employee is authorized to alter, exceed or adjust the budget without the Chief of Staff's permission. Doing so may be grounds for termination.

The Frank

The "frank" is the term applied to the use of the signature of a Member of Congress on mail in lieu of postage. All staff of the Office should review the publication Regulations on the Use of the Congressional Frank, published by the Commission on Congressional Mailing Standards (Franking Commission), before sending any mail for the Office. Attached at the end of this Manual is an appendix on the Frank.

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

Mail to Foreign Countries: The frank cannot be used on mail to foreign countries (other than via APO or FPO boxes). Letters or documents to foreign officials should be sent in care of the country's consulate in the United States. Questions regarding use of the frank, and requests for advisory opinions on the frankability of mail, should be submitted to the Commission on Congressional Mailing Standards (Franking Commission), 140 Cannon HOB, x59337.

Mass Mailings—500 or more

The Office is required by House Rule XLVI and 2 U.S.C. 59e(f) to seek an advisory opinion as to whether proposed mass mailings are in compliance with all applicable laws, rules and regulations, from the Commission on Congressional Mailing Standards (Franking Commission).

A mass mailing is generally defined as any mailing of 500 items or more of substantially identical content within any session of Congress.

Compliance with these requirements is extremely important because the Office is responsible for complying with all applicable provisions of Federal law, House Rules, and Regulations of the Commission on Congressional Mailing Standards and the Committee on House Oversight.

Drug and Alcohol Policy

Illegal Drugs: The Office strictly prohibits the possession or use of illegal controlled substances in the workplace or while on paid time or being under the influence of illegal drugs.

Impairment by Lawful Drugs or Alcohol: The Office also strictly prohibits all employees from being substantially impaired by lawful drugs while on paid time or while on workplace premises. Alcohol may NEVER be consumed on the Office's premises.

Non-Discrimination Policy

The Office complies with all provisions of the Americans with Disabilities Act ("ADA"). No employee or applicant for employment who is currently drug-free will be denied employment or otherwise discriminated against solely because of the individual's prior abuse of drugs, prior treatment for drug abuse, or status as an alcoholic or a recovering drug addict. However, the ADA does not protect employees who are current users of illegal drugs.

Fitness for Duty

Employees are responsible for notifying the Chief of Staff of any conditions, including but not limited to the taking of medically authorized prescription drugs, that may impair the employee's ability to perform his or her job in a safe or effective manner. No employee will be discriminated or retaliated against as a result of his or her disclosure of such information. The disclosure is required only to ensure safety in the Office and to protect the employee against any inaccurate assumptions that might otherwise be made about the employee's performance.

Discipline for Violation of This Policy

Employees who violate this Drug and Alcohol Abuse Policy may be disciplined, up to and including immediate termination, at the discretion of the Chief of Staff or the Member.

LEAVE POLICIES

Office Holidays: Office Holidays shall be leave days with pay and benefits though the office itself (in D.C. and in all District Offices)

In addition to, or in conjunction with federally recognized holidays, the Office will observe the following holidays:

Martin Luther King Jr.'s Birthday

President's Day

Easter (As well as Good Friday and Day after Easter)

Memorial Day

July 4th—July 5th

Labor Day

Columbus Day

Veterans' Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas

New Year's Eve

New Year's Day

If a designated holiday falls on a Saturday or Sunday, then the Monday following will be taken as the Holiday.

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 encouraged in order that each employee retains a balance between work and home. The Office needs well rested employees to function at their best. For that reason, this Office will not carry over unused leave of more than 10 PTO days for non-senior staff and 20 PTO days for Senior Staff.

PTO Leave

This Office does not recognize the traditional annual leave, and its subparts for sick leave or other types of leave (with the exception of FMLA\parental leave, military leave, jury duty and bereavement leave). Rather, this Office recognizes paid time off (PTO) which may be used for **any**

reason, including sickness. The amounts of leave here are based on current federal OPM leave data. Full-time employees of the Office accrue PTO at the end of each month (including a partial month if hired mid-month) based upon time of service as follows:

- a) Employees with less than six months of employment with the Office are entitled to two (2) days of PTO leave per month. Accordingly, for example, after six months of employment, an employee would have accrued 12 days of PTO.
- b) Employees who have over six months of employment with the Office are entitled to 2.75 days of PTO leave per month.
- c) Senior Staff accrue PTO at a rate of 3.5 days per month. For purposes of accruing PTO, “Senior Staff” includes the Chief of Staff, Deputy Chief of Staff, Senior Advisor, District Director, Legislative Director and Communications Director.

Leave may be taken in half day blocks. A PTO day consists of 8 hours. If an employee wants, depending on the circumstances, leave may be taken for a minimum of four hours. For example, if an employee has a dental appointment that will take the employee out of the office, but the employee will return afterwards, then a 4 hour PTO may be taken.

The employee needs to send an email to the Executive Assistant or Office Manager informing either when leave is taken and the amount. The Executive Assistant is to keep a running log of all used PTO and accrued or unused PTO for each employee.

PTO leave may be used for any purpose such as scheduled medical and dental appointments, a day off, family emergencies, vacations, etc. As more fully discussed below, an employee may request LWOP and not use PTO in order to save PTO or in the event there is not enough time banked for PTO.

Leave accrual commences on the first day of the first month of employment and ends on the last day of the last full month of employment. Requests for PTO must be made in advance in writing and must be approved by the Chief of Staff, or the Deputy Chief of Staff and the direct supervisor. PTO may not be granted if no other person in the Office is available to perform the employee's duties in his or her absence. Extended leaves (more than two weeks straight) will likely not be approved.

PTO Carry-Over: No more than 10 PTO days may be carried over from one calendar year to the next for non-senior staff, or 20 days of PTO for Senior Staff, as defined above. Any balance beyond these amounts will be forfeited.

Employment Separation and PTO: Upon separation from employment, the Office may either pay the employee a lump sum equal to the number of days of unused PTO leave, provided such a sum does not exceed the employee's monthly pay and/or 1/12th of the maximum rate of pay specified on the Speaker's Pay Order, or, the departing employee may remain on the payroll until the last day of leave expires, *at the employee's discretion*. For example, if an employee's last day of work is Friday the 1st, and that employee has 10 days PTO accrued, the employee could request a cash payout of the value of the unused PTO leave or stay on the payroll through the 14th (10 days PTO, plus two weekends). Withholding will be at flat rates of 28% for Federal tax, 6% for state tax, 6.2% for FICA (if applicable), and 1.45% for Medicare or at the existing withholding rates applied by payroll, at the employee's discretion. Alternatively, an employee may use accrued but not used PTO at the end of their employment by making the date of termination coincide with the last day of PTO.

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 PTO than he or she has earned, the Office will deduct the excess PTO leave from the employee's final paycheck or seek reimbursement from the employee.

Caveat for Exempt Employees: For exempt employees, it is the employee's responsibility to make sure work deadlines are covered and at times, exempt employees may be needed to check in even while on leave and participate in work related events as the demands of the office require.

Procedure for Leave: Try to schedule leave with as much advance notice as possible. First, talk with your direct supervisor. Your supervisor will take the request with any recommendation to the Chief of Staff. The Chief of Staff will determine if the leave is approved. There is a form attached below that you should use. Leave may be denied, in whole or in part, if the needs of the Office require. It is preferred that leave is taken during recesses, but sometimes family reunions or other issues arise that may take place during session. Discuss this with your supervisor. It is your responsibility to make sure your work load issues are covered while on leave by briefing remaining staff to assist you. Finally, please know, that in many instances, even while on leave, the Office may need to contact you. Please let your supervisor and the Chief of Staff know if you leave will take you to an area without cell phone or blackberry coverage.

Parental Leave Policy

Parental Leave is defined as leave for the purpose of caring for the employee's 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. Thus, a male may use parental

leave upon the birth of his child or in the event a child is ill and needs parental care. 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. This policy is broader than the federal FMLA as it allows parental leave to attend to a sick child.

Full pay shall be paid to any qualified employee using this parental leave for up to 12 weeks.

Calculating the Leave Year:

Parental leave mirrors Family Medical Leave Act requirements of 12 weeks paid parental leave. For purposes of applying for parental leave, the 12-month period during which an employee is entitled to 12 weeks of paid parental leave is calculated on a rolling 12-month basis measured backward from the date the employee uses the parental leave.

Notice of Parental Leave: If the need for leave is foreseeable, an employee must provide 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 with the Chief of Staff and Deputy Chief of Staff, even if the request is filed after the leave has commenced. Such written notices must be submitted to the Chief of Staff and Deputy Chief of Staff 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 or 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.

Combination of Parental and Leave Under the Family and Medical Leave Act: The paid parental leave runs consecutively with leave accrued under the PTO policy. An employee must use all of his/her PTO prior to using parental leave for the purpose of caring for a newborn child, a newly-adopted child or a child newly-placed in the custody and guardianship of the employee through a foster care program or to care for a sick child.

Continuation of Benefits:

While on paid parental 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 an 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 and pay or an equivalent position to that which the employee occupied before taking parental leave.

Religious Holidays

The Office seeks to accommodate reasonable requests for leave for religious observances. Employees may *elect to take PTO or LWOP* (if the employee has exhausted his or her PTO) for such purposes. The availability of such leave depends on the operational needs of the office. Accordingly, employees should request from the Chief of Staff such leave as far in advance as possible to allow for appropriate scheduling to be made.

Bereavement Leave

Employees are entitled to up to 5 days of paid bereavement leave for the death of an immediate family member. This is in addition to PTO. An "immediate" family member includes an employee's parent, step-parent, spouse, child, stepchild, brother, stepbrother, sister, stepsister, grandchild, grandparent, mother-in-law, father-in-law, son-in-law or daughter-in-law. Personal leave for the death of friends or other relatives will be charged PTO.

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 Chief of Staff 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 Chief of Staff 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)

Long Term LWOP: Excluding FMLA or parental leave, requests for long term LWOP (any request for LWOP exceeding 21 consecutive work days) may be made by any employee for any reason and may be granted at the discretion of the Chief of Staff (or designee). A grant of LWOP shall be documented by the Chief of Staff and Payroll so informed. LWOP shall further document the start and end date. LWOP status should be requested in advance of the period of absence. In no case may the period of LWOP status exceed one year. By granting extended LWOP (over 90

consecutive work days), the Office cannot guarantee that the employee on LWOP will in fact be able to return to the same position or any position.

LWOP should be used when the employee needs time off, but has insufficient PTO to do so, or is banking PTO for another purpose, but nevertheless needs time out of the office. The employee should note that LWOP also means that some benefits would be reduced, such as matching retirement payments, etc., and the employee receives no pay during LWOP. What is or is not a good reason for LWOP is in the discretion of the Chief of Staff and Chief Legal Counsel. Payroll may have to record LWOP as a “furlough” for accounting purposes.

Short Term LWOP: Short term LWOP (less than 21 consecutive work days) may be requested for any reason at any time, subject to approval by the Chief of Staff or designee. The employee granted such leave shall be presumptively entitled to return to the same job without change in benefits or pay assuming the employee has not violated any other provisions of this policy or budget or other considerations require otherwise. This provision does not alter the at-will work relationship.

Furlough

Furlough is an absence without pay initiated by the Office although LWOP will be administratively classified as furlough. Placement in a furlough status is at the discretion of the Office and may be made by the Member, the Chief of Staff or Chief Legal Counsel, unless placement in such leave status is otherwise required by law.

STAFF MEETINGS

The purpose of staff meetings is to discuss the issues that will be coming up, staffing levels, logistics, policy discussions, scheduling, planning and strategy. These are intended to be productive and positive. Staff meetings are not sessions to express feelings, complain about other staff members, or complain about office issues.

DRESS POLICY: All staff are expected to dress professionally. During session in D.C., staff should wear business suits for men, for women skirts of appropriate length, professional business attire, or pant suits. District staff should dress professionally for office work and meetings with business and political officials, but dress appropriately for conditions out of office. A tour of a mine or farm, for example, should be done in casual wear. Winter travel requires winter wear. Use common sense.

REIMBURSEMENT AND MRA APPENDIX

When are food and beverage expenses reimbursable?

You may be reimbursed for any food and beverage expenses, except for alcohol, when the food and beverage is incidental to, and not the sole reason for, the meeting. The meeting must include at least one constituent other than Members and staff. Meals purchased for constituents are appropriate for reimbursement. Additionally, the primary purpose of the event or meeting may not be social in nature (i.e., hospitality, receptions, celebrations, etc.). The Chief of Staff requires pre-approval for all food and beverage expenses that are not part of the \$20 per day travel per diem. Everyone in attendance and the purpose of the meeting must be documented on the receipt and turned in or no reimbursement will be processed.

Can I travel to an official meeting if it takes place outside of the Member's district?

Yes. A Member may authorize or designate travel anywhere within the United States, as long as the Member is willing to define and defend the purpose of the travel as relating to the Member's official and representational duties to the district.

Can the Member pay for the travel of a speaker at a Town Hall Meeting?

No. The MRA may only be used to pay for travel and travel related expenses of Members, Clerk-Hire staff, and specified equipment vendors. No other travel or travel related expenses are reimbursable.

Can a Member invite another Member of the House or Senate to participate in a Town Hall Meeting and pay for the visiting Member's travel expenses?

Yes. Members may invite other Members to participate as a guest at their Town Hall Meetings. All costs, including the guest Member's travel, may be paid by the host Member's official funds. However, the host Member may not pay for staff travel expenses of the visiting Member.

Can I pay for my staff in the district to receive computer training or other educational training?

Yes. Staff or the Member may attend conferences, seminars, briefings, professional training, and informational training, as long as the training relates to the official and representational duties to the district, is not for professional certification or licensing, and is not used to obtain an educational degree.

Use of MRA Funds

The use of the MRA for other than official purposes could subject a Member, officer, or employee to legal action and criminal prosecution. Committee on House Administration regulations require Members to certify and document all expenses before funds may be disbursed from the MRA. The use of money received by submitting such a voucher for other than official expenses is prohibited. Any employee submitting a request for reimbursement knowing it was for personal uses and not official purposes shall be terminated. However, not all uses are clear. There are many rules and exceptions regarding MRA funds. An employee may submit a bill for reimbursement in a gray area as long as the employee informs the Chief of Staff and Office Manager that there is uncertainty and the employee is seeking clarification if the expense can be reimbursed under the applicable rules.

Food Per Diem: Food Expenses While Traveling: An employee may be reimbursed up to **\$20.00 per day for personal food expenses** while traveling on official business and the employee is away from their base office. Receipts for the food must be turned in to the Office Manager in order to be reimbursed. Alcohol may not be reimbursed under any circumstances. This food per diem does not include reimbursable meal expenses when an employee pays for a constituent meal.

To qualify as travel the employee must be outside the state or jurisdiction in which they are based. For example, **employees from D.C. can be reimbursed food per diem while in the District. District employees can be reimbursed when in D.C.**

Other Expenses: Other appropriate expenses incurred for official business include: Hotel (but not Hotel entertainment such as movies) and including hotel internet or WIFI fees,

parking fees, hotel add on fees however denominated, hotel and lodging taxes or related hotel fees; Rental car and rental car fees and taxes and airport surcharges and gas for rental cars.

Gas (private vehicle) —private vehicles may be used although the office favors rental cars for travel.

Mileage: If a private vehicle is used, the employee may be reimbursed at a rate of **20 cents per mile**. Mileage can be determined using Google maps or actual odometer reading for the trip.

- Airfare (including add ons like baggage fees). Coach airfare only. The employee may upgrade at personal expense.
- Internet charges if the internet access is needed for official business, including GoGo fees on air travel.

- Taxi fare or shuttles. Train fare.

Equipment and iPad Policy:

Staff may use an iPad for official business, just like a laptop or iPhone or Blackberry. Staff assigned an IPAD are responsible for it, and if it is lost or stolen or damaged, the staff member is liable for all losses personally, and shall repay the office MRA for the replacement amount of damage or loss. Staff are responsible for all equipment assigned, including FOBS, keys, computers, laptops, MIFI, blackberry's and IPHONES.

TRAVEL RULES APPENDIX

Travel Paid for By Third Parties as Gifts: The fundamental requirement of the travel provisions of the gift rule is that **the subject matter of the trip must be related to the official duties of the participating Member, officer, or employee.** Among the travel purposes that may be proper under this provision are attendance at a meeting or a speaking engagement, or participation in a fact-finding trip (House Rule 25, clause 5(b)(1)(A)).

Official Determination Necessary: When a Member, officer, or employee requests approval to accept travel, the rule specifically requires that a determination be made that the travel is in connection with the individual's official duties. As phrased in the rule (House Rule 25, clause 5(b)(3)(G)), travel must be –

in connection with the [individual's] duties as an officeholder and would not create the appearance that the [individual] is using public office for private gain.

Member and staff participation on a trip is evaluated on a case-by-case basis, and travelers are required to explain to the Ethics Committee – through the completion of a Traveler Form – how attendance on a given trip relates to the individual's official and representational duties. For staff travel, the rule provides that it is the responsibility of the individual's employing Member or officer to provide a signed, written statement that the Member or officer deems the travel to comply with this requirement.

While expenses for **officially-connected** travel may be accepted, Members and staff may **not** accept expenses from a private source for travel the **primary purpose** of which is to conduct **official business.** Clauses 1-3 of House Rule 24 prohibit the acceptance of private support – both monetary and in-kind – for official House activities. Thus, when the primary purpose of a trip is to conduct official business, such as general oversight activities within a committee's jurisdiction, the expenses must be paid with official House funds.

Travel Sponsored by Private Entities That Retain or Employ Lobbyists or Foreign Agent

The travel provisions of the gift rule **severely limit** the ability of Members and staff to accept travel from an entity that employs or retains a registered lobbyist or a registered agent of a foreign principal. If such travel is anticipated, the employee shall consult with the Chief of Staff, Chief Legal Counsel, and in turn, the Ethics Committee, in advance. Day trips and single night trips have certain flexibility that can be presented.

Travel Sponsored by Other Private Entities

Members and staff may participate in a multiple-day trip only if the trip is one that is sponsored by a private source that does **not** retain a registered lobbyist or agent of a foreign principal, or if the trip is being paid for directly by “an institution of higher education.” The time limits concerning such trips are as follows.

Travel Within the Contiguous United States. For travel within the contiguous United States, a Member, officer, or employee may be permitted to accept travel expenses for up to, but for no more than, four days inclusive of travel time. The Committee has interpreted the four-day time limit to consist of four 24-hour periods. Thus, a Member, officer, or employee must commence his or her return trip to Washington or the congressional district no later than 96 hours after beginning the trip.

Travel Outside the Continental United States. For travel outside the contiguous United States – including travel to a foreign country, or to Alaska, Hawaii, Puerto Rico, or any other U.S. territory or commonwealth – a Member, officer, or employee may be permitted to accept travel expenses if approved by the Ethics Committee in advance.

Extending a Trip at Personal Expense. Provided that the officially-connected purpose of the trip remains the **primary purpose** of the trip, staff travelers may be permitted to extend trips (in connection with either one-day or multiple-day travel) at their own expense and on their own time and still accept return transportation. Subject to the same condition, a traveler may depart early for the initial location of a trip and take personal days there, at the individual’s own expense, before the start of the officially-connected part of the trip, and still accept outbound transportation from the trip sponsor. Members and staff should consult the Committee’s Office of Advice and Education for guidance before arranging the travel.

Ban on Lobbyist Accompaniment and Other Involvement

In addition to prohibiting Members and staff from accepting officially-connected travel from a private source that retains or employs lobbyists or agents of a foreign principal, for most trips the travel provisions of the gift rule **prohibit** Members and staff from accepting travel from a private source if the official will be accompanied by a lobbyist or agent of a foreign principal on “any segment” of the trip (House Rule 25, clause 5(c)(1)(A)). The term “segment” means any part(s) of the travel to and from the destination, rather than the event itself or location being visited that is the

purpose of the trip. Whether a lobbyist may be involved in planning, organizing, requesting, or arranging a trip also depends on the source of the travel expenses. In order for a Member or staff person to receive Ethics Committee approval for a trip, a lobbyist or agent of a foreign principal should not be involved in –

- Selecting the destination of the trip;
- Drafting the trip agenda; or
- Accompanying Members and staff on the trip, except as otherwise permitted under the rules.

CAMPAIGN APPENDIX

Can House staff engage in campaign activity?

Yes. With the approval of their employing Member and Chief Legal Counsel, House staff generally may engage in campaign activity **outside** the House office, on their own time, and not using House resources. Campaign activity by House staff is, however, subject to a number of restrictions which should be carefully reviewed by any House employee wishing to engage in campaign activity.

Am I allowed to make a campaign contribution to my employing Member?

No. A federal criminal law prohibits House employees from making campaign contributions to their employing Member. Similarly, House employees generally ***should not make any “outlays” from personal funds for the benefit of the campaign, even if reimbursed by the campaign.*** *House Ethics Manual*, pp. 137-40.

Official resources of the House must, as a general rule, be used for the performance of official business of the House, and hence those resources may not be used for campaign or political purposes. “The basic principle [is] that government funds should not be spent to help incumbents gain reelection.” What are the “official resources” to which this basic rule applies? The funds appropriated for Member and other House offices are official resources, as are the goods and services purchased with those funds. Accordingly, among the resources that generally may not be used for campaign or political purposes are congressional office equipment (including the computers, telephones, and fax machines), office supplies (including official stationery and envelopes), and congressional staff time.

Among the specific activities that clearly may not be undertaken in a congressional office or using House resources (including official staff time) are the solicitation of contributions; the drafting of campaign speeches, statements, press releases or literature; the completion of FEC reports; the creation or issuance of a campaign mailing; and the holding of a meeting on campaign business. The same prohibition applies to any activity that is funded to any extent with campaign funds, even if the activity is not overtly political in nature.

Scheduler: While coordination between schedulers is permissible, as a general matter, the congressional office scheduler **should not make travel arrangements for the Member’s campaign trips** either in the congressional office or while on official time. However, a member of the congressional staff who wishes to perform those duties may do so on his or her own time and outside of congressional space, such as at the office of one of the congressional campaign

committees.

The Press Secretary. The press secretary or Communications Director in the congressional office may answer occasional questions on political matters, and may also respond to such questions that are merely incidental to an interview focused on the Member's official activities. However, while in the congressional office, the press secretary should not give an interview that is substantially devoted to the campaign, or initiate any call that is campaign-related. A press secretary wishing to do either of those things should do so outside of the congressional office, and on his or her own time.

Providing Published Materials to the Campaign. A congressional office may provide a campaign office with a copy of any materials that the congressional office has issued publicly, such as press releases, speeches, and newsletters. Only a minimal amount of congressional staff time may be consumed in responding to campaign requests for materials of this nature.

THE FRANK APPENDIX

A “mass mailing” subject to Frank rules is any *unsolicited* mailing of substantially identical content to more than 500 persons in a session of Congress.

District Only. Members may not send mass mailings outside of the district from which elected. (39 U.S.C. § 3210)

Prior Approval: All mass mailings must receive an advisory opinion from the Commission on Congressional Mailing Standards (Franking Commission) prior to mailing. Any printed material sent out as a mass mailing without a Franking Advisory Opinion is reimbursable only if the Franking Commission subsequently deems the mailing Frankable. Contact the Franking Commission at x59337.

Disclaimer: Federal law requires each mass mailing sent by a Member of Congress to display the following disclaimer:

"This mailing was prepared, published, and mailed at taxpayer expense."

The notice must appear prominently on the front page of a letter, on the front of the envelope or near the mailing panel, or on the first page of a self-mailer. It must appear horizontally and set apart from other text by lines of spacing and printed in type size not smaller than 7 point.

Member offices are required to submit a completed quarterly Mass Mail Reporting Form to the Office of Finance within 2 weeks after the closing of the reporting period. The Communications Director and Press Secretary are responsible for compliance. If the office did not send mass mail in that period, the form must still be submitted.

Mailing costs are disclosed in the quarterly Statement of Disbursements for the House. (2 U.S.C. §59h).

TELECOMMUTING POLICY APPENDIX

Telecommuting is entirely at the discretion of the Office through the Chief of Staff or his or her designee. Telecommuting is not a right or benefit. Telecommuting may be arranged for a limited and specific time period, i.e., two days or one week, or on a recurring basis, i.e., every Friday.

Termination/Suspension of Telecommuting

The office may terminate the telecommuting program for any reason, at any time. The office may cancel or suspend an individual telecommuting agreement at any time.

Telecommuting: is a working arrangement, mutually agreed upon by the employee and the office, whereby the employee works at an alternative work site on specified days and/or for specified hours.

Central Work Site: is the primary, traditional workplace, the employee's official duty station, that serves as the business address for the employing office.

Alternative Work Site: is a location other than the central work site that has been approved by the employing office for use by qualified employees as a location from which the employees may telecommute (e.g., residence or telecommuting center). The alternative work site may not be a political, campaign, or commercial office.

Employment Status

Telecommuting does not change the terms and conditions of employment. The telecommuting employee remains at will and serves at the pleasure of the employing office.

Participation and Pre-Conditions

The office will establish employee selection criteria and select eligible employees. Telecommuting employees are required to sign a Telecommuting Agreement prior to participation in the office's telecommuting program.

The considerations for selection may include:

- employee work habits: the employee must have a demonstrated ability to work without direct supervision, must be organized, disciplined, able to work independently, meet deadlines, and manage distractions;
- employee job responsibilities: the position must be one which requires minimum levels of supervision;
- the employee's need for specialized materials and/or equipment must not pose an undue hardship upon the employing office;
- the employee's assignments and duties must be such that there is no difference in the level of service provided to or by the employing office as a result of the telecommuting arrangement; and
- telecommuting may not adversely affect the employee's job performance or affect the duties and responsibilities of co-workers.
- Employees who are tasked with District duties in addition to Central Work Site duties are not necessarily deemed “telecommuting” when back in the District, but could be.

Generally, telecommuting is not suitable for new employees (less than 90 days), employees who require close supervision, or employees who require interaction with co-workers or the public, **such as the office manager or staff assistant.**

Alternative Work Site

The telecommuting employee should have a room or area that is designated for the performance of official duties.

Health and Safety

The alternative work site must be assessed by the office to be safe and suitable for telecommuting purposes. The Health and Safety Questionnaire created by the Office of Compliance provides guidance on relevant health and safety issues. The employee is responsible for completing the

Health and Safety Questionnaire created by the Office of Compliance and forwarding it to the office. The Chief of Staff shall have each employee certify compliance.

The primary responsibility for the personal safety of the employee, regardless of work site, remains with each individual employee. If an employee incurs a work- related injury while telecommuting, workers' compensation law and rules apply. A telecommuting employee must notify their employing office immediately and complete all necessary and/or employing office requested documents regarding the injury.

Location of Meetings

The telecommuting employee may not meet with clients, constituents, customers, the public, professional colleagues or other staff members at his or her alternative work site for work meetings. Official meetings whenever possible should be scheduled in a public place.

Care of Dependents

Care of dependents should not interfere with a telecommuting employee's ability to perform official duties commensurate with the compensation received from the offices of the employing authority.

Costs

Only specifically authorized telecommuting expenses are reimbursable. At this time the Office authorizes no additional costs or expenses for telecommuters. Except for ordinary and necessary office supplies.

Use of Franked Mail

No franked mail shall be sent from a telecommuter office.

Supplies and Equipment

The office may provide ordinary and necessary office supplies to the telecommuting employee.

Except for telecommuters utilizing commercial or government telecommuting centers, the telecommuting employee may only use computer hardware and software supplied by the House. The House retains ownership and control of any and all hardware, software, equipment, data or documents placed in alternative work site. Only portable (e.g., desktop or laptop computers, portable facsimile machines, and portable copiers) House equipment may be transferred to the alternative work site.

The employee is responsible for reimbursement for theft, damage or destruction of office property at the alternative work site.

Maintenance, Repair and Replacement

Maintenance, repair, and replacement of equipment belonging to the House of Representatives issued to telecommuters will be the responsibility of the office..

Applicable Rules and Regulations

An employee with a telecommuting work arrangement is covered by the same rules, regulations and procedures applicable to all employees of the employing office, including those set forth in Committee on House Administration regulations, the employing office's employee manual, the Rules of the House of Representatives, applicable federal laws, and the guidance of the House Committee on Standards of Official Conduct. Violation of any of these rules, regulations, procedures or laws may result in disciplinary action up to and including termination of employment.

Work schedules must comply with the Congressional Accountability Act and regulations promulgated there under.

Confidentiality and Security

Products, documents, and records used and/or developed while telecommuting shall remain the property of the office, and are subject to House and employing office policies regarding confidentiality and records retention requirements.

Telecommuting employees use House network shared drives to save information, rather than local hard disk drives or diskettes.

PAID TIME OFF (PTO) REQUEST FORM

Employee Name: _____

Number of days/hours requested:

- I am requesting _____ days of PTO; or
- I am requesting _____ hours of PTO

Starting on _____, 20____. I will be returning to work on _____, 20____.

Employee's Signature

Date

Approved By:

COS Or Member

Date

Original to be given to Executive Assistant or Office Manager and kept with PTO file for employees

CONFIDENTIALITY AGREEMENT

This Nondisclosure and Confidentiality Agreement (the "Agreement") is entered into by and between the Office of Congressman David Schweikert, 504 CHOB, Washington, D.C., ("the Office" or "Disclosing Party") and _____, an employee of the Office ("Receiving Party"). The purpose of this Agreement is to prevent the unauthorized disclosure of Confidential Information as defined below. The parties agree that by virtue of the employment relationship Receiving Party will become privy to confidential information not intended or appropriate for public disclosure, including:

- Deliberative processes pertaining to legislation
- Communications strategy
- Human Resources and personnel matters

The Parties agree that disclosure of this information to third parties outside the Office is inappropriate, unethical and unprofessional, and the purpose of this Agreement is to prevent the unauthorized release or disclosure of Confidential Information.

1. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information or material, including emails, PINS, texts, briefing materials, print outs, documents, notes, in any form, paper or electronic, that pertains to any deliberative process pertaining to legislation, any communications issues or strategy, or any human resource or personnel matter sent by or to any employee of the Office or otherwise in their possession. Ownership: All Confidential Information is the intellectual property and otherwise owned by the Office, not the author, sender or recipient of a communication.
2. **Exclusions from Confidential Information.** Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's employees or representatives; or (c) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. **Obligations of Receiving Party.** Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and

other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing or upon termination of employment, whichever comes first.

4. **Time Periods.** The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until permission is granted by the Office, if ever.
5. **Relationships.** Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
6. **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the parties.
7. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
8. **Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.
9. **Penalty.** In the event of a breach of this Agreement by Receiving Party, the Parties agree that the Office or Disclosing Party shall be entitled to immediate injunctive relief as well as any other remedy available at law or equity. In addition, the Parties agree that damages resulting from any breach of this Agreement are difficult if not impossible to quantify, so the Parties agree that liquidated damages are appropriate and necessary, in the amount of \$15,000 for each breach. These damages shall be reduced to an enforceable judgment in any state wherein the breaching party resides.
10. **Disputes.** Any dispute involving this Agreement, including whether the Agreement is valid or enforceable, shall be resolved by Arbitration through the American Arbitration Association, in Phoenix, Arizona, and Arizona law shall apply. The Parties shall bear their own legal fees and costs, and split equally all arbitration costs. In the event equitable or injunctive relief is sought, the Office may by-pass arbitration and file suit in court, and combine any request for equitable relief with the claim for damages.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party.

Disclosing Party By: _____ Printed Name: _____
Title: _____ Dated: _____

Receiving Party By: _____ Printed Name: _____
Title: _____ Dated: _____

Job Description

SCHEDULER/EXECUTIVE ASSISTANT

OFFICE OF CONGRESSMAN DAVID SCHWEIKERT

SUMMARY:

The Scheduler/Executive Assistant maintains the Congressman's official schedule, travel plans, and related records. This position also acts as a liaison for the Congressman with the staff, public and other Members of Congress. The scheduler also has to coordinate scheduling with the member's campaign staff. Reports to Chief of Staff or Deputy as needed.

ESSENTIAL JOB FUNCTIONS:

- Prepares and keeps the daily schedule for the Congressman and distributes copies to the Washington, D.C. and district offices;
- Integrates scheduling requests into the office calendar and invites or copies other office employees as needed;
- Prepares detailed itineraries for the Congressman, including important numbers, locations and contact names;
- Prepares monthly projected schedules for the Congressman; o Briefs the Congressman on all scheduling activities and requests of the Washington, D.C. and district offices;
- Schedules all staff meetings and briefings involving the Congressman;
- Coordinates scheduling of press, interviews, radio and television time with the Press Secretary;
- Coordinates photo opportunities with constituents; o Makes reservations for the Congressman's air travel, ground transportation, and lodging and staff members who travel;
- Submits vouchers for travel and expense reimbursement to the staff member responsible for submitting office bills for payment;
- Reviews the Congressman's mail and invitations;
- Prepares thank you letters and cards on behalf of the Congressman;
- Responds to all invitations, either by written correspondence or by personal telephone call;
- Maintains files of invitations that have been declined, accepted, or that are tentative/pending;
- Ensures that the Congressman is provided with briefing materials for each event by coordinating with event participants and the appropriate legislative and/or district staff;

- Monitors the Congressman's incoming telephone calls, takes messages, and returns calls as requested;
- Places outgoing calls for the Congressman and maintains a record of calls; o Maintains the Congressman's files, including notes, correspondence, and all information relating to travel;
- Acts as a liaison for constituents and other individuals when they visit the Congressman;
- Acts as a liaison between the Congressman and other Members, committee staff, White House, and government offices and agencies to arrange for the Congressman's attendance at meetings or to coordinate travel plans;
- Maintains a good working relationship with the Congressman, staff and constituents; o Manages the internship program for the office including the following:
 - o Compiles applications for consideration by the Congressman;
 - o Trains and orients new interns;
 - o Together with the legislative staff, assigns daily duties to interns;
 - o Drafts letters verifying internship experience;
 - o Provides written intern agreements and necessary documentation or reports to interns' schools;
 - o Ensures that interns are provided with work related educational opportunities;
 - o Maintains files on all past and present interns;
- Accepts performance-based criticism and direction;
- Meets attendance requirements as established by the office;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights, and weekends; and
- Performs other duties as assigned.
- May have to work in the District periodically to gain knowledge of the District and meet with key constituents regarding scheduling and other matters.

EDUCATION/EXPERIENCE:

Generally, a bachelor's degree, excellent typing skills and organizational skills, good demeanor, and ability to handle high stress environment. Experience making travel reservations and arrangements.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong telephone skills;
- Strong oral and written communication skills; o Ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on appointments;
- Proficiency in word processing;

- Strong organizational and filing skills;
- Thoroughness and careful attention to detail;
- Ability to perform essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thorough knowledge of office administration, policies, practices, and procedures; o Thorough knowledge of office computer applications; o Thorough knowledge of office equipment & machines; and o Thorough proficiency in word processing and keyboarding;

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate to loud; work stations are small without an expectation of privacy.

Job Description

STAFF ASSISTANT

SUMMARY

The Staff Assistant greets visitors, answers the telephone and answers constituent requests for general information, tours, and other inquiries. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and legislative duties. The Staff Assistant may be asked to assist any other staff person, employee or the Member as needed. The Staff Assistant is fundamentally located in the Office to be the physical presence during office hours. Reports to the Chief of Staff, Deputy Chief of Staff as needed.

ESSENTIAL JOB FUNCTIONS:

- Opens the office at 9:00 a.m. and closes it at 5:00 p.m. o Answers and screens telephone calls for the Congressman and other staff members and takes messages when appropriate. Forward phones to District offices at end of day; o Pick up mail and sort and have delivered to staff desks; o Greets and screens visitors, obtains business cards and informs staff of a waiting guest; o Provides staff-led tours of the Capitol for constituents and other guests;
- Assists persons who have appointments with the Congressman or the staff and works closely with the Congressman's Scheduler to ensure that the Member's appointments are on time and that the Scheduler is aware of the visitor's arrival;
- Assists the legislative correspondent with processing of constituent mail; o Assists answering constituent mail and e-mail in both form and individual responses in coordination with the legislative staff and the legislative correspondent;
- Together with the legislative staff acts as a liaison with constituents, interest groups, committee and agency staffs in assigned issue areas;
- Responds to constituent requests for information or forwards such requests to the appropriate legislative staffer;
- Maintains literature regarding the district and House offices for distribution to visitors;
- Takes photos of visitors with the Congressman;
- Purchases supplies for the office from the House Office Supply store as instructed by the Chief of Staff, Deputy Chief of Staff, Member or Office Manager;
- Signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely manner;
- Ensures that requests for assistance are directed to the appropriate staff member in a timely

manner;

- Documents visitor opinions on issues communicated via telephone, including full name, address, and all relevant information as appropriate;
- Performs general typing and administrative assignments;
- Sends, receives, and distributes materials via the facsimile machine;
- Performs special projects assigned by the Congressman or Chief of Staff or Legislative Director;
- Maintains a good working relationship with the Congressman, staff and constituents;
- Accepts performance based criticism and direction;
- Possesses a temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Works cooperatively and courteously with others;
- Meets attendance requirements as established by the office;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights, and weekends as needed according to the Congressional schedule;
- Takes messages for all other staff members; o Performs other duties as assigned.

INTERN COORDINATOR

- The Staff Assistant is also the intern coordinator. This includes searching for, interviewing and hiring interns, as well as supervising them and giving them guidance, instructions and assignments. Interns should be fairly selected on merit. If possible, Arizona based interns should have preference. Interns should be given assignments that provide a wide variety of experience and also sent to CRS training and other training classes such as CAO Intern 101 and the CVC Capitol Tours.

TOURS

- A primary responsibility is organizing tours for constituents. Because tour requests can take time, such requests should be processed as soon as you get them. Fill out a form for every request.
- Member Tours should only be used selectively at the Member's request or COS request.
- Tour options: White House, Bureau of Engraving, Kennedy Center, Supreme Court and Library of Congress.

EDUCATION/EXPERIENCE:

- Completion of a four year college education is preferred for this position.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to use photocopier, facsimile machine, telephone, and other office equipment; o Excellent organizational and proofreading skills; o Ability to perform essential job functions above; o Professional telephone manner;
- Ability to work cooperatively and courteously with others; o Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word

Job Description

COMMUNICATIONS DIRECTOR

SUMMARY

The Communications Director manages and coordinates activities, including media contacts, for the Congressman and the office. Reports to the Chief of Staff for purposes of all employment matters. Reports to Chief of Staff or his designee on substantive communications work product and assignments.

ESSENTIAL JOB FUNCTIONS:

- Acts as the formal spokesperson and media liaison for the Congressman in Washington, D.C;
- Develops and implements media, communications, and public relations strategies for the Congressman;
- Maximizes earned media and earned media opportunities, both statewide and nationally;
- Prepares weekly email updates to constituents, including a weekly column;
- Updates and maintains the official Congressional webpage, official Facebook page and official Twitter and maximizes followers, likes and re-tweets;
- Writes speeches as directed by the Member, the Chief of Staff or legislative assistants or Legislative Director;
- Seeks out media opportunities from District sources and events; o Reports to the Member, Chief of Staff and Legislative Director about any adverse media impact a vote, action or inaction will have in advance of the vote, action or inaction;
- Tracks all District media, letters to the editor, editorials, tweets, blogs and reports on any mention of the Congressman in such and if necessary prepares a response, reply or comment;
- Remains abreast of current legislative and non-legislative issues about which the Congressman may be questioned;
- Evaluates current events and media reports in the district and the nation for their impact on the Congressman;
- Provides ideas and advice on the effect the Congressman's actions and legislative activities have in the media and to core constituencies;
- Develops and maintains a media contact list for press releases and ensures such lists are available to the Chief of Staff and District Communications Director;

- Returns calls and inquiries (email or otherwise) will all reporters; o Oversees the creation and distribution of the Congressman's newsletters and questionnaires; o Meets attendance requirements as established by the office;
- Submits recommendations to Chief of Staff for budgeting for press issues including Franking;
- Obtains permission from House Franking Committee for all franked mail;
- Implements any 499 mailing strategy as directed;
- Maintains a good working relationship with the Congressman, Chief of Staff, Deputy Chief of Staff, Legislative Director, legislative staff, media, and constituents;
- Works well under pressure and handles stress; o Accepts performance-based criticism and direction; o Works a flexible schedule including long hours, nights and weekends; and o Performs other duties as assigned.

EDUCATION/EXPERIENCE:

- A bachelor's degree in journalism or a minimum two of years of related experience or training is required.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong writing, editing, and proofreading skills;
- Strong communication skills;
- Understanding of print, broadcast, and online media;
- Thorough knowledge of the legislative process, procedures and organization of the House;
- Knowledge of current issues and events in which the Congressman is involved; o Ability to exercise discretion and independent judgment in the representation of the Congressman's position on policy issues;
- Ability to work cooperatively, respectfully and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; to loud and;
- Ability to work in small a work station without an expectation of privacy.

Job Description

COMMUNICATIONS DIRECTOR

SUMMARY:

The Legislative Assistant develops works in conjunction with the Legislative Director and plans legislative initiatives and monitors legislative developments within Committees and on the House floor. This position requires that the individual write floor speeches for the Member, opening statements and questions, draft constituent correspondence for the Member, and meet with constituents and special interest groups on behalf of the Member. The Legislative Assistant reports to the Legislative Director and receives assignments from the Legislative Director in addition to work assignments as they arise from committee and issue areas and from the Member and Chief of Staff and Deputy Chief of Staff.

ESSENTIAL JOB FUNCTIONS:

- Understands the Member's political philosophy and makes policy recommendations accordingly;
- Formulates legislative initiatives for assigned issue areas which include:
 1. devising a legislative plan;
 2. drafting the plan into legislative form;
 3. planning, coordinating and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is in an amendment);
 4. gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
 5. working with committees on legislation;
 6. coordinating legislative support to get the bill passed in the House.
- Tracks Legislative Director and Member for floor work, committee work, work in the district, and outside House-related activities; legislation and other developments in his or her assigned issue areas and briefs the
- Monitors legislative developments within committees;
- Plans and coordinates co-sponsorship and support of other legislation;
- Monitors legislation on the House floor in assigned areas, providing the Legislative Director and Member with information on each vote;
- Writes Floor speeches, extension of remarks, editorials, opening statements, and questiond

for the Member in assigned areas as needed;

- If assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);
- Acts as a liaison with committee and agency staffs; o Performs special projects assigned by the Legislative Director or the Member or Chief of Staff;
- Meets with constituents and interest groups;
- Provides information on and generates ideas for press, mass mailings, and newsletters to be sent to the Communications Director;
- Drafts press releases in issue areas and provides background on media inquiries; o Answers constituent letters and helps constituents on federal matters; o Supervises interns with regard to legislative issues and constituent responses; o Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, Legislative Director, Chief of Staff, other staff, and constituents;
- Accepts performance based criticism and direction; o Works well under pressure and handles stress; o Works a flexible schedule including long hours, nights and weekends; and o Performs other duties as assigned.

EDUCATION/EXPERIENCE:

- A bachelor's degree or higher education level is preferred, including strong academic credentials.

SKILLS AND KNOWLEDGE REQUIRED:

- Thorough knowledge of the legislative process and of House organization and procedures;
- Ability to perform the essential job functions above; o Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

Job Description

DISTRICT DIRECTOR

SUMMARY:

The District Director oversees all district office and operations. This position develops and implements policy objectives in coordination with the D.C. legislative team, the Member, and Chief of Staff, and implements strategies and operating plans for the Congressman's district offices and directs all activities and staff of the district office. Reports to the Chief of Staff or Deputy Chief of Staff as needed.

ESSENTIAL JOB FUNCTIONS:

- ***Supervisory:*** Directly supervises up to seven employees; carries out responsibilities in accordance with office policy and applicable laws. Responsibilities include interviewing, hiring and training district office employees; planning, assigning and directing work; appraising performance; rewarding and disciplining district office employees; addressing complaints; and resolving problems.
- Represents the Congressman and/or assigns appropriate staff to do so in the district offices as needed;
- Manages district offices staff;
- Plans, assigns and evaluates work of employees in district offices;
- Interviews, selects and trains employees of district offices and ensures that district offices staff complies with office policies, practices, and procedures;
- Conducts district offices staff meetings; o Speaks to local groups when the Congressman is unavailable; o Maintains close communication with the Washington, D.C. office;
- Travels throughout the district at regular intervals to keep abreast of local concerns and reports to such concerns to the Legislative Director, Chief of Staff and when necessary, the Congressman;
- Meets with elected officials and representatives of local groups on behalf of the Congressman;
- Schedules meetings with federal and district government agencies as necessary;
- Acts as a liaison to and notifies the appropriate media when the Congressman will be in the liaison's area and works with the Congressman's Scheduler and Communications Director to ensure appropriate media participation;
- Responds to constituent telephone calls and mail; o Meets attendance requirements as

- established by the office; o Maintains a good working relationship with the Congressman, staff, and constituents; o Works well under pressure and handles stress;
- Accepts performance-based criticism and direction; o Works a flexible schedule including long hours, nights and weekends; and o Performs other duties as assigned.

EDUCATION/EXPERIENCE:

- A minimum of a bachelor's degree in the political science or related field, including strong academic credentials. Alternatively, related experience or training in management and/or legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Thorough knowledge of legislative process and of House organization and procedures; o Thorough knowledge of the Member's Congressional Handbook and House Rules; o Ability to perform essential job functions above; o Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thorough knowledge of local, state and federal agencies and departments;
- An understanding of the district and federal political process;
- Provides necessary organization, supervisory leadership and motivation to manage district office(s);
- Excellent oral and written communication skills; o Knowledge of the office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.

Job Description

LEGISLATIVE DIRECTOR

SUMMARY:

The Legislative Director, together with the legislative staff, advises the Congressman on all legislative areas. This position assists in the development of policy positions and legislative initiatives and assists in managing the office's legislative staff. The Legislative Director has a thorough understanding of the Member's political philosophy and obtains the legislative priorities from the Member, presents legislative opportunities to the Member, and implements the time and manner for achieving legislative goals. Reports to Member and Chief of Staff.

ESSENTIAL JOB FUNCTIONS:

- **Supervisory:** Oversees all legislative employees. Responsibilities include participation in interviewing, hiring, and training legislative staff; planning, assigning and directing work; appraising performance;
- Ensures that the legislative staff is properly focused on carrying out the Member's legislative goals;
- Works to formulate positions on legislative issues consistent with the Member's political philosophy;
- Monitors legislative activity on the House floor and handles long-term and short-term legislative planning for the Member;
- Oversees the progression of bills with which the Member is involved as they move from Committee to the floor;
- Recommends vote positions to the Member and recommends strategies and tactics on bills and positions and provides policy analysis;
- Assigns legislative staff areas of responsibility and monitors and assists the Chief of Staff in evaluating the legislative staff work;
- Supervises legislative staff and ensures that legislative staff complies with office policies, practices, and procedures;
- Schedules and directs legislative staff meetings;
- Meets with groups of constituents or other office visitors, as necessary;
- Recommends co-sponsorships of legislation to the Member or joint letter affirmation and recommends press opportunities based on pending matters;
- Writes and reviews legislative memos; o Participates in the hiring of legislative staff,

together with the Chief of Staff and the Congressman, when necessary;

- Maintains status reports or spread sheets on all legislation affecting the district, legislation in which the Congressman is a principal sponsor, or legislation on which the Congressman is a co-sponsor;
- Monitors and reports on floor action to the Congressman and the Chief of Staff; o Writes Floor speeches, extension of remarks, editorials, opening statements, and questions for the Member in assigned areas as needed; o Coordinates the final responses to all legislative mail; o Assists organizations and constituents in the district with federal matters; o Maintains a good working relationship with the Member, staff and constituents; o Coordinates with the Chief of staff on performance issues; o Works a flexible schedule including long hours, nights, and weekends; o Meets attendance requirements as established by the office; o Works well under pressure and handles stress; and o Performs other duties as assigned.

EDUCATION/EXPERIENCE:

- A bachelor's degree or higher education level is preferred, including strong academic credential or political or legislative experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Thorough knowledge of legislative process and of House organization and procedures; o Thorough knowledge of Members' Congressional Handbook and House Rules; o Ability to perform essential job functions above; o Ability to work with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Provides necessary organization, supervisory, leadership and motivation to manage the legislative staff;
- Excellent oral and written communication skills; o Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.

Job Description

CHIEF OF STAFF

SUMMARY:

The Chief of Staff acts as the Member's chief political and policy advisor. This position develops and implements all policy objectives, strategies and operating plans for the Member's offices and manages and directs all activities and staff of the Member's Washington D.C. and district offices, as well as coordinates the activities of the Member with Leadership and committee offices. Reports to the Member. May delegate any matter to or be assisted by a Deputy Chief of Staff.

ESSENTIAL JOB FUNCTIONS:

- **Supervisory:** Directly supervises up to eighteen full time employees and up to four part-time and temporary employees; carries out responsibilities in accordance with office policy and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performances; rewarding and disciplining employees; addressing complaints; and resolving problems. Directly supervises Communications Director, Legislative Director, Deputy Chief of Staff and District Director and all others, with regular staff meetings and updates;
- Manages the Washington, D.C. and district office staffs;
- Sets and oversees the administration of office goals, policies and procedures and has oversight responsibility for all personnel matters including hiring, salary, and disciplinary decisions;
- Manages long-term legislative plan of the Member and works with Legislative Director on long term plan and implementation;
- Coordinates and supervises the efforts of all employees including the press and constituent service staffs;
- Conducts staff meetings;
- Meets with Legislative Director to approve strategies and tactics on legislative issues;
- Acts as the Member's principal liaison and responds to office visits and telephone inquiries from constituents and various interest groups;
- Is the Law Enforcement Coordinator (LEC) for all district offices. Establishes clear lines of communication with local law enforcement agencies (Municipal or County Police, Sheriff, and State Police). Consults with the Sergeant at Arms and is familiar with its Intranet page, <http://saa.house.gov/members/information-for-lecs.shtml>
- LEC maintains contact with the Capitol Police Threat Assessment Section at 202- 224-1495.
- Maintains a good working relationship with the Member, staff, and constituents; o Speaks to

- local groups when the Member is unavailable; o Oversees the office budget and makes all budget decisions; o Works well under pressure and handles stress;
- Meets attendance requirements as established by the office; o Works a flexible schedule including long hours, nights and weekends; and o Performs other duties as assigned by the Member.

EDUCATION/EXPERIENCE:

- A minimum of a bachelor's degree including strong academic credentials is preferred. Management experience and legislative background.

SKILLS AND KNOWLEDGE REQUIRED:

- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Thorough knowledge of the Members' Congressional Handbook and House Rules;
- An understanding of the district and federal political process;
- Provides necessary organization, supervisory leadership, and motivation to manage a House office;
- Ability to perform essential job functions above; o Ability to maintain a good working relationship with the Congressman, staff and constituents;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Excellent oral and written communication skills; o Knowledge of the office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate;
- Ability to work in a small work station without an expectation of privacy.

Job Description

DISTRICT CASEWORKER

SUMMARY:

The Field Representative/Caseworker monitors and updates the Congressman and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents. Reports to the District Director.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Handles casework assignments; o Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff/Administrative Assistant.
- Monitors scheduled district meetings for the Congressman with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Trains and supervises Staff Assistants, including interns, to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Meets attendance requirements as established by the office; o Maintains a good working relationship with the Congressman, staff, and constituents; o Accepts performance-based

- criticism and direction; o Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

EDUCATION OR EQUIVALENT EXPERIENCE:

- Demonstrated competence, a bachelor's degree or legislative experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Congressman is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail; o Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.

Job Description

DISTRICT OFFICE MANAGER

SUMMARY:

The District Office Manager is responsible for the operations of the District offices. That includes case work, constituent meetings, and supervision of case workers. This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents. Reports to the District Director.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Handles casework assignments; o Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff/Administrative Assistant.
- Monitors scheduled district meetings for the Congressman with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Trains and supervises Staff Assistants, including interns, to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Meets attendance requirements as established by the office; o Maintains a good working relationship with the Congressman, staff, and constituents; o Accepts performance-based criticism and direction;
- Works well under pressure and handles stress; o Works a flexible schedule including long

hours, nights and weekends; and o Performs other duties as assigned.

EDUCATION OR EQUIVALENT EXPERIENCE:

- Demonstrated competence, a bachelor's degree or legislative experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Congressman is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail; o Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities; o Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.

Job Description

DISTRICT OFFICE MANAGER

SUMMARY:

The District Outreach Coordinator is responsible for meeting with constituent groups and finding out their needs, concerns and relating them to the District Manager, the COS and the Member as needed. The Outreach Coordinator also informs the constituent groups about the work the Member has done and is doing and gets the Member's message out to such groups. Reports to the District Director and COS. This job entails substantial travel, including overnight visits throughout the District and statewide as it pertains to Congressional matters.

ESSENTIAL JOB FUNCTIONS:

- Reports back to the District Director and the COS all material information obtained;
- Travels to various group meetings and functions and represents the member;
- Learns about the groups, meets their leaders and obtains and develops a relationship with the leaders and membership;
- Meets attendance requirements as established by the office; o Maintains a good working relationship with the Congressman, staff, and constituents; o Accepts performance-based criticism and direction; o Works well under pressure and handles stress; o Works a flexible schedule including long hours, nights and weekends; and o Performs other duties as assigned.

EDUCATION OR EQUIVALENT EXPERIENCE:

- Demonstrated competence, a bachelor's degree or legislative experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Driver's license and good driving skills o Strong oral and written communication skills; o Personable, organized, diligent.
- Knowledge of all issues and events in the district in which the Congressman is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;

- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail; o Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities; o Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is often on the road.

Job Description

DEPUTY CHIEF OF STAFF

SUMMARY:

The Deputy Chief of Staff assists the Chief of Staff in whatever manner requested by the Chief of Staff or Member. The Deputy may fill in for the Chief of Staff at any event or function or meeting that the Chief would normally attend but cannot at the Chief's or Member's request. The Deputy Chief of Staff reports to the Chief of Staff and Member.

ESSENTIAL JOB FUNCTIONS:

- Supervisory: Attends operational, outreach meetings and functions at the request of the Chief of Staff and reports back to the Chief. Manages the office locale for operational issues only in the absence of the Chief of Staff and at the Chief's request. May assist the Chief of Staff and provide input on performance reviews.
- Assist the Chief of Staff with the management of administrative staff in Washington D.C. and outreach staff in the district as directed by the Chief.
- Assists the Chief of Staff with operations management and community outreach as determined and approved by the Chief of Staff;
- Assists the Chief of Staff with the administration of office goals, policies and procedures and personnel matters including hiring, salary, and disciplinary decisions;
- Assists the Chief of Staff with the long-term communications and messaging plan of the Member and works with Legislative Director on external implications of legislative long term plan;
- Assists the Chief of Staff with staff meetings as directed by the Chief;
- Acts as the Member's secondary liaison and responds to office visits and telephone inquiries from constituents and various interest groups;
- Maintains a good working relationship with the Member, chief of staff, staff, and constituents;
- Speaks to local groups when the Member is unavailable at the Chief's request;
- Works well under pressure and handles stress;
- Meets attendance requirements as established by the office;
- Works a flexible schedule including long hours, nights and weekends; and Performs other duties as assigned by the Member or Chief of Staff

Job Description

DISTRICT COMMUNICATIONS ASSISTANT

SUMMARY:

The District Communications Assistant manages and coordinates activities, including media contacts, for the Congressman and the office in the District. Reports to the Chief of Staff and Communications Director.

ESSENTIAL JOB FUNCTIONS:

- As needed, acts as the formal spokesperson and media liaison for the Congressman in the State of Arizona;
- Develops and implements media, communications, and public relations strategies for the Congressman in the State of Arizona;
- Maximizes earned media and earned media opportunities statewide; o Assists with updates and assists with maintenance of the official Congressional webpage, official Facebook page and official Twitter and maximizes followers, likes and re-tweets;
- Writes speeches or talking points as directed by the Member, the Chief of Staff or legislative assistants or Legislative Director;
- Seeks out media opportunities from District sources and events;
- Reports to the Communications Director, Member, Chief of Staff and Legislative Director about any adverse media impact a vote, action or inaction will have in advance of the vote, action or inaction;
- Tracks all District media, letters to the editor, editorials, tweets, blogs and reports on any mention of the Congressman in such and if necessary prepares a response, reply or comment;
- Remains abreast of current legislative and non-legislative issues about which the Congressman may be questioned;
- Evaluates current events and media reports in the district and the nation for their impact on the Congressman;
- Provides ideas and advice on the effect the Congressman's actions and legislative activities have in the media and to core constituencies;
- Develops and maintains a media contact list for press releases and ensures such lists are available to the Chief of Staff and Communications Director;
- Returns calls and inquiries (email or otherwise) will all reporters and informs

Communications Director;

- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Congressman, Chief of Staff, Deputy Chief of Staff, Legislative Director, Communications Director, legislative staff, media, and constituents;
- Works well under pressure and handles stress; o Accepts performance-based criticism and direction; o Works a flexible schedule including long hours, nights and weekends; and o Performs other duties as assigned.

EDUCATION/EXPERIENCE:

- A bachelor's degree in journalism or a minimum two of years of related experience or training is preferred.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong writing, editing, and proofreading skills;
- Strong communication skills;
- Understanding of print, broadcast, and online media;
- Thorough knowledge of the legislative process, procedures and organization of the House;
- Knowledge of current issues and events in which the Congressman is involved; o Ability to exercise discretion and independent judgment in the representation of the Congressman's position on policy issues;
- Ability to work cooperatively, respectfully and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of office policies, practices, and procedures; o Knowledge of office computer applications; and o Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; to loud and;
- Ability to work in small a work station without an expectation of privacy.

EXHIBIT 51

Jason Torchinsky
Michael Bayes
Tim Kronquist
Holtzman Vogel Josefiak Torchinsky PLLC
45 North Hill Drive, Suite 100
Warrenton, VA 20186

Elliot S. Berke
Berke Farah LLP
1200 New Hampshire Ave. NW
Suite 800
Washington, DC 20036

June 28, 2018

Jeff S. Jordan, Esq.
Assistant General Counsel
Complaints Examination &
Legal Administration
Federal Election Commission
1050 First Street, NE
Washington, DC 20002

Re: Sua Sponte Submission of Friends of David Schweikert

Dear Mr. Jordan,

This letter is submitted by the undersigned counsel on behalf of Friends of David Schweikert (the “Schweikert Committee”) pursuant to the Commission’s Statement of Policy Regarding Self-Reporting of Campaign Finance Violations (Sua Sponte Submissions), Notice 2007-8. Friends of David Schweikert is the principal campaign committee of Representative David Schweikert. We also wish to include Oliver Schwab and his company, Chartwell Associates, LLC, as respondents for the sake of completeness, although we do not believe either violated any provision of the Act or Commission regulations. Nevertheless, Mr. Schwab and Chartwell Associates, LLC, were parties to many of the transactions at issue and we intend to ensure that all involved parties enjoy the protection of any final resolution or agreement in this matter.

In November 2017, the *Washington Examiner* published an opinion piece which contained allegations of misspending from the Members’ Representational Allowance (which the op-ed misidentified as the “Member Reimbursement Account”) made by anonymous “former employees” of Representative Schweikert’s House office.¹ Shortly thereafter, a Democratic

¹ Philip Wegmann, *A lot of cash is flowing to David Schweikert’s chief of staff Oliver Schwab*, Washington Examiner (Nov. 2, 2017), <https://www.washingtonexaminer.com/a-lot-of-cash-is-flowing-to-david-schweikerts-chief-of-staff-oliver-schwab>.

Party activist in Arizona filed a complaint with the Office of Congressional Ethics based on the *Washington Examiner* article.²

After the *Examiner* op-ed was published, Representative Schweikert directed a full review of all the matters raised in that piece. The Schweikert Committee engaged counsel and retained a new Treasurer and reporting compliance firm. This new compliance firm thoroughly examined the reports filed by Friends of David Schweikert during the time period at issue. This review found that certain amendments should be filed with the Commission.

Amendment Category 1: Amended Purpose of Disbursement Descriptions

The report review found 12 disbursements that were reported with “purpose of disbursement” descriptions that should have included more detail. These transactions are listed at Attachment A. These disbursements were made between December 8, 2014, and May 19, 2016. Following discussion with the Office of General Counsel, the Committee intends to file amendments as necessary to report the more detailed descriptions set forth below. These amendments will not change any committee spending figures; the only modifications will be to the purpose of disbursement descriptions.

Amendment Category 2: Reimbursed Campaign Expenses

The compliance firm’s review determined that a number of campaign expenses were paid to outside vendors using the personal credit card of an official staffer³, and then reimbursed to that staffer by the campaign. While the committee reported these reimbursements in the first instance, and we do not believe the reported transactions were inconsistent with any Commission reporting requirements, the Committee has taken steps to pay these disbursements in a different manner.

1. Transactions Refunded by Vendor and Repaid by Committee

The transactions listed at Attachment B have been refunded by the vendor to the staffer’s personal credit card, the staffer has paid back to the Committee the amount that was previously reimbursed to him, and the campaign has (re)paid the vendors directly for these transactions. Following discussion with the Office of General Counsel, the Committee intends to file amendments as necessary to report these modified transactions.

² Antonia Noori Farzan, *Ethics Complaint: Congressman David Schweikert’s Chief of Staff Double-Dipped*, Phoenix New Times (Feb. 14, 2018), <http://www.phoenixnewtimes.com/news/ethics-complaint-targets-congressman-david-schweikerts-chief-of-staff-10130563>.

³ At all times herein, any official staffer referenced performed any campaign work voluntarily on their own personal time.

2. Transactions Refunded by Staffer and Reimbursed by Rep. Schweikert

The transactions listed at Attachment C were similarly paid by members of Representative Schweikert's House office staff and then reimbursed to the staffer by the Committee. The Committee reported these reimbursements in the first instance, and we do not believe the reported transactions were inconsistent with any Commission reporting requirements, but the Committee has taken steps to pay these disbursements in a different manner. With respect to these transactions, each staffer has repaid the Committee the amount he or she was reimbursed. Following discussion with the Office of General Counsel, the Committee intends to file amendments as necessary to report these modified transactions.

Thank you for your consideration, and we look forward to discussing this matter in further detail with the Office of General Counsel.

Sincerely,



Elliot S. Berke
Berke Farah LLP



Jason Torchinsky
Michael Bayes
Tim Kronquist
Holtzman Vogel Josefiak Torchinsky PLLC

Attachment A

Vendor	Date	Amount	Original Reporting Description	Clarified Reporting Description
Chartwell Associates, LLC	5/19/2016	\$760.40	Printing/Postage/Food/Beverage	Advertising and Web Hosting
Chartwell Associates, LLC	5/19/2016	\$465.13	Printing/Postage/Food/Beverage	Advertising, Web Hosting, Food & Beverage
Chartwell Associates, LLC	4/21/2016	\$7,396.34	Printing/Postage/Food/Beverage	Printing, Postage, Advertising, General Office Supplies, Web Hosting, Gifts & Mementos, Food & Beverage
Chartwell Associates, LLC	3/24/2016	\$1,661.19	Strategic Consulting/Travel	Advertising, Web Hosting, General Office Supplies, Postage, Travel
Chartwell Associates, LLC	2/25/2016	\$8,119.32	Strategic Consulting/Travel	General Office Supplies, Travel, Advertising, Printing, Postage, Web Hosting, Gifts & Mementos, Catering
Chartwell Associates, LLC	1/6/2016	\$6,659.13	Strategic Consulting/Travel	Website Design, Program Expense, Email Marketing, Facility Rental, Advertising, General Office Supplies, Travel
Chartwell Associates, LLC	12/15/2015	\$17,470.72	Strategic Consulting/Travel	Lodging, Advertising, Printing, Facility Rental, General Office Supplies, Gifts & Mementos
Chartwell Associates, LLC	12/9/2015	\$2,579.55	Strategic Consulting/Travel	Program Expense, Advertising, Food & Beverage, Printing, General Office Supplies
Chartwell Associates, LLC	11/17/2015	\$2,426.86	Strategic Consulting/Travel	Advertising, Postage, General Office Supplies
Chartwell Associates, LLC	11/5/2015	\$2,618.64	Strategic Consulting/Travel	Gifts & Mementos, Advertising, General Office Supplies, Domain Hosting, Gifts & Mementos, Food & Beverage
Chartwell Associates, LLC	7/29/2015	\$835.61	Travel/Printing/Postage/Meals	Lodging, Express Shipping, Membership Dues, Postage
Chartwell Associates, LLC	12/8/2014	\$26,875.00	Strategic/Fundraising Consulting	Direct Mailing, General Office Supplies, Membership Dues, Email Marketing, Fundraising Consulting, Strategic Consulting
Total		\$77,867.89		

Attachment B

Vendor	Amount	Repayment Date
Aristotle	\$1,800.00	1/24/2018
Capitol Hill Club	\$1,599.28	3/20/2018
Congressional Institute	\$835.00	1/22/2018
Domain Hosting	\$282.59	3/1/2018*
East Valley Web & Graphics	\$320.00	1/22/2018
East Valley Web & Graphics	\$11,828.69	1/22/2018
East Valley Web & Graphics	\$10.17	1/22/2018
Elizabeth Roskam	\$270.62	1/22/2018
Holy Cats Marketing	\$5,407.89	1/22/2018
Holy Cats Marketing	\$87.32	1/22/2018
Holy Cats Marketing	\$3,090.86	1/22/2018
Holy Cats Marketing	\$160.00	1/22/2018
Holy Cats Marketing	\$349.27	1/22/2018
Holy Cats Marketing	\$10,274.31	2/21/2018
M&B Art and Framing	\$89.04	1/25/2018
M&B Art and Framing	\$338.89	1/25/2018
M&B Art and Framing	\$145.20	3/12/2018
Scottsdale Plaza Resort	\$135.81	1/22/2018
Scottsdale Plaza Resort	\$2,461.20	1/22/2018
Scottsdale Plaza Resort	\$3,876.00	1/22/2018
Scottsdale Plaza Resort	\$510.00	1/22/2018
The Fine Print	\$6,500.00	2/21/2018
	\$50,372.14	

* Paid to East Valley, reported incorrectly to Domain Hosting by previous compliance firm.

Attachment C

Name	Date	Reporting Desc	Amount
Ernestina Borquez Smith	8/16/2017	Expense Reimbursement- See Memos	\$75.00
Kevin Knight	10/31/2017	SEE MEMO ITEM	\$6.65
Kevin Knight	9/28/2017	Expense Reimbursement- See Memos	\$6.65
Kevin Knight	9/20/2017	Expense Reimbursement- Shipping-No Vendor Req. Item	\$196.23
Kevin Knight	9/15/2017	Expense Reimbursement- Flag Purchase-No Vendor Req. Item.	\$32.54
Zach Laven	8/30/2017	Expense Reimbursement- See Memos	\$174.05

EXHIBIT 52

Message

From: Dimenstein, Katherina [REDACTED]@mail.house.gov]
Sent: 1/17/2019 5:48:31 PM
To: AZ06DS All Staff [REDACTED]@mail.house.gov]
CC: David Schweikert [REDACTED]@gmail.com]
Subject: House Keeping: Annual reminder on official resources use

Team,

I wanted to send out an annual reminder about some compliance guidance. Please read this carefully.

Please know that **no one on official staff is allowed to engage in campaign related activities during office hours, nor engage in anything campaign related in the office.** Any questions at all on this policy, please call me.

All Schweikert campaign related activity must be approved by me, so please contact me regarding any activity you would like to be engaged with. Email is best here, and my gmail is [REDACTED]@gmail.com . **Never under any circumstances are staff allowed to pay for anything campaign related, as any type of payment would require a reimbursement which is not permissible.**

My cell is [REDACTED] and I am available at any time to answer any questions, just call or shoot me a text.

Kat

Katherina Dimenstein | Chief of Staff
Office of U.S. Congressman David Schweikert (AZ-06)
(DC) 202.225.2190 (AZ) 480.946.2411

EXHIBIT 53

FRIENDS OF DAVID SCHWEIKERT

Kelly Roberson

10/2/2013

1074

206.53

Schweikert for Congre Expense Reimbursement-Food/Beverage

206.53

Julia,



Could you send the reimbursement to:

PENTAGON CITY #233

1200 SOUTH FERN ST.
ARLINGTON, VA 22202
MEMBER #111824292462

Kelly Roberson

Thanks!

Oliver

E	957447	PITA CHIPS	5.49	C
E	957447	PITA CHIPS	5.49	C
E	591734	NKD SMOOTHIE	14.49	C
E	10000085107	CPN/591734	4.00-	
E	491640	COWBOYCAVIAR	5.99	C
E	106913	SKIM MILK	3.09	C
E	698611	40OCT CREAMR	10.99	C
E	756053	KS MEDIUM	12.49	C
E	11357	STARBUCKS	19.99	C
E	10000085106	CPN/11357	4.50-	
E	343048	FRUIT & NUTS	10.79	C
E	11357	STARBUCKS	19.99	C
E	10000085106	CPN/11357	4.50-	
E	11357	STARBUCKS	19.99	C
E	10000085106	CPN/11357	4.50-	
E	4631	LITE CHKN/BF	10.99	C
E	1555	DRIED MANGOS	11.99	C
E	249965	KS TRAIL MIX	11.99	C
E	715085	TASTY BITE	9.99	C
E	558297	KS GREEKYGR	6.89	C
E	654679	QUINOA VRTY	11.39	C
E	10000085077	CPN/654679	2.80-	
E	410365	ORGNC CARROT	7.29	C
E	670994	ANNIE'S MAC	11.99	C
E	560261	ORGSUPREME	9.99	C

SUBTOTAL 201.00
C 2.50% TAX 5.53

TOTAL 206.53
VF EFT/DEBIT 206.53

XXXXXXXXXXXX SWIPED
09/09/13 12:24 PIN USED
Seq#: 003042 App#: 403481
EFT/DEBIT Resp: AA
Tran ID#: 325208151000
Merchant ID 99023311

APPROVED - PURCHASE
AMOUNT: \$206.53

0233 011 0000000036 0095

CHANGE .00
COUPONS TENDERED 20.30

TOTAL NUMBER OF ITEMS SOLD = 20

Executive Members earn a 2% Reward annually up to \$750, or approximately \$4.02 on this purchase. They also get added benefits & larger discounts on Costco Services like Travel. See Membership for exclusions and details.

CASHIER: LEONARDA C. REG# 11
09/09/2013 12:24 0233 11 0095 36

Thank You!
PLEASE COME AGAIN!

EXHIBIT 54

Message

From: Sylvester, Ashley [/O=U.S. HOUSE OF REPRESENTATIVES/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=SYLVESTER, ASHLEY3C2]
Sent: 12/21/2016 6:54:47 PM
To: Schwab, Oliver [REDACTED]@mail.house.gov
Subject: RE: OS Southwest Card

I hear Chicago is wonderful at this time. No jackets or tents needed.

From: Schwab, Oliver
Sent: Wednesday, December 21, 2016 3:58 PM
To: Sylvester, Ashley
Subject: RE: OS Southwest Card

We should send him camping.

--

Oliver Schwab

Chief of Staff

Congressman David Schweikert (AZ-06)

(202)225-2190

From: Sylvester, Ashley
Sent: Wednesday, December 21, 2016 5:49 PM
To: Schwab, Oliver
Subject: RE: OS Southwest Card

Perfect. Well, David has all of his first class flights for the first week in January so hopefully he is a happy camper :)

From: Schwab, Oliver
Sent: Wednesday, December 21, 2016 3:44 PM
To: Sylvester, Ashley
Subject: RE: OS Southwest Card

This is great. Always feel welcome to use that card! Thank you for the heads up!

--

Oliver Schwab

Chief of Staff

Congressman David Schweikert (AZ-06)

(202)225-2190

From: Sylvester, Ashley

Sent: Wednesday, December 21, 2016 4:58 PM
To: Schwab, Oliver
Subject: OS Southwest Card

Hi Oliver,

Just wanted to give you a heads up that I used your SW card for a \$75 American Airlines upgrade for David to have Olivia visit. If you would like to revisit how to purchase flights for the incoming Congress, just let me know and I'll be happy to adjust!

Thanks,

Ashley Sylvester

Office Manager

Office of U.S. Congressman David Schweikert (AZ06)

2059 Rayburn House Office | Washington, D.C. 20515

p: (202) 225-2190 <tel:%28202%29%20225-2190> | f: (202) 225-0096 <tel:%28202%29%20225-0096>

PLEASE NOTE: Any Washington-based meetings with Congressman Schweikert are scheduled pending votes and committee business, and may change at any time. If a last minute schedule change occurs, the meeting will be handled by staff. Thank you in advance for your understanding.

EXHIBIT 55

From: David's Gmail <[REDACTED]@gmail.com>
Sent: Monday, December 14, 2015 8:54 AM
To: Schwab, Oliver <[REDACTED]@gmail.com>
Subject: Re: points balances

Thank you for this I need to learn more about the OneWorld alliance in their footprint

On Dec 14, 2015, at 6:48 AM, Schwab, Oliver <[REDACTED]@gmail.com> wrote:

Good morning,

Below are your points balances for your frequent airline rewards programs: From a personal standpoint, I have kept my United Account just because you would end up using it once every so often if you were ever flying out of IAD or going international?

Southwest	216,658
American Airlines	268,410
United	103,845

--

Oliver Schwab

EXHIBIT 56

From: Schwab, Oliver <[REDACTED]@gmail.com>
Sent: Thursday, February 25, 2016 8:24 AM
To: Joyce Schweikert <[REDACTED]@david10.com>
Cc: Ashley Sylvester <[REDACTED]@gmail.com>; David Schweikert <[REDACTED]@gmail.com>
Subject: March 2nd, Hotel for David and Joyce

Ashley,

In the event that Joyce chooses to fly in on March 2nd, I have a room reserved (and fully paid for) at the Residence Inn, 4 blocks from the Capitol.

Residence Inn
333 E. St. SW
Washington, DC 20024

Confirmation Number [REDACTED]

We may cancel up to 24 hours in advance, so once we know, we can cancel.

Oliver

--

Oliver Schwab

DEFENDING AMERICAS VALUES EVERYWHERE

TEAM DAVE

228 S WASHINGTON ST STE 115
ALEXANDRIA, VA 22314

1152

15-154/540

DATE 4/14/16

PAY TO THE
ORDER OF

Chartwell Associates

\$ 1,949.97

-----One Thousand Nine Hundred Forty - Nine & 97/100 -----

DOLLARS



Security
Features
Details on
Back.

BB&T

BRANCH BANKING AND TRUST COMPANY
1-800-BANK BBT BBT.com

FOR

MP

CONFIDENTIAL

COE.SCHWEIKERT.002731

DSS - ROS (ISC)_00001162

April 11, 2016

Hi Keith,

Enclosed is a \$5,000 check for the DAVE PAC as well as a list of expenses. Would you be able to cut a check back to Chartwell for reimbursement? I have covered them on my card.

Allison Mary	Event Management	\$1,109.51
Eric Johnson	Political Consulting	\$581.69
Residence Inn	Political Event	\$258.77
		\$1,949.97

Regards,

Oliver




















	<u>Trans Date</u>	<u>Post Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>
	03/07/2016	03/08/2016	Sale	ALAMO RENT-A-CAR	\$228.47
	03/07/2016	03/07/2016	Sale	Amazon.com	\$62.42
	03/07/2016	03/09/2016	Sale	JIMMY JOHNS - 90041	\$9.42
	03/07/2016	03/08/2016	Sale	CHEVRON 0210124	\$26.74
	03/06/2016	03/08/2016	Sale	SOUTHWES 5262189809230	\$609.98
	03/06/2016	03/08/2016	Sale	SOUTHWES 5262189808792	\$588.98
	03/06/2016	03/08/2016	Sale	SOUTHWES 5262189810179	\$352.98
	03/06/2016	03/08/2016	Sale	HILTON HOTELS SQUAW PK	\$419.52
	03/06/2016	03/08/2016	Sale	SOUTHWES 5262189815767	\$178.93
	03/05/2016	03/06/2016	Sale	Amazon.com	\$112.95
	03/05/2016	03/07/2016	Sale	ALAMO RENT-A-CAR	\$132.49
	03/04/2016	03/04/2016	Payment	Payment Thank You-Mobile	-\$2,900.61
	03/04/2016	03/06/2016	Sale	DNH*DOMAIN HOSTING SRVCS	\$50.85
	03/04/2016	03/06/2016	Sale	RESIDENCE INN CAPITOL	\$258.77
	03/04/2016	03/06/2016	Sale	Amazon.com	\$74.70
	03/04/2016	03/06/2016	Sale	DNH*DOMAIN HOSTING SRVCS	\$10.17
	03/03/2016	03/03/2016	Payment	Payment Thank You - Web	-\$1,000.00
	03/02/2016	03/02/2016	Payment	Payment Thank You - Web	-\$871.15
	03/02/2016	03/03/2016	Sale	USPS 10500914228923225	\$77.36
	03/01/2016	03/01/2016	Payment	Payment Thank You - Web	-\$500.00
	03/01/2016	03/02/2016	Sale	KIM'S CLEANERS	\$25.00
	02/29/2016	02/29/2016	Payment	Payment Thank You - Web	-\$466.82
	02/29/2016	03/01/2016	Sale	FACEBOOK B8QYE9JND2	\$427.63
	02/27/2016	02/28/2016	Sale	Amazon.com	\$124.50
	02/27/2016	02/28/2016	Payment	Payment Thank You - Web	-\$386.05
	02/26/2016	02/26/2016	Payment	Payment Thank You - Web	-\$7,359.57
	02/24/2016	02/24/2016	Payment	Payment Thank You - Web	-\$789.96
	02/23/2016	02/24/2016	Sale	HILTON GARDEN INN PHX	\$210.24
	02/23/2016	02/24/2016	Sale	OTG DCA VENTURE II, LLC	\$27.33
	02/22/2016	02/23/2016	Sale	ALAMO RENT-A-CAR	\$379.06
	02/21/2016	02/22/2016	Sale	Amazon.com	\$25.36
	02/21/2016	02/23/2016	Sale	AJ'S #063	\$46.41

EXHIBIT 57



Oliver Schwab <[REDACTED]@gmail.com>

David/Olivia next week

4 messages

Schwab, Oliver <[REDACTED]@gmail.com>

Wed, May 30, 2018 at 4:10 AM

To: Ashley Sylvester <[REDACTED]@gmail.com>

David said that he would prefer to have just Olivia come out next week; I wanted to flag for logistics. Let's follow up, but wanted to send this line before the day started.

--

Oliver Schwab

Ashley Sylvester <[REDACTED]@gmail.com>

Wed, May 30, 2018 at 7:32 AM

To: "Schwab, Oliver" <[REDACTED]@gmail.com>

I can't find Olivia a babysitter in this short amount of time. If David and Joyce find someone or if Joyce comes out, it's the only way I see it working

[Quoted text hidden]

--

Ashley Sylvester

Director of Operations

Rep David Schweikert (AZ-06)

Oliver Schwab <[REDACTED]@gmail.com>

Wed, May 30, 2018 at 9:14 AM

To: Ashley Sylvester <[REDACTED]@gmail.com>

It's also not appropriate for you to be finding a sitter; this is exactly the kind of thing that we need to nip in the bud.

I will verbally discuss with David. I may also put in writing.

Sent from my iPhone

[Quoted text hidden]

Ashley Sylvester <[REDACTED]@gmail.com>

Wed, May 30, 2018 at 9:16 AM

To: Oliver Schwab <[REDACTED]@gmail.com>

I just told him that I need Joyce out with Olivia because I don't have time to find him a babysitter. Unless of course, he is able to find her a babysitter

[Quoted text hidden]

EXHIBIT 58



Oliver Schwab <[REDACTED]@gmail.com>

Non official expenses

6 messages

Ashley Sylvester <[REDACTED]@gmail.com>
To: Oliver Schwab <[REDACTED]@gmail.com>

Mon, Jun 26, 2017 at 6:30 PM

Hi Oliver,

As mentioned, below are the list of expenses.

\$350 - Sally babysitting

\$44.40 - Intern summer lunch

\$82.50 - Sympathy baskets for Rep Williams + Rep Stivers

Total: \$476.90

Please let me know if you have any questions.

Thanks!

--**Ashley Sylvester**

Office Manager / Press Assistant

Rep David Schweikert (AZ-06)

Schwab, Oliver <[REDACTED]@gmail.com>
To: Ashley Sylvester <[REDACTED]@gmail.com>

Mon, Jun 26, 2017 at 6:38 PM

Perfect. I should have a check Thursday when I come in the office!

On Mon, Jun 26, 2017 at 3:30 PM, Ashley Sylvester <[REDACTED]@gmail.com> wrote:

Hi Oliver,

As mentioned, below are the list of expenses.

\$350 - Sally babysitting

\$44.40 - Intern summer lunch

\$82.50 - Sympathy baskets for Rep Williams + Rep Stivers

Total: \$476.90

Please let me know if you have any questions.

Thanks!

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Oliver Schwab

Ashley Sylvester <[REDACTED]@gmail.com>
To: "Schwab, Oliver" <[REDACTED]@gmail.com>

Mon, Jun 26, 2017 at 8:52 PM

Thank you!

On Mon, Jun 26, 2017 at 6:38 PM Schwab, Oliver <[REDACTED]@gmail.com> wrote:
Perfect. I should have a check Thursday when I come in the office!

On Mon, Jun 26, 2017 at 3:30 PM, Ashley Sylvester <[REDACTED]@gmail.com> wrote:
Hi Oliver,

As mentioned, below are the list of expenses.

\$350 - Sally babysitting
\$44.40 - Intern summer lunch
\$82.50 - Sympathy baskets for Rep Williams + Rep Stivers

Total: \$476.90

Please let me know if you have any questions.

Thanks!

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Oliver Schwab

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

Ashley Sylvester <[REDACTED]@gmail.com>
To: "Schwab, Oliver" <[REDACTED]@gmail.com>

Mon, Jun 26, 2017 at 8:53 PM

And whoops--meant Whip Scalise. I was working on a Stivers thing for DS when I was typing this up...

On Mon, Jun 26, 2017 at 8:52 PM Ashley Sylvester <[REDACTED]@gmail.com> wrote:
Thank you!

On Mon, Jun 26, 2017 at 6:38 PM Schwab, Oliver <[REDACTED]@gmail.com> wrote:
Perfect. I should have a check Thursday when I come in the office!

On Mon, Jun 26, 2017 at 3:30 PM, Ashley Sylvester <[REDACTED]@gmail.com> wrote:
Hi Oliver,

As mentioned, below are the list of expenses.

\$350 - Sally babysitting
\$44.40 - Intern summer lunch
\$82.50 - Sympathy baskets for Rep Williams + Rep Stivers

Total: \$476.90

Please let me know if you have any questions.

Thanks!

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Oliver Schwab

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

Schwab, Oliver <[REDACTED]@gmail.com>

Mon, Jun 26, 2017 at 9:00 PM

To: Ashley Sylvester <[REDACTED]@gmail.com>

No worries. I just passed along the figure :-)

On Mon, Jun 26, 2017 at 5:53 PM, Ashley Sylvester <[REDACTED]@gmail.com> wrote:
And whoops--meant Whip Scalise. I was working on a Stivers thing for DS when I was typing this up...

On Mon, Jun 26, 2017 at 8:52 PM Ashley Sylvester <[REDACTED]@gmail.com> wrote:
Thank you!

On Mon, Jun 26, 2017 at 6:38 PM Schwab, Oliver <[REDACTED]@gmail.com> wrote:
Perfect. I should have a check Thursday when I come in the office!

On Mon, Jun 26, 2017 at 3:30 PM, Ashley Sylvester <[REDACTED]@gmail.com> wrote:
Hi Oliver,

As mentioned, below are the list of expenses.

\$350 - Sally babysitting
\$44.40 - Intern summer lunch
\$82.50 - Sympathy baskets for Rep Williams + Rep Stivers

Total: \$476.90

Please let me know if you have any questions.

Thanks!

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Oliver Schwab

--

Ashley Sylvester

Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Ashley Sylvester
Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Oliver Schwab

Ashley Sylvester <[REDACTED]@gmail.com>
To: Oliver Schwab <[REDACTED]@gmail.com>

Tue, Jul 11, 2017 at 3:16 PM

----- Forwarded message -----

From: **Ashley Sylvester** <[REDACTED]@gmail.com>
Date: Mon, Jun 26, 2017 at 6:30 PM
Subject: Non official expenses
To: Oliver Schwab <[REDACTED]@gmail.com>

Hi Oliver,

As mentioned, below are the list of expenses.

\$350 - Sally babysitting
\$44.40 - Intern summer lunch
\$82.50 - Sympathy baskets for Rep Williams + Rep Stivers

Total: \$476.90

Please let me know if you have any questions.

Thanks!

--

Ashley Sylvester
Office Manager / Press Assistant
Rep David Schweikert (AZ-06)

--

Ashley Sylvester
Office Manager / Press Assistant

Rep David Schweikert (AZ-06)

EXHIBIT 59



Oliver Schwab <[REDACTED]@gmail.com>

Could you resend babysitting

3 messages

Oliver Schwab <[REDACTED]@gmail.com>

Thu, Oct 5, 2017 at 6:04 PM

To: Ashley Sylvester <[REDACTED]@gmail.com>

Sent from my iPhone

Ashley Sylvester <[REDACTED]@gmail.com>

Fri, Oct 6, 2017 at 9:36 AM

To: Oliver Schwab <[REDACTED]@gmail.com>

\$502.83

On Thu, Oct 5, 2017 at 6:04 PM, Oliver Schwab <[REDACTED]@gmail.com> wrote:

Sent from my iPhone

--

Ashley Sylvester

Office Manager / Press Assistant

Rep David Schweikert (AZ-06)

Oliver Schwab <[REDACTED]@gmail.com>

Fri, Oct 6, 2017 at 9:53 AM

To: Ashley Sylvester <[REDACTED]@gmail.com>

Got it!

Sent from my iPhone

[Quoted text hidden]

EXHIBIT 60



Oliver Schwab <[REDACTED]@gmail.com>

Next week

12 messages

Oliver Schwab <[REDACTED]@gmail.com>

Sat, Mar 19, 2016 at 12:08 PM

To: [REDACTED]@mail.house.gov

All,

As you may know, David will be bringing Olivia to DC next week.

Beau, could you make sure you connect with David on anything he may be expecting as far as materials and supplies help?

Next week is going to be short, and have a lot of distractions.

I also just learned I may need to be in Arizona on Tuesday for a program that David has asked me to take handle.

Opening up a communication channel here, please feel welcome to share any thoughts...

Oliver

Sent from my iPhone

White, Ryan <[REDACTED]@mail.house.gov>

Sat, Mar 19, 2016 at 12:11 PM

To: "Schwab, Oliver" <[REDACTED]@gmail.com>

Anything I can do to help lighten your load?

Sent from my iPhone

[Quoted text hidden]

 **winmail.dat**
4K

Oliver Schwab <[REDACTED]@gmail.com>

Sat, Mar 19, 2016 at 12:24 PM

To: Ryan White <[REDACTED]@gmail.com>

Cc: Ana Schwab <[REDACTED]@gmail.com>

I appreciate it. If you can maybe be available Tuesday night, you, David and Ana (ccd) can go to the NRCC March dinner.

I'm also resending to your political as its political.

Sent from my iPhone

[Quoted text hidden]

> <winmail.dat>

Duveneck, Katherine <[REDACTED]@mail.house.gov>

Sat, Mar 19, 2016 at 12:25 PM

To: "Schwab, Oliver" <[REDACTED]@gmail.com>, "Brunson, Beau" <[REDACTED]@mail.house.gov>

Ashley and I have been talking to DS and we'll go pick up things for him at Costco as soon as he figures out what she needs!

Katherine Duveneck
Research Assistant

Office of U.S. Congressman David Schweikert (AZ06)

Please excuse Siri - sent from my iPhone

[Quoted text hidden]

 **winmail.dat**
5K

Oliver Schwab <[REDACTED]@gmail.com>
To: "Duveneck, Katherine" <[REDACTED]@mail.house.gov>
Cc: "Brunson, Beau" <[REDACTED]@mail.house.gov>

Sat, Mar 19, 2016 at 12:29 PM

Thank you for taking the lead on this. It is so helpful!

Sent from my iPhone

[Quoted text hidden]

> <winmail.dat>

Fox, Sally <[REDACTED]@mail.house.gov>
To: "Schwab, Oliver" <[REDACTED]@gmail.com>

Sat, Mar 19, 2016 at 12:45 PM

Oliver,

Whenever I don't have tours or other work that needs to be done, I'd be more than happy to help out with Olivia if David needs it. I was a nanny and love kids, so please let me know if I can be of any assistance!

Sally

Sent from my iPhone

[Quoted text hidden]

 **winmail.dat**
4K

Oliver Schwab <[REDACTED]@gmail.com>
To: "Fox, Sally" <[REDACTED]@mail.house.gov>
Cc: Beau Brunson <[REDACTED]@mail.house.gov>

Sat, Mar 19, 2016 at 1:00 PM

You're the best!

Sent from my iPhone

[Quoted text hidden]

> <winmail.dat>

Dimenstein, Katherine <[REDACTED]@mail.house.gov>
To: "Schwab, Oliver" <[REDACTED]@gmail.com>

Sat, Mar 19, 2016 at 2:12 PM

David came to me pushing to find him a 'unemployed female intern type person' to be Olivia's nanny this week - I said I didn't know anyone because I don't want to put someone in the position of a free babysitter.

Just a heads up.

Sent from my iPhone

> On Mar 19, 2016, at 12:08 PM, Schwab, Oliver <[REDACTED]@gmail.com> wrote:

>

[Quoted text hidden]

 **winmail.dat**

4K

Oliver Schwab <[REDACTED]@gmail.com>
To: "Dimenstein, Katherina" <[REDACTED]@mail.house.gov>

Sat, Mar 19, 2016 at 2:13 PM

Of course he did.

Sent from my iPhone

[Quoted text hidden]

> <winmail.dat>

Oliver Schwab <[REDACTED]@gmail.com>
To: Ana Schwab <[REDACTED]@gmail.com>

Sat, Mar 19, 2016 at 2:13 PM

Sent from my iPhone

Begin forwarded message:

[Quoted text hidden]

ryan white <[REDACTED]@gmail.com>
To: Oliver Schwab <[REDACTED]@gmail.com>
Cc: Ana Schwab <[REDACTED]@gmail.com>

Sun, Mar 20, 2016 at 11:32 AM

No problem. I'll be around. Ana, let's connect tomorrow.

[Quoted text hidden]

Ana Dru Schwab <[REDACTED]@gmail.com>
To: ryan white <[REDACTED]@gmail.com>
Cc: Oliver Schwab <[REDACTED]@gmail.com>

Sun, Mar 20, 2016 at 11:38 AM

Sounds good!

Sent from my iPhone

[Quoted text hidden]