

THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE BILL

No. 777

Session of
1979

INTRODUCED BY MESSRS. SELTZER, RYAN, IRVIS, S. E. HAYES, JR. AND
MANDERINO, MARCH 20, 1979

AS REPORTED FROM COMMITTEE ON RULES, HOUSE OF REPRESENTATIVES,
AS AMENDED, JUNE 19, 1979

AN ACT

1 Amending the act of January 10, 1968 (1967 P.L.925, No.417,
2 entitled "An act relating to officers and employes of the
3 General Assembly; fixing the number, qualifications,
4 compensation, mileage and duties of the officers and employes
5 of the Senate and of the House of Representatives; providing
6 for their election or appointment, term of office, or of
7 service, removal and manner of filling vacancies; fixing the
8 salary of the Director of the Legislative Reference Bureau;
9 providing for compilation of lists of employes," providing
10 for the reorganization and management of the House of
11 Representatives.

12 The General Assembly of the Commonwealth of Pennsylvania
13 hereby enacts as follows:

14 Section 1. Sections 21, 22, 23, 24, 25, 26, 27, 28, 29, 30,
15 31, 32, 33, 33.1, 33.2, 33.3 and 35, act of January 10, 1968
16 (1967 P.L.925, No.417), referred to as the Legislative Officers
17 and Employes Law, are repealed.

18 Section 2. The act is amended by adding sections to read:

19 Section 21.1. (a) There is hereby created a Bi-partisan
20 Management Committee which shall consist of the following five
21 members of the House of Representatives: the Speaker, who shall
22 serve as chairman; the Majority and Minority Leaders; and

1 Majority and Minority Whips.

2 (b) The committee shall meet at times and places necessary
3 to perform the functions assigned to it by law, and shall adopt
4 rules and regulations for its own organization and operation.

5 (c) There shall be an executive director and other necessary
6 staff for the committee who shall be appointed by the committee
7 which shall also assign duties and fix compensation for the
8 positions CONSISTENT WITH THE STANDARDS SET FORTH IN SECTION <—
9 21.9.

10 (d) The committee is authorized to prepare and adopt rules
11 and regulations for promulgation and administration of uniform
12 personnel policies and procedures, job classification and pay
13 plans including periodic increments for all House employes and
14 officers as well as the other matters hereafter set forth IN <—
15 SECTION 21.2. Each such rule or regulation and any amendment
16 thereto, shall be in resolution form and be placed on the House
17 calendar for final approval or disapproval. If, after having
18 appeared on the calendar for five session days, such plan is not
19 disapproved by majority vote of the members then in office, it
20 shall be deemed to be approved by the House and have the force
21 and effect of law in accordance with its terms.

22 (e) The committee shall publish and maintain a handbook of
23 all rules, regulations, policies and procedures which are
24 promulgated in pursuance of this act.

25 (f) The committee shall maintain a file of all plans of
26 organization submitted and approved hereunder including all
27 amendments thereto.

28 (g) All actions of the committee shall require the approval
29 of at least ~~three~~ FOUR members thereof. <—

30 Section 21.2. The Bi-partisan Management Committee is

1 authorized to prepare and adopt rules and regulations governing
2 the following matters:

3 (1) Uniform policies and procedures relating to the keeping
4 of inventory records of capital outlay items owned or purchased
5 by the House of Representatives.

6 (2) Preparation of suggested budgets for all expenditures of
7 the House or any committee or agency thereof including the Bi-
8 partisan Management Committee, the Legislative Management
9 Committees, the Offices of the Chief Clerk and Comptroller of
10 the House and submitting the same for final approval before
11 transmission to the Budget Secretary.

12 (3) Insuring that proper PRIOR authorization has been <—
13 obtained for all expenditures and expenses of the House of
14 Representatives including those of its OFFICERS, members and <—
15 employees, THAT SUCH EXPENDITURES ARE MADE FOR PURPOSES <—
16 PRESCRIBED BY LAW OR BY RULE OF THE HOUSE OF REPRESENTATIVES AND
17 THAT ADEQUATE APPROPRIATED FUNDS ARE AVAILABLE FOR DISBURSEMENT.

18 (4) The preparation of all payrolls for the House of
19 Representatives, including the certification of vouchers and
20 transmission of same to the comptroller and maintaining the
21 required and necessary expense and payroll records.

22 (5) Maintenance of records of disbursements from the House
23 Appropriation Accounts by offices or departments, including
24 standing committees, or other categories as needed, including
25 classification as to type of disbursements.

26 (6) Preparation of monthly and other periodic reports of
27 disbursements of the House of Representatives from an account
28 subject to its control or the control of any officer, employee,
29 committee or agency thereof.

30 (7) Planning and coordination of purchases in volume for the

1 House of Representatives in order to take advantage of, and
2 secure the economies made possible by, volume purchasing, and
3 the negotiation and execution of purchasing agreements and
4 contracts and the establishment of methods for obtaining
5 competitive bid prices upon which the House may purchase.

6 (8) Taking advantage of Federal General Services
7 Administration (GSA) contracts and State contracts negotiated by
8 the division of purchasing of the Commonwealth Department of
9 General Services.

10 (9) Establishment of uniform purchasing policies and
11 procedures relating to the acquisition of supplies, capital
12 outlay items and contractual services.

13 (10) Compilation of final reports of the work of each
14 special or standing committee or subcommittee of the House.

15 (11) Maintenance and preservation of the books, memoranda,
16 reports and records of each standing AND SPECIAL committee
17 having permanent research value.

<—

18 (12) Establishment and maintenance of a library adequate for
19 the needs of the House.

20 (13) Maintenance of an exchange service with legislative
21 service agencies of other states, the Federal Government,
22 foreign governments, local units of government in this State,
23 the Council of State Governments, and other agencies which carry
24 on research in governmental problems, and through cooperation
25 with such agencies, securing information for the members of the
26 House.

27 (14) Maintenance of a bill status system supplying such
28 information relating to all bills and resolutions prefiled or
29 introduced during legislative sessions as the committee may deem
30 necessary.

1 (15) Coordination in behalf of the House of all matters
2 relative to legislative printing.

3 (16) Establishment of appropriate legislative internship
4 programs.

5 (17) Development of uniform policies and procedures for the
6 preservation and destruction of papers, documents and other
7 writings or records.

8 (18) DEVELOPMENT OF UNIFORM STANDARDS, POLICIES AND <—
9 PROCEDURES FOR THE ACQUISITION, PURCHASE OR LEASING OF OFFICE OR
10 STORAGE SPACE FOR OFFICERS, MEMBERS AND EMPLOYES OF THE HOUSE OF
11 REPRESENTATIVES BOTH IN THE CAPITOL AND THROUGHOUT THE
12 COMMONWEALTH.

13 Section 21.3. The Majority and principal Minority Party
14 Caucuses shall each establish a Legislative Management Committee
15 which shall be composed of the Floor Leader, who shall be
16 chairman, and so many additional caucus members as may be
17 determined by each caucus. Each such committee shall select a
18 staff administrator who shall, under supervision of the
19 committee, administer the fiscal and personnel affairs of the
20 caucus and perform such other duties as may be assigned.

21 Section 21.4. (a) ~~Each~~ THE SPEAKER, EACH CAUCUS OFFICER, <—
22 EACH Legislative Management Committee, each Appropriations
23 Committee and each other House committee FOR WHOM OR to which <—
24 funds are AUTHORIZED OR appropriated for the hiring of staff <—
25 shall within sixty (60) days of the effective date of this act
26 and thereafter no later than one month after the beginning of
27 each new session, submit to the Bi-partisan Management
28 Committee, ~~for its approval or modification,~~ a plan of <—
29 organization for all employes under ~~its~~ SUCH PERSON'S OR <—
30 COMMITTEE'S jurisdiction AND SUCH MODIFICATIONS THEREOF AS MAY <—

1 BE NECESSARY FROM TIME TO TIME.

2 (b) Each such plan OR MODIFICATION shall include the
3 following:

4 (1) The job title of each employee.

5 (2) A description of each employee's duties.

6 (3) The compensation of each employee.

7 (4) Such other information as the committee in its rules and
8 regulations shall require.

9 (c) Each such plan shall be approved by the Bi-partisan
10 Management Committee within fifteen days after OR MODIFICATION
11 SHALL TAKE EFFECT UPON submission to the extent that such plan
12 is in compliance with applicable rules and regulations of the
13 Bi-partisan Management Committee and within the limits of
14 available appropriations.

15 (d) No person may be employed by THE SPEAKER, ANY CAUCUS
16 OFFICER, either APPROPRIATIONS COMMITTEES, EITHER Legislative
17 Management Committee, the Bi-partisan Management Committee, the
18 Chief Clerk, the Comptroller or any other HOUSE committee unless
19 provision is made for the position to be filled in a plan of
20 organization approved from time to time OR MODIFICATION THEREOF
21 as herein provided.

22 Section 21.5. If a vacancy occurs in any committee, the same
23 shall be filled as provided for original appointments.

24 Section 21.6. The Chief Clerk and the Comptroller of the
25 House of Representatives shall be selected by the Bi-partisan
26 Management Committee subject to confirmation and removal solely
27 upon the affirmative vote of two-thirds of the members of the
28 House of Representatives in office at the time of any such vote.
29 The Chief Clerk and the Comptroller shall be compensated in an
30 amount determined by the committee. consistent with the

1 ~~standards set forth in section 21.10.~~

2 Section 21.7. The Chief Clerk shall be responsible for all
3 day to day functions of the House of Representatives as assigned
4 by the Bi-partisan Management Committee and shall maintain
5 central personnel files for all House employees.

6 Section 21.8. The Comptroller shall be the chief fiscal
7 officer of the House; shall prepare all payrolls; and shall pre-
8 audit all vouchers submitted for reimbursement from any House
9 Appropriation Account.

10 Section 21.9. The Bi-partisan Management Committee shall
11 establish and may modify, from time to time, a plan of
12 organization for its own staff and all employees under the
13 jurisdiction of the Chief Clerk and the Comptroller; such plans
14 shall contain the matters set forth in section 21.4(b). Within
15 the limits of available appropriations and subject to the
16 uniform rules and regulations authorized under section 21.2 the
17 Chief Clerk and the Comptroller shall have full control of their
18 respective employees.

19 ~~Section 21.10. All ranges of compensation authorized for~~ <—
20 ~~employees under this act, shall, to the greatest practicable~~
21 ~~extent, be comparable to those employed by the Executive Branch~~
22 ~~in positions of comparable qualifications, skills and~~
23 ~~responsibilities.~~

24 ~~Section 21.11.~~ 21.10. Neither the Chief Clerk, the <—
25 Comptroller, nor any employe of either office shall during such
26 person's employment under this act:

27 (1) Be a candidate for any public office.

28 (2) Participate actively in any campaign for public office.

29 (3) Be an officer or a member of any partisan political
30 committee.

1 (4) Perform or be assigned to perform duties except for the
2 office by whom they are employed.

3 ~~Section 21.12.~~ 21.11. All officers and employes of the House <—
4 shall be full-time employes except as specifically authorized by
5 the Bi-partisan Management Committee. A copy of all contracts
6 for contract services to the House by any person, agency or
7 entity shall, within five days of execution be submitted to the
8 Bi-partisan Management Committee.

9 ~~Section 21.13.~~ 21.12. (a) The Chief Clerk in office at the <—
10 time this act becomes effective shall continue in office at the
11 then current salary until the first Tuesday in January of 1981
12 unless sooner replaced by the selection and confirmation of a
13 successor as herein provided or unless sooner removed by a
14 majority vote of all the members of the House of
15 Representatives.

16 (b) The secretary in office at the time this act becomes
17 effective shall continue in office at the then current salary
18 until otherwise determined by the Bi-partisan Management
19 Committee and shall have such employes at such compensation as
20 shall be determined by said committee.

21 SECTION 21.13. IF ANY VACANCY SHALL OCCUR DURING THE RECESS <—
22 OF THE LEGISLATURE IN THE OFFICE OF THE SPEAKER OF THE HOUSE OF
23 REPRESENTATIVES, THE DUTIES OF SAID OFFICE SHALL BE PERFORMED BY
24 THE MAJORITY LEADER OF THE HOUSE OF REPRESENTATIVES.

25 Section 3. Sections 41, 45, 46, 51, 52, 53, 54 and 55 of the
26 act, are repealed insofar as these provisions apply to the House
27 of Representatives.

28 Section 4. All personnel, allocations and appropriations
29 subject to the provisions of this act are hereby transferred to
30 the positions and, for the balance of the fiscal year in which

1 this act takes effect, to the funds designated by the Bi-
2 partisan Management Committee.

3 Section 5. This act shall take effect immediately.