

July 12, 2005

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A committee resolution

2 relating to compensatory time for employees of the Senate during the 2005 regular
3 and special sessions.

4 BE IT RESOLVED, by the Committee on Rules and Administration:

5 Notwithstanding Senate Policy 2.40, an employee who has accumulated 180 hours of
6 compensatory time in 2005 is eligible for an additional 40 hours accrued during a special session
7 that year, and compensatory time earned in 2005 need not be used until December 31, 2006.

Senator moves to add a new Senate Policy 3.05 to read as follows:

3.05 Travel Approval and Expenses

Policy

The foundation for all policies and procedures related to legislative travel is public accountability. Travel will be approved for members and staff with strong consideration for the Senate's internal budgetary concerns. We will attempt to balance between the prudent expenditure of public money and the value of travel as a means of improving the Senate and government effectiveness generally, or improving a particular member's or staff person's base of knowledge or area of expertise within the context of their committee assignments and their jobs.

Travel must relate directly to the traveler's position in the Senate, committee assignments, work, and (for staff) job description.

Procedure

Expenses incurred by members and staff when traveling to attend conferences, seminars, committee meetings away from the Capitol, and on other Senate business, will be paid or reimbursed by the Senate if all the following conditions have been met:

Interim Budget Approval. Travel during the interim between annual sessions must be funded in a committee interim work plan approved by the Committee on Rules and Administration.

Travel Request Form. A request to travel must be received by the Rules Committee office at least 30 days before the departure date. Earlier requests, submitted in time to take advantage of airline, hotel, and conference registration discounts, will be preferred. Forms submitted less than 30 days before the departure date will not be approved unless airfare and other costs allow.

The request must be submitted on the appropriate Senate form and must contain the following:

- 1) an itemized list of the types and amounts of expenses for which reimbursement is being requested;
- 2) copies of documentation and informational materials about the conference being attended; and
- 3) the signatures of the appropriate supervisors and Senators.

A request form submitted without the items listed above will not be approved. *Fill in all related expenses on the request form or it will be returned to you.*

Eligible Expenses. The Senate may pay for conference registration fees, round-trip coach airfare, reasonable transportation between airport and hotel, single-room accommodations, and other expenses covered in the Legislative Plan for Employee Benefits as adopted by the Senate.

Per diem must cover all meals for members.

Air Travel; Hotel Reservations. Airline and hotel reservations must be made by or with the approval of the Secretary of the Senate.

Car Rental. Car rental must be noted on the travel request form and approved before travel. Car rental will not be approved unless it is shown to be an economical alternative. Reimbursement will be limited to official state business.

Registration Fees. Registration fees should be billed to the Secretary of the Senate, if the sponsor will do so.

Prior Approval by Committee Chairs. The travel request must have been approved by the chair of the committee whose members or staff are traveling and by the Chair of the Committee on Rules and Administration before the travel begins.

Reimbursement Request Form. An expense reimbursement form, accompanied by necessary receipts, must be submitted to Fiscal Services no later than 60 days after expenses were incurred.

Approved by the Committee on Rules and Administration July 13, 2005

RULES & ADMINISTRATION COMMITTEE

July 13, 2005

moves to amend the rosters of the Senate employees as follows:

REGULAR ROSTER

Mary Ann Hecht, Legislative Assistant II promoted to Legislative Assistant III, effective 11/15/02, at an annual salary of \$33,125.

Todd Olson, Legislative Assistant II promoted to Legislative Assistant III, effective 1/3/05, at an annual salary of \$36,978.

Aaron Iverson, Legislative Assistant I, effective 1/14/05, at an annual salary of \$27,531.

Ellen Perrault, Researcher II promoted to Researcher III, effective 1/28/05, at an annual salary of \$39,666.

Wendy Haavisto, Legislative Assistant II promoted to Legislative Assistant III, effective 2/1/05, at an annual salary of \$34,547.

Andrea Ross, Legislative Assistant I, effective 2/7/05, at an annual salary of \$27,531.

Robyn Rumpca, Legal Secretary II promoted to Legal Secretary III, effective 3/13/05, at an annual salary of \$38,669.

Susan Dimond, Legislative Assistant II promoted to Legislative Assistant III, effective 3/22/05, at an annual salary of \$34,449.

Melissa Mapes, Legislative Assistant I (temporary) changed to Legal Secretary I (regular), effective 6/1/05, at an annual salary of \$30,991.

Melissa Martin, Legislative Assistant I (temporary) changed to Legal Secretary I (regular), effective 6/1/05, at an annual salary of \$30,991.

Michael Brakke, Committee Page (temporary) changed to Legislative Assistant III (regular), effective 6/4/05, at an annual salary of \$31,675

Karl Haddeland, Committee Page (temporary) changed to Committee Administrator I (regular), effective 6/4/05, at an annual salary of \$35,634.

Daniel Solomon, Legislative Assistant I (temporary) changed to Legislative Assistant I (regular), effective 6/8/05, at an annual salary of \$27,531.

Renee Rose, Legal Secretary II promoted to **Legal Secretary III**, effective 7/1/05, at an annual salary of \$38,561.

Amy Rastetter, Legislative Assistant I, effective 7/5/05, at an annual salary of \$27,531.

Jacqueline Wegleitner, Researcher III changed to **Assistant Research Director**, effective 7/6/05, at an annual salary of \$60,047.

Sarah Johnson, Legislative Assistant I, effective 7/11/05, at an annual salary of \$27,531.

Sara Benzkofer, Legislative Assistant III will change to **Committee Administrator I**, effective 7/16/05, at an annual salary of \$35,812.

Regina Garza, Legislative Assistant III, effective 8/1/05, at an annual salary of \$31,675.

TEMPORARY ROSTER

Kelsey May, Committee Page (Job Share), effective 6/27/05, at an annual salary of \$12,584.

July 2005

TO: All Senators
FROM: Senator Dean Johnson, Chair
Senate Rules and Administration Committee
RE: Interim 2005

PER DIEM, MILEAGE, LODGING AND TRAVEL EXPENSES (INTERIM).

Members will be reimbursed for per diem, mileage, lodging, travel, registration fees, taxis and baggage tips.

Per diem maximum reimbursement is \$66 per day.

Hotel/Lodging – Reimbursement will be \$85 per night maximum for in-state lodging and the actual cost of a single room for travel outside the state of Minnesota. Receipts must be attached.

Apartment -- \$900 per month maximum. Receipts must accompany claims or leases must be filed in the Fiscal Services Office. Housing claims may include utilities and/or rental of furniture up to maximum of \$900.

Registration fees will be paid when authorized. **Receipts must be attached.**

Mileage to and from the Capitol at the current IRS reimbursement level – **40.5 cents per mile** (as of January 1, 2005).

Air travel between place of residence and Minneapolis/St. Paul airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

- Senators attending committee or subcommittee meetings.
- President or chair of committee for work at the Capitol or meetings with staff.
- Chief authors of bills who are called upon to present a Senate File.
- Committee members, upon approval of committee chair.
- Minority Leader for appropriate duties.
- Senators attending House committee meetings upon the approval of the Majority Leader.
- Travel days to and from the Capitol.

Members will not be reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings. Please note that reimbursements may be subject to taxes.

COMMUNICATIONS REIMBURSEMENT

Reimbursement will be authorized up to a **maximum of \$125 per month for communications**, e.g. telephone, fax cell phone, pager, Internet service, etc. If received for, it will be treated as an expense. If not received, it will be treated as income and taxes will be deducted.

CONSTITUENT SERVICE MILEAGE

Constituent Service Mileage – at current IRS rate.

Reimbursement has been authorized for all senators covering mileage incurred for constituent matters on a monthly basis at the present rate per mile. Reimbursement is subject to the approval from the chair of the Committee on Rules and Administration.

OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES

In-state travel by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) that is funded in the committee interim work plans approved by the Senate Committee on Rules and Administration must have the approval of the chairperson of the committee traveling and the chair of the Senate Rules Committee before reimbursement can be made.

Prior approval of the chair of the Senate Committee on Rules and Administration is necessary before members or staff attends meetings, conferences, seminars, etc. Requests for staff to attend such meetings will be given special consideration but must be approved in advance. **Fill in all related expenses on the authorization form or it will be returned to you.**

All expenses must be submitted to Fiscal Services no later than **60 days** after their occurrence.

Car rental must be noted on the travel authorization form and approved prior to travel. For authorized travel, the Senate will pay for the following: round-trip coach airfare, conference registration fees, single room accommodations, reasonable transportation between airport and hotel. Per diem must cover all meals.

CONSULTANTS

A request must be submitted to the Rules Committee chair for approval before an invitation is extended to pay expenses for any “expert witness” or consultant.

1 A Senate resolution
2 relating to adjournment of the Special Session.
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4 BE IT RESOLVED, by the Senate of the State of Minnesota:
5 The Secretary of the Senate shall notify the Governor and
6 the House of Representatives that the Senate is about to adjourn
7 the Special Session sine die.

8 The Secretary of the Senate may correct and approve the
9 Journal of the Senate for the Special Session.