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THE GENERAL ASSEMBLY OF PENNSYLVANIA

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SENATE RESOLUTION

No. 2

Session of  
2009

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INTRODUCED BY PILEGGI AND MELLOW, JANUARY 6, 2009

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INTRODUCED AND ADOPTED, JANUARY 6, 2009

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A RESOLUTION

1 Providing for the adoption of Financial Operating Rules of the  
2 Senate.

3 RESOLVED, That Financial Operating Rules of the Senate be  
4 adopted for the government of the 192nd and 193rd Regular  
5 Session until amended, repealed or otherwise altered or changed.

6 (2009-2010)

7 FINANCIAL OPERATING RULES OF THE SENATE

8 I. PERSONNEL

9 1. Central Office.

10 The office of the Chief Clerk of the Senate shall serve as  
11 the central office of the Senate for all personnel and payroll  
12 matters.

13 2. Employees of the Senate.

14 (a) Personnel Files.

15 Before any person is placed on any payroll of the Senate,  
16 there must be in the office of the Chief Clerk a payroll file  
17 containing:

18 (1) Full name of employee.

- 1 (2) Full address including county.
- 2 (3) Date of employment/termination/or job transfer.
- 3 (4) Actual functional job title or description to  
4 include general hours of work, general job responsibilities  
5 and job location.
- 6 (5) The name of the Senator or Officer responsible for  
7 monitoring the employee's performance.
- 8 (6) Letter of appointment signed by the authorizing  
9 Senator or Officer including a delineation of the account  
10 from which the employee is to be paid.
- 11 (7) The current compensation level with signature  
12 approval of the authorizing Senator or Officer. Overtime  
13 payments may be authorized only in emergency maintenance and  
14 security situations with the signature approvals of the  
15 Senator or Officer responsible for monitoring performance,  
16 the authorizing Senator or Officer and the President Pro  
17 Tempore.
- 18 (8) All information necessary for tax withholding and  
19 benefit eligibility.
- 20 (9) Employment Eligibility Verification Form.

21 (b) Maintenance of the Personnel Files.

22 It is the responsibility of the Chief Clerk to develop  
23 procedures necessary to maintain this payroll file information  
24 on a current basis. All payroll changes shall be reflected by  
25 the next appropriate payroll period providing said change is  
26 received in the office of the Chief Clerk prior to processing of  
27 the payroll.

28 (c) Reclassification of Employees.

29 Any reclassification of employees under the Senate of  
30 Pennsylvania Pay Management Plan shall be submitted by the

1 Member or Officer authorizing such reclassification to the  
2 Committee on Management Operations for approval or disapproval.  
3 The Committee on Management Operations is authorized to  
4 establish a bi-partisan subcommittee to consider and approve or  
5 disapprove all such requests subject to an appeal by the Member  
6 or Officer for consideration of the reclassification by the  
7 Committee on Management Operations.

8 3. Personal Service Contracts.

9 (a) Personal Service Contract Files.

10 For any person retained on a contractual basis by any Officer  
11 or Member of the Senate, there shall be in the office of the  
12 Chief Clerk a file containing:

13 (1) A copy of the contract signed by the authorizing  
14 Senator or Officer including:

15 (i) Full name, address, including county and social  
16 security number of person (or Federal tax identification  
17 number) from whom the services are contracted.

18 (ii) Duration of the contract. No contract may  
19 extend beyond the expiration of the term of the Member or  
20 Officer.

21 (iii) Cost of the contract and terms of payment.

22 (iv) Clear, detailed description of the type of  
23 service to be performed or product to be delivered.

24 (2) The name of the Senator or Officer responsible for  
25 monitoring the contractor's performance.

26 (b) Contract Review.

27 All personal service contracts shall be submitted to the  
28 Chief Clerk for review and approval regarding conformity with  
29 applicable laws and rules.

30 (c) Payment.

1        Payments under contract shall be made in accordance with  
2 provisions of the contract provided that a voucher for such  
3 payment is received in the office of the Chief Clerk before the  
4 applicable processing deadline. Contractor performance shall be  
5 reviewed by the monitoring individual designated pursuant to  
6 Rule I.3.(a)(2), who under conditions of satisfactory  
7 performance and conformity to the contract shall approve the  
8 voucher prior to processing.

9        4. Authorized Accounts.

10        Salaries, wages and related benefits shall be paid from  
11 accounts so authorized by the General Appropriation Act. Such  
12 accounts also may pay expenses related to personal service  
13 contracts.

14                    II. TRAVEL ALLOWANCES AND REIMBURSEMENTS

15        1. Member Travel.

16        Travel allowances or reimbursements may be paid to a Member  
17 who is engaged in travel in the performance of legislative  
18 duties. Travel payments may be claimed in connection with the  
19 following:

20            (1) One round trip between home district and Harrisburg  
21        for each week a Member is in actual attendance at a session  
22        of the Senate ("Session Mileage").

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

25            (3) All travel on intradistrict and interdistrict  
26        legislative business.

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

29        2. Employee Travel.

30        Travel reimbursement may be paid to employees engaged in

1 travel from their work place to the place of legislative  
2 business provided that the travel is necessary for the  
3 performance of official business. Except as provided in Rule II.  
4 3., members and employees are not authorized to lease vehicles  
5 on a long-term basis, and no payments will be made with respect  
6 to long-term lease vehicle expenses incurred by members or  
7 employees except with respect to long-term lease arrangements  
8 entered into by a member prior to August 31, 2006, payments for  
9 which shall be made in accord with the Rules in place on August  
10 31, 2006. When away from the Harrisburg area and from their work  
11 place, employees may rent cars on a short-term basis for a  
12 period not in excess of that needed to carry out official  
13 business.

14 3. Rental of Vehicle or Conveyance.

15 (a) Short-Term Rental of Vehicle or Conveyance.

16 A Member whose long-term rental is unavailable may be  
17 reimbursed the actual legislative percentage expenses for a  
18 short-term rental. A Member or employee who rents a vehicle or  
19 conveyance on a short-term basis (other than a Member's  
20 temporary replacement of a long-term rental) may be reimbursed  
21 only on an actual cost basis for the legislative percentage of  
22 rental payments and expenses of operation.

23 (b) Vehicle Rental by Chief Clerk.

24 The Chief Clerk is authorized to lease such vehicles as  
25 deemed necessary by the Senate Committee on Management  
26 Operations for the operation of the Senate. The actual expenses  
27 of the lease and operation shall be paid by the Senate's  
28 Incidental Expense Account. The Chief Clerk is also authorized  
29 to enter into a master lease agreement with the Department of  
30 General Services for the long-term lease of automobiles to be

1 used by Members of the Senate. Rules relating to the payment of  
2 expenses relating to vehicles leased through the Department of  
3 General Services to be used by Members of the Senate shall be  
4 promulgated by the Senate Committee on Management Operations.

5 4. Allowable Transportation Expenses.

6 (a) General.

7 (1) Common or Chartered Carrier. A Member or employee  
8 may be reimbursed for reasonable actual costs of carriage  
9 when traveling by common or chartered carrier, including  
10 expenses for parking, taxis, limousines and tolls. Claims for  
11 payment based on miles traveled cannot be paid.

12 (2) Personal Vehicle and Noncommercial Conveyance. A  
13 Member or employee who uses a personal vehicle may be  
14 reimbursed on such mileage basis as may be established by the  
15 Senate Committee on Management Operations. Reimbursement for  
16 use of other noncommercial vehicles or noncommercial aircraft  
17 shall be made on such basis as may be established by the  
18 Senate Committee on Management Operations.

19 (3) Session Mileage. The mileage rate for Session  
20 Mileage payments under Rule II.1 shall be as set forth by  
21 law.

22 (4) Out-of-State Travel.

23 (i) Nonmember Officers of the Senate and their  
24 employees may claim expenses for travel outside the  
25 Commonwealth, provided that such travel is approved in  
26 the manner described in Rule XI. All claims for Members'  
27 and employees' travel outside the Commonwealth shall be  
28 filed with the Office of the Chief Clerk in the manner  
29 described in Rule XI.

30 (ii) Members of the Senate may claim expenses for

1 travel outside the Commonwealth provided that the travel  
2 is necessary to attend a conference, seminar or meeting  
3 regularly or specially scheduled by an organization which  
4 conference, seminar or meeting has a legislative purpose.  
5 Members shall submit a copy of a registration and agenda,  
6 in addition to any other documentation required by these  
7 rules.

8 (iii) Members of the Senate may also claim expenses  
9 for travel outside the Commonwealth when the travel has a  
10 legislative purpose, but is not for attending a  
11 conference, seminar or meeting, provided the purpose is  
12 approved by the Committee on Management Operations, and  
13 provided further that approval is not required for  
14 legislative business in Washington, DC.

15 (b) No Duplication.

16 (1) Session Mileage. Members claiming reimbursement for  
17 travel expenses associated with attendance at a legislative  
18 session shall reduce such claim by an amount equal to the  
19 "session mileage" entitlement for the same period.

20 (2) Reimbursement From One Source. If a Member or  
21 employee is entitled to reimbursement from more than one  
22 source for legislative business performed on behalf of more  
23 than one committee or group, payment shall be received from  
24 only one source.

25 5. Documentation.

26 (a) Expense Voucher.

27 All requests for travel payments must be made on an expense  
28 voucher showing:

29 (1) Dates of travel.

30 (2) Legislative purpose of travel described in

1 reasonable specificity. Claims for out-of-State travel shall  
2 also include such information as may be required under  
3 Section 4.(a).

4 (3) The number of miles traveled when claiming  
5 reimbursement on a mileage basis. Such mileage claims also  
6 should reflect an itinerary including point of origin,  
7 furthest destination, and intermediate points and the  
8 legislative purpose of the trips.

9 (b) Receipts.

10 Receipts must be submitted to support the cost associated  
11 with claims for:

12 (1) Travel by common or chartered carrier.

13 (2) Leased vehicle or conveyance operation. Receipts for  
14 gasoline and maintenance shall include the license number of  
15 the vehicle and the location of the purchase. In addition, a  
16 copy of such lease must be on file with the Office of the  
17 Chief Clerk.

18 (3) Parking, limousine, toll charges and other  
19 miscellaneous incidental items when any of these items exceed  
20 \$10.

21 6. Authorized Accounts.

22 Travel payments can be made from any of the following  
23 accounts. Long-term vehicle or conveyance rental payments may be  
24 made from all accounts except (3) and (6). Authorized accounts  
25 are:

26 (1) Appropriations Committee Accounts.

27 (2) Senators' Legislative Accountable Expense Accounts.

28 (3) Senators' Mileage and Expense Accounts for "session  
29 mileage" travel.

30 (4) Incidental Expense Account.



1 (5) Caucus Operations Accounts.

2 (6) Committee and Contingent Expenses Accounts.

3 III. MEALS AND LODGING

4 1. General.

5 A Member may receive payments attributable to ordinary and  
6 necessary expenses for meals, lodging and incidental items  
7 provided that the Member is engaged in the performance of  
8 legislative duties. Depending on the nature and location of the  
9 activity, as explained below, payments may be made in one of the  
10 following forms: per diem allowance; reimbursement for actual  
11 costs incurred; or, in the case of lodging rental payments, a  
12 combination of partial per diem allowance and reimbursement of  
13 the cost of lodging rental.

14 2. Per Diem Allowance.

15 (a) Per Diem Entitlement.

16 A Member is entitled to receive a per diem allowance for each  
17 day the Member is in the performance of legislative duties while  
18 in the Harrisburg area (defined as within Dauphin County or  
19 otherwise within a 10-mile radius of the Capitol) or elsewhere  
20 in the Commonwealth but away from home. Specific legislative  
21 duties include attendance at sessions of the Senate, attendance  
22 at official committee meetings and participation in all other  
23 activities necessary or appropriate to the carrying out of the  
24 responsibilities of the Member. Payment of a per diem allowance  
25 is authorized only when the legislative duties performed by the  
26 Member occur more than 50 miles from the Member's residence.

27 (b) Types of Per Diem Allowance.

28 (1) Full Per Diem. A full per diem allowance not to  
29 exceed such amount as maybe established by the Senate  
30 Committee on Management Operations may be claimed as an

1 allowance for meals and lodging.

2 (2) Partial Per Diem. When the per diem entitlement  
3 derives from the performance in the Harrisburg area of the  
4 specified legislative duties set forth in Rule III.2.(a), a  
5 Member may receive a partial per diem allowance up to an  
6 amount established by the Senate Committee on Management  
7 Operations for meals and incidentals.

8 3. Actual Costs.

9 A Member may claim actual costs for lodging, meals and other  
10 incidental items incurred in the performance of legislative  
11 duties. Expense claims for costs of lodging, meals and other  
12 incidental expenses incurred in the performance of legislative  
13 duties outside of the Commonwealth may be reimbursed on an  
14 actual expense basis or through a per diem allowance.

15 4. Employees' Travel.

16 If an employee is engaged in travel away from the normally  
17 assigned place of work necessary for the performance of official  
18 business, the employee may be reimbursed for reasonable actual  
19 cost of lodging, meals and other incidental items. For rules  
20 regarding out-of-State travel, see Rule XI.

21 5. Payment From One Source.

22 If a Member is entitled to a meal and lodging claim from more  
23 than one source for legislative business performed on behalf of  
24 more than one committee or group, payments shall be received  
25 from only one source.

26 6. Review.

27 All authorized and approved meals and lodging claims shall be  
28 reviewed for inadvertent duplication by the Office of the Chief  
29 Clerk prior to processing and payment.

30 7. Record Keeping.

1       Where a per diem allowance or reimbursement is paid by a  
2 legislative service agency cofunded between both Houses of the  
3 General Assembly, a copy of the approved claim shall be  
4 furnished to the Office of the Chief Clerk.

5 8. Documentation.

6       (a) Per Diem Allowance.

7       For payment of a per diem allowance, a Member must submit a  
8 voucher showing the date, the legislative activity in which the  
9 Member was engaged on that date, and the location of the  
10 activity.

11       (b) Actual Expenses of a Member or an Employee.

12       For payment of actual expenses, a Member or employee must  
13 submit a voucher showing the date, amount, place and the  
14 legislative activity in which the Member or employee was engaged  
15 and must submit a vendor or credit card receipt or invoice for  
16 each item exceeding \$10.

17 9. Authorized Accounts.

18       (a) Attendance at Sessions.

19       Payments shall be made from the Incidental Expense Account  
20 for authorized Per Diem Allowances only for attendance at  
21 sessions of the Senate during which roll call votes are  
22 recorded.

23       (b) Authorized Accounts.

24       Payment may be made from the following accounts for other  
25 authorized per diem, meal and lodging claims:

- 26       (1) Appropriations Committee Accounts.
- 27       (2) Senators' Legislative Accountable Expense Accounts.
- 28       (3) Incidental Expense Account.
- 29       (4) Caucus Operations Accounts.
- 30       (5) Committee and Contingent Expenses Accounts.

1 IV. EQUIPMENT AND FURNISHING CONTROL AND INVENTORY

2 1. Purchases, Improvements, Renovations.

3 The Office of the Chief Clerk shall act as the sole agent for  
4 improvements or renovations to Senate facilities at the Capitol  
5 Complex and for the purchase, rental, control and inventory of  
6 durable equipment, furniture and furnishings with a useful life  
7 of one year or more and a cost greater than the limit  
8 established by the Committee on Management Operations for  
9 utilization in both the Capitol and District Offices.

10 Nonrecoverable items including, but not limited to, carpeting,  
11 draperies and air conditioners for use in and improvements or  
12 renovations to district office facilities shall be purchased  
13 pursuant to standards developed by the Senate Committee on  
14 Management Operations. The Chief Clerk shall serve as the sole  
15 agent for the purchase of United States and Pennsylvania flags.

16 2. Approval of Purchase or Rental.

17 All requests for the purchase or rental of such equipment,  
18 furniture and furnishings must be reviewed and approved by the  
19 Chief Clerk.

20 3. Member/Officer Inventory.

21 All approved requests shall be processed by the office of the  
22 Chief Clerk, which shall maintain a full and current inventory  
23 of all durable equipment, furniture and furnishings secured on  
24 behalf of a Member, Officer or employee of the Senate.

25 4. Pricing and Service.

26 The Chief Clerk shall take all necessary and reasonable steps  
27 to ensure that the purchase or rental of durable equipment,  
28 furniture and furnishings with a useful life of one year or more  
29 and a cost greater than the limit established by the Committee  
30 on Management Operations shall be transacted at the lowest

1 available price for the quality, compatibility, availability and  
2 service of the items being purchased or leased.

3 5. Dissemination of Literature.

4 The Secretary of the Senate shall provide for the publication  
5 and dissemination of educational or informational literature  
6 pertaining to the Senate of Pennsylvania, the Commonwealth of  
7 Pennsylvania or the Government of the United States.

8 6. Documentation Required.

9 (a) Request for Purchase or Rental Showing:

- 10 (1) Date of request.  
11 (2) Item requested.  
12 (3) By whom request made.  
13 (4) Purpose.  
14 (5) Signature approvals.  
15 (6) Record of Rule IV.4. actions taken.

16 (b) Vendor's invoice or receipt detailing:

- 17 (1) Date of purchase or rental.  
18 (2) Vendor's identity.  
19 (3) Description of item purchased or rented.  
20 (4) Length of rental contract when applicable.  
21 (5) Cost and payment terms of the purchase or rental.

22 7. Authorized Accounts.

23 (a) Legislative and Printing Expense Account as provided in  
24 General Appropriations Act.

25 (b) The account as provided in the General Appropriations  
26 Act for the purchase of flags.

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

30 V. DISTRICT OFFICE EXPENSES

1 1. Authorized Expenses.

2 Expenses authorized shall include:

3 (a) Aggregate office rental in accordance with policies as  
4 may be established by the Senate Committee on Management  
5 Operations. Whenever a Member or any of his immediate family has  
6 an equity interest in a district office, the Chief Clerk shall  
7 obtain an independent appraisal of the office rental cost.

8 (b) Insurance

9 (c) Printing services.

10 (d) Telephone and answering services.

11 (e) Postage and mailing services.

12 (f) Publications and subscriptions.

13 (g) Nondurable supplies.

14 (h) Member, employee and visitor parking.

15 (i) Janitorial maintenance and cleaning services.

16 (j) Utility services.

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

20 2. Documentation Required.

21 A copy of the district office lease indicating the amount and  
22 payment terms shall be maintained in the office of the Chief  
23 Clerk. Vouchers shall appropriately document expenses and  
24 legislative purpose for each expenditure. Receipts or invoices  
25 shall be included for all expenditures in excess of \$25 per  
26 occurrence.

27 3. Authorized Accounts.

28 Accounts authorized include:

29 (1) Senators' Legislative Accountable Expense Accounts.

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

1 (3) Legislative and Printing Expense Account.

2 VI. CAPITOL OFFICE EXPENSES

3 1. Types of Expenses Authorized.

4 Expenses authorized shall include:

5 (1) Utility services.

6 (2) Insurance.

7 (3) Printing services.

8 (4) Telephone and answering services.

9 (5) Postage and mailing services.

10 (6) Publications and subscriptions.

11 (7) Nondurable supplies.

12 (8) Employee parking.

13 (9) Janitorial maintenance and cleaning services.

14 (10) Other items authorized for expenses as defined in  
15 the General Appropriations Act.

16 2. Documentation Required.

17 Documentation required shall include vouchers appropriately  
18 documenting expenses and legislative purpose for each  
19 expenditure. Receipts or invoices shall be included for all  
20 expenditures in excess of \$25 per occurrence.

21 3. Authorized Accounts.

22 Accounts authorized include:

23 (1) Legislative Printing and Expense Account.

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

25 (3) Senators' Legislative Accountable Expense Accounts.

26 (4) Appropriations Committee Accounts, exclusive of  
27 office rental.

28 (5) Caucus Operations Accounts, exclusive of office  
29 rental.

30 (6) Committee and Contingent Expenses Accounts,

1 exclusive of office rental.

2 (7) Incidental Expense Accounts.

3 VII. OFFICIAL EXPENSES

4 1. General.

5 While engaged in the performance of legislative duties, a  
6 Member, Officer or employee expressly authorized by a Member may  
7 claim actual expenses as set forth below.

8 2. Participation in Conferences and Seminars.

9 Expenses, such as registration fees, incurred in  
10 participating in legislative conferences and seminars may be  
11 claimed. Related travel expenses incurred are discussed in Rule  
12 II. Related meals and lodging expenses incurred are discussed in  
13 Rule III.

14 3. Conducting Meetings.

15 Expenses attributable to conducting legislative meetings may  
16 be claimed. Such expenses may include: food and refreshment,  
17 meeting room rental, and incidental items.

18 4. Official Entertainment.

19 Expenses incurred in connection with official entertainment  
20 may be claimed. Such expenses may include: meals, refreshments,  
21 and related items which are ordinary to the performance of a  
22 Member's legislative duties, and for which there is a  
23 legislative purpose. In general, these entertainment expenses  
24 will be incurred during, immediately preceding or immediately  
25 following a substantial and bona fide legislative business  
26 discussion.

27 5. Documentation.

28 (a) Participation in Conferences and Seminars.

29 Vouchers shall show the amount, date, place and legislative  
30 purpose. Registration or other receipts must be attached.



1 (b) Conducting Meetings.

2 Vouchers shall show or reference to records which show the  
3 amount, date, place and legislative purpose. Restaurant, hotel,  
4 or credit card receipt or invoices must be attached.

5 (c) Official Entertainment.

6 Vouchers shall show or reference to records which show the  
7 amount, date, place, legislative purpose and if claimed by a  
8 Member, the portion of the amount attributable to his  
9 entertainment expense. Restaurant, hotel or credit card receipt  
10 or invoices must be attached.

11 (d) Claims by Nonofficer Employees.

12 Vouchers involving any official expenses claimed by  
13 nonofficer employees shall reflect the formal authorization by a  
14 Member.

15 6. Authorized Accounts.

16 Payments shall be made from the following accounts:

- 17 (1) Appropriations Committee Accounts.
- 18 (2) Incidental Expense Account.
- 19 (3) Caucus Operations Accounts.
- 20 (4) Committee and Contingent Expenses Accounts.
- 21 (5) Senators' Legislative Expenses Accounts.

22 VIII. SPECIAL EXPENSES

23 1. Authorized Expenses.

24 Expenses authorized include:

- 25 (a) Flowers, baskets of fruit or other appropriate items or  
26 memorial contributions to designated charities not to exceed \$35  
27 or such other amount as may be established by the Senate  
28 Committee on Management Operations. Recipients are limited to  
29 instances of death or illness for Members, Officers, employees  
30 or their immediate families, or former Members or their

1 immediate families or dignitaries including both incumbent or  
2 former elected or appointed officials or their immediate  
3 families.

4 (b) Rental of common carrier and other expenditures inherent  
5 thereto for attendance at funerals of a Member or members of a  
6 Member's immediate family, former Members, dignitaries, or  
7 Officers.

8 2. Documentation Required.

9 Documentation required shall include a receipt or vendor  
10 invoice showing: recipient, instance, description of items  
11 delivered, date delivered and cost.

12 3. Authorized Accounts.

13 Payment shall be made only from Contingent Expense Accounts  
14 or the Incidental Expense Account.

15 IX. MISCELLANEOUS EXPENSES OF STANDING AND SPECIAL COMMITTEES

16 1. Committee Proceedings.

17 Rental of meeting rooms and hearing facilities and payments  
18 to qualified court reporters or stenographers to record the  
19 proceedings authorized by the chairman of a standing or special  
20 committee of the Senate, including the cost of transcripts.

21 Witnesses served with a subpoena to testify before such  
22 proceedings shall be paid witness fees and travel expenses as  
23 provided by Section 5903 of the Judicial Code.

24 2. Printing and Mailing.

25 Committee printing and mailing costs for mailings relating to  
26 legislative business.

27 3. Publications and Subscriptions.

28 Publications and subscriptions.

29 4. Documentation Required.

30 Vouchers or vendors receipts or invoices stating vendor's

1 name, services or amount of postage, date, place, and total  
2 amount due or paid. Postage purchases shall require a receipt  
3 stamped by the Postmaster.

4 5. Authorized Accounts.

5 Accounts authorized include:

6 (1) Appropriations Committee Accounts.

7 (2) Caucus Operations Accounts.

8 (3) Committee and Contingent Expenses Accounts.

9 X. COMMITTEE ON MANAGEMENT OPERATIONS

10 1. Duties.

11 In addition to duties imposed by law or otherwise by these  
12 rules, the duties of the Senate Committee on Management  
13 Operations shall be:

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

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

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

25 2. Records.

26 A record of the committee's decisions shall be maintained.  
27 The Chief Clerk shall be responsible for maintaining such  
28 records.

29 XI. OUT-OF-STATE TRAVEL

30 1. Request for Approval.

1 No nonmember Officer of the Senate or any employee of any  
2 nonmember Officer shall be reimbursed nor shall any of his or  
3 her expenses be paid for any travel outside the Commonwealth  
4 unless such travel has been approved by a majority of the  
5 membership of the Committee on Management Operations. All  
6 requests for such approval shall be made to the Chief Clerk, and  
7 shall include information relating to the destination, the  
8 estimated cost of such travel, the number of days involved, and  
9 the relationship that the travel has to the duties of the  
10 Officer or employee making the request. In the case of an  
11 employee, the request shall also be approved by the Officer.

12 2. Filing of Request.

13 All such requests, whether approved or disapproved, shall be  
14 filed with the office of the Chief Clerk and shall be made  
15 available for public information on request to the Office of the  
16 Chief Clerk.

17 3. Time Limit for Filing.

18 A copy of any request for reimbursement or for the payment of  
19 any expenses relating to out-of-state travel by a Member or  
20 employee assigned to a Member shall be filed with the Office of  
21 the Chief Clerk within 30 days of such travel. Copies of these  
22 requests shall be made available for public information on  
23 request of the Office of the Chief Clerk.

24 XII. LIST OF EMPLOYEES; DOCUMENT ACCESS

25 1. Publication and Distribution.

26 (a) The Chief Clerk shall have published quarterly and shall  
27 mail to each Member's residence a listing of all employees of  
28 the Senate or any of its Officers, Committee Chairmen, and  
29 Members and all persons holding purchase of service contracts  
30 with the Senate or any of its Officers, Committee Chairmen and

1 Members. The list for employees shall contain the full name of  
2 the employee, county of residence, the job title of the  
3 employee, the compensation of the employee, and the name of the  
4 Member or Officer for such employee. For individuals holding  
5 purchase of service contracts with the Senate, the list shall  
6 contain the name of the contractor, the address of the  
7 contractor, a statement of the nature of the duties of the  
8 contractor, and the fee of the contractor as well as the name of  
9 the Member or Officer responsible for monitoring the performance  
10 of the contractor.

11 (b) The list shall be submitted by February 1, for the  
12 quarter ending December 31; by May 1, for the quarter ending  
13 March 31; by August 1, for the quarter ending June 30; and by  
14 November 1, for the quarter ending September 30. Said list shall  
15 also be updated on a monthly basis including additions and  
16 deletions and shall be available for public inspection in the  
17 office of the Chief Clerk.

18 2. Public Inspection of Vouchers and Requisitions.

19 All vouchers and requisitions relating to all expenditures,  
20 expenses, disbursements and other obligations out of all  
21 appropriated funds of the Senate shall be available for public  
22 inspection in accordance with the act of February 14, 2008 (P.L.  
23 6, No.3), known as the Right-to-Know Law. Payroll and  
24 independent contractor records of the Senate shall also be made  
25 available for public inspection in accordance with the Right-to-  
26 Know Law.

27 3. Photocopies of Records.

28 Photocopies of financial records maintained in the Office of  
29 the Chief Clerk shall be made available in accordance with the  
30 act of February 14, 2008 (P.L.6, No.3), known as the Right-to-

1 Know Law.

2 4. Monthly Accounting of Other Disbursements.

3 For any appropriation to any Officer or Member for which the  
4 records are not maintained in the office of the Chief Clerk, the  
5 Officer or Member receiving the appropriation shall monthly file  
6 with the Chief Clerk an accounting of all disbursements made  
7 from the fund which shall include a separate listing for each  
8 expenditure and the address of the payee and which shall include  
9 as a minimum the information required for public review by this  
10 section. Such accounting shall be filed monthly in the office of  
11 the Chief Clerk not later than 15 days after the end of the  
12 month. Such accounting shall be open for public inspection as in  
13 the case of other records provided for herein.

14 XIII. PERSONNEL POLICIES

15 1. Preparation of Rules and Regulations.

16 The Senate Committee on Management Operations created  
17 pursuant to Section 1.1 of Act No. 417 of 1967 is authorized to  
18 prepare and adopt rules and regulations for uniform personnel  
19 policies and procedures, job specification and pay plans  
20 including periodic increments for Senate Officers and employees.

21 2. Approval of Rules and Regulations.

22 Each such rule or regulation or any amendment thereto shall  
23 be prepared in resolution form and shall be placed on the Senate  
24 calendar for final approval or disapproval. The committee may  
25 when approved by at least five Members of the committee  
26 including both Floor Leaders implement such rules and  
27 regulations pending final Senate consideration of them. Such  
28 resolution shall have the force and effect of law in accordance  
29 with its terms when it has been approved by the full Senate.

30 XIV. ACCOUNTING AND OPERATIONS MANUAL

1 1. Preparation and Approval.

2 The Chief Clerk shall prepare an Accounting and Operations  
3 Manual with separate sections applicable to Members and their  
4 employees and fund custodians. This Manual shall be submitted to  
5 the Senate Committee on Management Operations for its approval.

6 2. Distribution.

7 Upon approval applicable sections of the Accounting and  
8 Operations Manual shall be distributed to all Members and  
9 Officers. A complete manual shall be forwarded to the  
10 Legislative Audit Advisory Commission.

11 3. Maintenance and Updating.

12 The Chief Clerk shall be responsible for maintaining and  
13 updating this manual as a result of revisions or amendments  
14 promulgated by the Senate Committee on Management Operations.

15 XV. DURATION TO RULES

16 These rules shall be in full force and effect until altered,  
17 changed, amended or repealed as provided herein.

18 XVI. CHANGES TO RULES

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

21 XVII. PROCEDURE FOR CHANGING RULES

22 All alterations, changes or amendments to these rules shall  
23 be by resolution which shall not be considered until first  
24 referred to and reported from the Committee on Rules and  
25 Executive Nominations.