

THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE RESOLUTION

No. 2

Session of
2015

INTRODUCED BY CORMAN, JANUARY 6, 2015

INTRODUCED AND ADOPTED, JANUARY 6, 2015

A RESOLUTION

1 Adopting Financial Operating Rules of the Senate.

2 RESOLVED, That Financial Operating Rules of the Senate be
3 adopted for the governing of the 199th and 200th Regular
4 Session.

5 (2015-2016)

6 FINANCIAL OPERATING RULES OF THE SENATE

7 Rule 1. Personnel.

8 (a) Central office.--The office of the Chief Clerk of the
9 Senate shall serve as the central office of the Senate for all
10 personnel and payroll matters.

11 (b) Employees of the Senate.--

12 (1) Personnel files.--Before any individual is placed on
13 any payroll of the Senate, there must be in the office of the
14 Chief Clerk a payroll file containing:

15 (i) Full name of employee.

16 (ii) Full address.

17 (iii) Date of employment or job transfer.

18 (iv) Actual functional job title or description to

1 include general hours of work, general job
2 responsibilities and job location.

3 (v) The name of the Senator or Officer responsible
4 for monitoring the employee's performance.

5 (vi) Letter of appointment signed by the authorizing
6 Senator or Officer including a delineation of the account
7 from which the employee is to be paid.

8 (vii) The current compensation level with signature
9 approval of the authorizing Senator or Officer. Overtime
10 payments may be authorized only in emergency maintenance
11 and security situations with the signature approvals of
12 the Senator or Officer responsible for monitoring
13 performance, the authorizing Senator or Officer and the
14 President Pro Tempore.

15 (viii) All information necessary for tax withholding
16 and benefit eligibility.

17 (ix) Employment Eligibility Verification Form.

18 (2) Maintenance.--It is the responsibility of the Chief
19 Clerk to develop procedures necessary to maintain this
20 payroll file information on a current basis. All payroll
21 changes shall be reflected by the next appropriate payroll
22 period providing said change is received in the office of the
23 Chief Clerk prior to processing of the payroll.

24 (3) Reclassification of employees.--Any reclassification
25 of employees under the Senate of Pennsylvania Pay Management
26 Plan shall be submitted by the Senator or Officer authorizing
27 such reclassification to the Senate Committee on Management
28 Operations for approval or disapproval. The Senate Committee
29 on Management Operations is authorized to establish a bi-
30 partisan subcommittee to consider and approve or disapprove

1 all such requests subject to an appeal by the Senator or
2 Officer for consideration of the reclassification by the
3 Senate Committee on Management Operations.

4 (c) Contract for services.--

5 (1) Files for service contracts.--For any person
6 retained on a contractual basis by any Officer or Senator to
7 provide services, there shall be in the office of the Chief
8 Clerk a file containing:

9 (i) A copy of the contract signed by the authorizing
10 Senator or Officer including:

11 (A) Full name, address and Federal tax
12 identification number of the contractor.

13 (B) Duration of the contract.

14 (C) Maximum cost of the contract and terms of
15 payment.

16 (D) Clear, detailed description of the type of
17 service to be performed or product to be delivered.

18 (ii) The name of the Senator or Officer responsible
19 for monitoring the contractor's performance.

20 (iii) Additional information as required by policies
21 of the Senate Committee on Management Operations.

22 (2) Limitation on contracts.--Except as authorized by
23 policies of the Senate Committee on Management Operations, no
24 contract may extend beyond the expiration of the term of
25 office of the Senator.

26 (3) Contract review.--All contracts for services shall
27 be submitted to the Chief Clerk for review and approval
28 regarding conformity with applicable laws, rules and policies
29 adopted by the Senate Committee on Management Operations.

30 (4) Payment.--Payments under contract shall be made in

1 accordance with provisions of the contract provided that a
2 voucher for such payment is received in the office of the
3 Chief Clerk before the applicable processing deadline.

4 Contractor performance shall be reviewed by the monitoring
5 individual designated pursuant to paragraph (1)(ii), who
6 under conditions of satisfactory performance and conformity
7 to the contract shall approve the voucher prior to
8 processing.

9 (d) Authorized accounts.--Salaries, wages and related
10 benefits shall be paid from accounts so authorized by the
11 General Appropriation Act. All accounts may pay expenses related
12 to contracts for services.

13 Rule 2. Travel allowances and reimbursements.

14 (a) Senator travel.--Travel allowances or reimbursements may
15 be paid to a Senator who is engaged in travel in the performance
16 of legislative duties. Except as provided in subsection (c),
17 Senators are not authorized to lease vehicles on a long-term
18 basis and no payments will be made with respect to long-term
19 lease vehicle expenses incurred by Senators. Travel payments may
20 be claimed in connection with the following:

21 (1) Mileage between home district and Harrisburg for
22 attendance at a session of the Senate.

23 (2) Round trip travel between home district and
24 Harrisburg for other legislative activities.

25 (3) All travel in the Commonwealth for legislative
26 business.

27 (4) All travel to attend committee meetings, hearings,
28 conferences and seminars.

29 (b) Employee travel.--Travel reimbursement may be paid to
30 employees engaged in travel from their work place to the place

1 of legislative business provided that the travel is necessary
2 for the performance of official business. Except as provided in
3 subsection (c), employees are not authorized to lease vehicles
4 on a long-term basis, and no payments will be made with respect
5 to long-term lease vehicle expenses incurred by employees. When
6 away from the Harrisburg area and from their workplace,
7 employees may, subject to approval of the supervising Senator or
8 officer, rent cars on a short-term basis for a period not in
9 excess of that needed to carry out official business.

10 (c) Rental of vehicle or conveyance.--

11 (1) Short-term rental of vehicle or conveyance.--A
12 Senator whose Senate-provided leased vehicle is unavailable
13 may be reimbursed the actual legislative percentage expenses
14 for a short-term rental. A Senator or employee who rents a
15 vehicle or conveyance on a short-term basis, other than a
16 Senator's temporary replacement of a Senate-provided leased
17 vehicle, may be reimbursed only on an actual cost basis for
18 the legislative percentage of rental payments and expenses of
19 operation.

20 (2) Vehicle rental by Chief Clerk.--The Chief Clerk is
21 authorized to lease such vehicles as deemed necessary by the
22 Senate Committee on Management Operations for the operation
23 of the Senate. The actual expenses of the lease and operation
24 shall be paid by the Senate's Incidental Expense Account. The
25 Chief Clerk is also authorized to enter into a master lease
26 agreement with the Department of General Services for the
27 long-term lease of automobiles to be used by Senators. Rules
28 relating to the payment of expenses relating to vehicles
29 leased through the Department of General Services to be used
30 by Senators shall be promulgated by the Senate Committee on

1 Management Operations.

2 (d) Allowable transportation expenses.--

3 (1) Common or chartered carrier.--A Senator or employee
4 may be reimbursed for reasonable actual costs of carriage
5 when traveling by common or chartered carrier, including
6 expenses for parking, taxis, limousines and tolls. Claims for
7 payment based on miles traveled cannot be paid.

8 (2) Personal vehicle or conveyance.--A Senator or
9 employee who uses a personal vehicle may be reimbursed on
10 such mileage basis as may be established by the Senate
11 Committee on Management Operations. Reimbursement for use of
12 other noncommercial vehicles or noncommercial aircraft shall
13 be made on such basis as may be established by the Senate
14 Committee on Management Operations.

15 (3) Out-of-State travel.--

16 (i) Nonmember Officers of the Senate and their
17 employees may claim expenses for travel outside the
18 Commonwealth, provided that such travel is approved in
19 the manner described in Rule 11. All claims for Senators'
20 and employees' travel outside the Commonwealth shall be
21 filed with the Office of the Chief Clerk in the manner
22 described in Rule 11.

23 (ii) Senators may claim ordinary and necessary
24 expenses for travel outside the Commonwealth provided
25 that the travel is necessary to attend a conference,
26 seminar or meeting regularly or specially scheduled by an
27 organization which conference, seminar or meeting has a
28 legislative purpose. Senators shall submit a copy of a
29 registration and agenda, in addition to any other
30 documentation required by these rules.

1 (iii) Senators may also claim ordinary and necessary
2 expenses for travel outside the Commonwealth when the
3 travel has a legislative purpose, but is not for
4 attending a conference, seminar or meeting, provided the
5 purpose is approved by the Senate Committee on Management
6 Operations, and provided further that approval is not
7 required for legislative business in Washington, DC.

8 (4) No duplication.--If a Senator or employee is
9 entitled to reimbursement from more than one source for
10 legislative business performed on behalf of more than one
11 committee or group, payment shall be received from only one
12 source.

13 (e) Documentation.--

14 (1) Expense voucher.--All requests for travel payments
15 must be made on an expense voucher showing:

16 (i) Dates of travel.

17 (ii) Legislative purpose of travel described in
18 reasonable specificity. Claims for out-of-State travel
19 shall also include such information as may be required
20 under subsection (d)(3).

21 (iii) The number of miles traveled when claiming
22 reimbursement on a mileage basis. Such mileage claims
23 also should reflect an itinerary including point of
24 origin, furthest destination, and intermediate points and
25 the legislative purpose of the trips.

26 (2) Receipts.--Receipts must be submitted to support the
27 cost associated with claims for:

28 (i) Travel by common or chartered carrier.

29 (ii) Leased vehicle or conveyance operation.

30 Receipts for gasoline and maintenance shall include the

1 license number of the vehicle and the location of the
2 purchase. In addition, a copy of such lease must be on
3 file with the Office of the Chief Clerk.

4 (iii) Parking, limousine, toll charges and other
5 miscellaneous incidental items when any of these items
6 exceed \$25.

7 (f) Authorized accounts.--Travel payments can be made from
8 any of the following accounts. Long-term vehicle or conveyance
9 rental payments may be made from all accounts except paragraph
10 (5). Authorized accounts are:

11 (1) Appropriations Committee Accounts.

12 (2) Senators' Legislative Accountable Expense Accounts.

13 (3) Incidental Expense Account.

14 (4) Caucus Operations Accounts.

15 (5) Committee and Contingent Expenses Accounts.

16 (6) Computer Services Accounts.

17 Rule 3. Meals and lodging.

18 (a) General.--A Senator may receive payments attributable to
19 ordinary and necessary expenses for meals, lodging and
20 incidental items provided that the Senator is engaged in the
21 performance of legislative duties. Depending on the nature and
22 location of the activity, as explained below, payments may be
23 made in one of the following forms: per diem allowance or
24 reimbursement for actual costs incurred.

25 (b) Per diem allowance.--

26 (1) A per diem allowance is an allowance for meals and
27 lodging expenses incurred in the course of a Senator's
28 duties. It is paid in lieu of reimbursement for actual
29 expenses. A Senator is entitled to receive a full or partial
30 per diem allowance for each day the Senator is in the

1 performance of legislative duties while in the Harrisburg
2 area (defined as within Dauphin County or otherwise within a
3 10-mile radius of the Capitol) or elsewhere in the
4 Commonwealth but away from home. Specific legislative duties
5 include attendance at sessions of the Senate, attendance at
6 official committee meetings and participation in all other
7 activities necessary or appropriate to the carrying out of
8 the responsibilities of the Senator. Payment of a per diem
9 allowance is authorized only when the legislative duties
10 performed by the Senator occur more than 50 miles from the
11 Senator's residence.

12 (2) Types of per diem allowance.--

13 (i) A full per diem allowance not to exceed such
14 amount as may be established by the Senate Committee on
15 Management Operations may be claimed as an allowance for
16 meals and lodging and is in lieu of reimbursement for
17 actual expenses.

18 (ii) When the per diem entitlement derives from the
19 performance in the Harrisburg area of the specified
20 legislative duties set forth in paragraph (1), a Senator
21 may receive a partial per diem allowance in accordance
22 with policy established by the Senate Committee on
23 Management Operations for meals and incidentals.

24 (c) Actual costs.--A Senator may claim actual costs for
25 lodging, meals and other incidental items incurred in the
26 performance of legislative duties in lieu of a per diem
27 allowance. Expense claims for costs of lodging, meals and other
28 incidental expenses incurred in the performance of legislative
29 duties outside of the Commonwealth may be reimbursed on an
30 actual expense basis or through a per diem allowance.

1 (d) Employees' travel.--If an employee is engaged in travel
2 away from the normally assigned place of work necessary for the
3 performance of official business, the employee may be reimbursed
4 for ordinary and necessary actual expenses for lodging, meals
5 and other incidental items. For rules regarding out-of-State
6 travel, see Rule 11.

7 (e) Payment From one source.--If a Senator is entitled to a
8 meal and lodging claim from more than one source for legislative
9 business performed on behalf of more than one committee or
10 group, payments shall be received from only one source.

11 (f) Review.--All authorized and approved meals and lodging
12 claims shall be reviewed for inadvertent duplication by the
13 Office of the Chief Clerk prior to processing and payment.

14 (g) Record keeping.--Where a per diem allowance or
15 reimbursement is paid by a legislative service agency cofunded
16 between both Houses of the General Assembly, a copy of the
17 approved claim shall be furnished to the Office of the Chief
18 Clerk.

19 (h) Documentation.--

20 (1) Per diem allowance.--For payment of a per diem
21 allowance, a Senator must submit a voucher showing the date,
22 the legislative activity in which the Senator was engaged on
23 that date, the location of the activity and an affirmative
24 statement that the Senator incurred overnight lodging
25 expense.

26 (2) Actual expenses of a Senator or an employee.--For
27 payment of actual expenses, a Senator or employee must submit
28 a voucher showing the date, amount, place and the legislative
29 activity in which the Senator or employee was engaged and
30 must submit a vendor or credit card receipt or invoice for

each item exceeding \$10. Tips for meals may not exceed 20% of the value of the meal.

(i) Authorized accounts.--

(1) Payments shall be made from the Incidental Expense Account for authorized Per Diem Allowances only for sessions of the Senate during which a Senator is recorded as present on any roll call vote.

(2) Payment may be made from the following accounts for other authorized per diem, meal and lodging claims:

(i) Appropriations Committee Accounts.

(ii) Senators' Legislative Accountable Expense Accounts.

(iii) Incidental Expense Account.

(iv) Caucus Operations Accounts.

(v) Committee and Contingent Expenses Accounts.

(vi) Computer Services Accounts for actual expenses only.

Rule 4. Equipment and furnishing control and inventory.

(a) Purchases, improvements and renovations.--The Office of the Chief Clerk shall act as the sole agent for improvements or renovations to Senate facilities at the Capitol Complex and for the purchase, rental, control and inventory of durable equipment, furniture and furnishings with a useful life of one year or more and a cost greater than the limit established by the Senate Committee on Management Operations for utilization in both the Capitol and District Offices. Nonrecoverable items including, but not limited to, carpeting, draperies and air conditioners for use in and improvements or renovations to district office facilities shall be purchased pursuant to standards developed by the Senate Committee on Management

1 Operations. The Chief Clerk shall serve as the sole agent for
2 the purchase of United States and Pennsylvania flags.

3 (b) Approval of purchase or rental.--All requests for the
4 purchase or rental of such equipment, furniture and furnishings
5 must be reviewed and approved by the Chief Clerk.

6 (c) Senate inventory.--All approved requests shall be
7 processed by the Office of the Chief Clerk, which shall maintain
8 a full and current inventory of all durable equipment, furniture
9 and furnishings secured on behalf of a Senator, Officer or
10 employee of the Senate.

11 (d) Pricing and service.--The Chief Clerk shall take all
12 necessary and reasonable steps to ensure that the purchase or
13 rental of durable equipment, furniture and furnishings with a
14 useful life of one year or more and a cost greater than the
15 limit established by the Senate Committee on Management
16 Operations shall be transacted at the lowest available price for
17 the quality, compatibility, availability and service of the
18 items being purchased or leased.

19 (e) Dissemination of literature.--The Secretary of the
20 Senate shall provide for the publication and dissemination of
21 educational or informational literature pertaining to the Senate
22 of Pennsylvania, the Commonwealth of Pennsylvania or the
23 Government of the United States.

24 (f) Documentation required.--Required documentation shall
25 include:

26 (1) Request for purchase or rental showing:

27 (i) Date of request.

28 (ii) Item requested.

29 (iii) By whom request made.

30 (iv) Purpose.

(v) Signature approvals.

(vi) Record of subsection (d) actions taken.

(2) Vendor's invoice or receipt detailing:

(i) Date of purchase or rental.

(ii) Vendor's identity.

(iii) Description of item purchased or rented.

(iv) Length of rental contract when applicable.

(v) Cost and payment terms of the purchase or rental.

(g) Authorized accounts.--Authorized accounts shall include:

(1) Legislative and Printing Expense Account as provided in General Appropriations Act.

(2) Computer Services Accounts for the acquisition of equipment and fixtures necessary for the implementation and administration of the respective caucus information technology systems.

(3) Senators' Legislative Accountable Expense Accounts for the purchase of flags and for the rental of durable equipment, furniture and furnishings.

Rule 5. District office expenses.

(a) Authorized expenses.--Expenses authorized shall include:

(1) Aggregate office rental in accordance with policies as may be established by the Senate Committee on Management Operations. No Senator, nor a member of the Senator's immediate family, may have a financial interest in a district office. For purposes of this paragraph, a financial interest shall not include ownership in a publicly traded investment vehicle, including a corporation, mutual fund, REIT or limited liability partnership in which the Senator or a member of the Senator's immediate family is not a managing

1 partner. Prior to entering into a district office lease
2 agreement, the Chief Clerk shall obtain and maintain a
3 written verification from the Senator that neither the
4 Senator nor a member of the Senator's immediate family has a
5 financial interest in the property. This Rule shall not
6 prohibit a district office from being located in a building
7 in which a Senator or a member of the Senator's immediate
8 family has a financial interest if rent, utilities or any
9 expenses that may inure to the benefit of the property or
10 landlord are not paid for by the Senate.

11 (2) Insurance.

12 (3) Printing services.

13 (4) Telephone and answering services.

14 (5) Postage and mailing services.

15 (6) Publications and subscriptions.

16 (7) Nondurable supplies.

17 (8) Senator, employee and visitor parking.

18 (9) Janitorial maintenance and cleaning services.

19 (10) Utility services.

20 (11) Other items authorized for expenses as defined in
21 the General Appropriations Act and policies of the Senate
22 Committee on Management Operations.

23 (b) Documentation required.--A copy of the district office
24 lease indicating the amount and payment terms shall be
25 maintained in the Office of the Chief Clerk. Vouchers shall
26 appropriately document expenses and legislative purpose for each
27 expenditure. Receipts or invoices shall be included for all
28 expenditures in excess of \$25 per occurrence.

29 (c) Authorized accounts.--Accounts authorized include:

30 (1) Senators' Legislative Accountable Expense Accounts.

1 (2) Chief Clerk Employees' Salary and Expense Account.

2 (3) Legislative and Printing Expense Account.

3 (4) Computer Service Accounts.

4 Rule 6. Capitol office expenses.

5 (a) Types of expenses authorized.--Expenses authorized shall
6 include:

7 (1) Utility services.

8 (2) Insurance.

9 (3) Printing services.

10 (4) Telephone and answering services.

11 (5) Postage and mailing services.

12 (6) Publications and subscriptions.

13 (7) Nondurable supplies.

14 (8) Employee parking.

15 (9) Janitorial maintenance and cleaning services.

16 (10) Other items authorized for expenses as defined in
17 the General Appropriations Act and policies of the Senate
18 Committee on Management Operations.

19 (b) Documentation required.--Documentation required shall
20 include vouchers appropriately documenting expenses and
21 legislative purpose for each expenditure. Receipts or invoices
22 shall be included for all expenditures in excess of \$25 per
23 occurrence.

24 (c) Authorized accounts.--Accounts authorized include:

25 (1) Legislative Printing and Expense Account.

26 (2) Postage Account of Chief Clerk (for postage only).

27 (3) Senators' Legislative Accountable Expense Accounts.

28 (4) Appropriations Committee Accounts, exclusive of
29 office rental.

30 (5) Caucus Operations Accounts, exclusive of office

1 rental.

2 (6) Committee and Contingent Expenses Accounts,
3 exclusive of office rental.

4 (7) Incidental Expense Account.

5 (8) Computer Service Accounts.

6 Rule 7. Official expenses.

7 (a) General.--While engaged in the performance of
8 legislative duties, a Senator, Officer or employee expressly
9 authorized by a Senator may claim actual expenses as set forth
10 below.

11 (b) Participation in conferences and seminars.--Expenses,
12 such as registration fees, incurred in participating in
13 legislative conferences and seminars may be claimed. Related
14 travel expenses incurred are discussed in Rule 2. Related meals
15 and lodging expenses incurred are discussed in Rule 3.

16 (c) Conducting meetings.--Expenses attributable to
17 conducting legislative meetings or performing official duties
18 may be claimed. Such expenses may include:

19 (1) Food and refreshment which are ordinary to the
20 performance of a Senator's legislative duties, and for which
21 there is a legislative purpose. In general, these expenses
22 will be incurred during, immediately preceding or immediately
23 following a substantial and bona fide legislative business
24 discussion.

25 (2) Meeting room rental.

26 (3) Incidental items.

27 (d) Documentation.--

28 (1) Participation in conferences and seminars.--Vouchers
29 shall show the amount, date, place and legislative purpose.

30 An agenda, and a registration form or other receipts, must be

1 attached.

2 (2) Meeting expenses.--Vouchers of meeting expenses
3 shall include documentation regarding the amount, date, place
4 and legislative purpose. If a meeting expense is claimed by a
5 Senator or employee, the portion of the voucher amount
6 attributable to that Senator or employee shall be indicated.
7 A receipt or invoice shall be attached to the voucher.

8 (3) Official duty expenses.--Vouchers shall show or
9 reference to records which show the amount, date, place,
10 legislative purpose and if claimed by a Senator or employee,
11 the portion of the amount attributable to the expense.
12 Restaurant, hotel or credit card receipt or invoices must be
13 attached.

14 (4) Claims by Senate employees.--Vouchers involving any
15 official expenses claimed by Senate employees shall reflect
16 formal authorization by the supervising Senator or Officer.

17 (e) Authorized accounts.--Payments shall be made from the
18 following accounts:

19 (1) Appropriations Committee Accounts.

20 (2) Incidental Expense Account.

21 (3) Caucus Operations Accounts.

22 (4) Committee and Contingent Expenses Accounts.

23 (5) Senators' Legislative Accountable Expenses Accounts.

24 (6) Computer Service Accounts.

25 Rule 8. Special expenses.

26 (a) Authorized expenses.--Expenses authorized include:

27 (1) Flowers, baskets of fruit or other appropriate items
28 or memorial contributions to designated charities not to
29 exceed the amount established by the Senate Committee on
30 Management Operations. Recipients are limited to instances of

1 death or serious illness for Senators, Officers, employees or
2 their immediate families, or former Senators or their
3 immediate families, or deceased retired Senate employees, or
4 dignitaries including both incumbent or former elected or
5 appointed officials or their immediate families.

6 (2) Rental of common carrier and other expenditures
7 inherent thereto for attendance at funerals of a Senator or
8 members of a Senator's immediate family, former Senators,
9 dignitaries, or Officers.

10 (b) Documentation required.--Documentation required shall
11 include a receipt or vendor invoice showing: recipient,
12 instance, description of items delivered, date delivered and
13 cost.

14 (c) Authorized accounts.--Payment shall be made only from
15 Contingent Expense Accounts or the Incidental Expense Account.

16 Rule 9. Miscellaneous expenses of standing and special
17 committees.

18 (a) Committee proceedings.--Rental of meeting rooms and
19 hearing facilities and payments to qualified court reporters or
20 stenographers to record the proceedings authorized by the
21 chairman of a standing or special committee of the Senate,
22 including the cost of transcripts. Witnesses served with a
23 subpoena to testify before such proceedings shall be paid
24 witness fees and travel expenses as provided by Section 5903 of
25 the Judicial Code.

26 (b) Printing and mailing.--Committee printing and mailing
27 costs for mailings relating to legislative business.

28 (c) Publications and subscriptions.--Publications and
29 subscriptions.

30 (d) Documentation required.--Vouchers or vendors receipts or

1 invoices stating vendor's name, services or amount of postage,
2 date, place, and total amount due or paid. Postage purchases
3 shall require a receipt from the Postmaster.

4 (e) Authorized accounts.--Accounts authorized include:

5 (1) Appropriations Committee Accounts.

6 (2) Caucus Operations Accounts.

7 (3) Committee and Contingent Expenses Accounts.

8 Rule 10. Senate Committee on Management Operations.

9 (a) Duties.--In addition to duties imposed by law or
10 otherwise by these rules, the duties of the Senate Committee on
11 Management Operations shall be:

12 (1) To arbitrate a decision of the Secretary or Chief
13 Clerk of the Senate relating to these Rules, in the event
14 that a Senator, Officer or employee shall disagree with a
15 decision of the Secretary or Chief Clerk of the Senate.

16 (2) To make a final decision in case of a dispute on a
17 question of legislative intent or legislative purpose
18 regarding an expenditure.

19 (3) To make a continuing review of these Rules as to
20 expenditures and the reporting of expenditures, and, from
21 time to time, to make such recommendations as are
22 appropriate.

23 (4) To adopt clarifications to these Rules through
24 interim policy determinations.

25 (b) Records.--A record of the committee's decisions shall be
26 maintained. The Chief Clerk shall be responsible for maintaining
27 such records.

28 Rule 11. Out-of-State travel.

29 (a) Request for approval.--No nonmember Officer of the
30 Senate or any employee of any nonmember Officer shall be

1 reimbursed nor shall any of his or her expenses be paid for any
2 travel outside the Commonwealth unless such travel has been
3 approved by the Executive Committee or a majority of the
4 membership of the Senate Committee on Management Operations. All
5 requests for such approval shall be made to the Chief Clerk, and
6 shall include information relating to the destination, the
7 estimated cost of such travel, the number of days involved, and
8 the relationship that the travel has to the duties of the
9 Officer or employee making the request. In the case of an
10 employee, the request shall also be approved by the Officer.

11 (b) Time limit for filing.--A copy of any request for
12 reimbursement or for the payment of any expenses relating to
13 out-of-State travel by a Senator or employee assigned to a
14 Senator shall be filed with the Office of the Chief Clerk within
15 30 days of such travel. Copies of these requests shall be made
16 available for public inspection in the Office of the Chief Clerk
17 in accordance with the act of February 14, 2008 (P.L.6, No.3),
18 known as the Right-to-Know Law.

19 Rule 12. List of employees and document access.

20 (a) Publication and distribution.--

21 (1) The Chief Clerk shall publish quarterly a listing of
22 all employees of the Senate and its Officers, Committee
23 Chairmen, and Senators and all persons holding contracts for
24 services with the Senate or any of its Officers, Committee
25 Chairmen and Senators. The list for employees shall contain
26 the full name of the employee, the job title of the employee,
27 the compensation of the employee, and the name of the Senator
28 or Officer for such employee. For persons holding contracts
29 for services with the Senate, the list shall contain the name
30 of the contractor, the address of the contractor, a statement

1 of the nature of the duties of the contractor, and the fee of
2 the contractor as well as the name of the Senator or Officer
3 responsible for monitoring the performance of the contractor.

4 (2) The list shall be published by February 1, for the
5 quarter ending December 31; by May 1, for the quarter ending
6 March 31; by August 1, for the quarter ending June 30; and by
7 November 1, for the quarter ending September 30. The list
8 shall be available for public inspection in the Office of the
9 Chief Clerk in accordance with the act of February 14, 2008
10 (P.L.6, No.3), known as the Right-to-Know Law.

11 (b) Public inspection of vouchers and requisitions.--All
12 vouchers and requisitions relating to all expenditures,
13 expenses, disbursements and other obligations out of all
14 appropriated funds of the Senate shall be available for public
15 inspection in accordance with the act of February 14, 2008
16 (P.L.6, No.3), known as the Right-to-Know Law. Payroll and
17 contracts for services shall also be made available for public
18 inspection in accordance with the Right-to-Know Law.

19 (c) Copies of records.--Copies of financial records
20 maintained in the Office of the Chief Clerk shall be made
21 available in accordance with the act of February 14, 2008
22 (P.L.6, No.3), known as the Right-to-Know Law.

23 Rule 13. Personnel policies.

24 (a) Preparation of rules and regulations.--The Senate
25 Committee on Management Operations created pursuant to Section
26 1.1 of Act No. 417 of 1967 is authorized to prepare and adopt
27 rules and regulations for uniform personnel policies and
28 procedures, job specification and pay plans including periodic
29 increments for Senate Officers and employees.

30 (b) Approval of rules and regulations.--Each such rule or

1 regulation or any amendment thereto shall be prepared in
2 resolution form and shall be placed on the Senate calendar for
3 final approval or disapproval. The committee may when approved
4 by at least five Members of the committee including both Floor
5 Leaders implement such rules and regulations pending final
6 Senate consideration of them. Such resolution shall have the
7 force and effect of law in accordance with its terms when it has
8 been approved by the full Senate.

9 Rule 14. Accounting and Operations Manual.

10 (a) Preparation and approval.--The Chief Clerk shall prepare
11 an Accounting and Operations Manual with separate sections
12 applicable to Senators and their employees and fund custodians.
13 This Manual shall be submitted to the Senate Committee on
14 Management Operations for its approval.

15 (b) Distribution.--Upon approval applicable sections of the
16 Accounting and Operations Manual shall be distributed to all
17 Senators and Officers. A complete manual shall be forwarded to
18 the Legislative Audit Advisory Commission.

19 (c) Maintenance and updating.--The Chief Clerk shall be
20 responsible for maintaining and updating this manual as a result
21 of revisions or amendments promulgated by the Senate Committee
22 on Management Operations.

23 Rule 15. Effect and duration.

24 (a) Current policies.--Policies of the Senate Committee on
25 Management Operations in effect on the date of the adoption of
26 these rules are hereby ratified and approved by the Senate.

27 (b) Applicability.--These rules provide guidance to
28 Senators, Senate Officers and Senate employees in performing
29 their duties in the Senate. The changes contained in these rules
30 are to be applied prospectively and are not intended to reflect

1 on the propriety of past rules or practices of the Senate or its
2 Senators, Officers or employees.

3 (c) Rules.--These rules shall be in full force and effect
4 until altered, changed, amended or repealed as provided in Rule
5 16.

6 Rule 16. Changes to rules.

7 The consent of a majority of the Senators elected shall be
8 necessary to alter, change or amend these rules.

9 Rule 17. Procedure for changing rules.

10 All alterations, changes or amendments to these rules shall
11 be by resolution which shall not be considered until first
12 referred to and reported from the Committee on Rules and
13 Executive Nominations.