

THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE BILL

No. 777

Session of
1979

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

REFERRED TO COMMITTEE ON RULES, MARCH 20, 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17 and Employes Law, are repealed.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.

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

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

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

27 (g) All actions of the committee shall require the approval
28 of at least three members thereof.

29 Section 21.2. The Bi-partisan Management Committee is
30 authorized to prepare and adopt rules and regulations governing

1 the following matters:

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

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

11 (3) Insuring that proper authorization has been obtained for
12 all expenditures and expenses of the House of Representatives
13 including those of its members and employees.

14 (4) The preparation of all payrolls for the House of
15 Representatives, including the certification of vouchers and
16 transmission of same to the comptroller and maintaining the
17 required and necessary expense and payroll records.

18 (5) Maintenance of records of disbursements from the House
19 Appropriation Accounts by offices or departments, including
20 standing committees, or other categories as needed, including
21 classification as to type of disbursements.

22 (6) Preparation of monthly and other periodic reports of
23 disbursements of the House of Representatives from an account
24 subject to its control or the control of any officer, employee,
25 committee or agency thereof.

26 (7) Planning and coordination of purchases in volume for the
27 House of Representatives in order to take advantage of, and
28 secure the economies made possible by, volume purchasing, and
29 the negotiation and execution of purchasing agreements and
30 contracts and the establishment of methods for obtaining

1 competitive bid prices upon which the House may purchase.

2 (8) Taking advantage of Federal General Services
3 Administration (GSA) contracts and State contracts negotiated by
4 the division of purchasing of the Commonwealth Department of
5 General Services.

6 (9) Establishment of uniform purchasing policies and
7 procedures relating to the acquisition of supplies, capital
8 outlay items and contractual services.

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

11 (11) Maintenance and preservation of the books, memoranda,
12 reports and records of each standing committee having permanent
13 research value.

14 (12) Establishment and maintenance of a library adequate for
15 the needs of the House.

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

23 (14) Maintenance of a bill status system supplying such
24 information relating to all bills and resolutions prefiled or
25 introduced during legislative sessions as the committee may deem
26 necessary.

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

29 (16) Establishment of appropriate legislative internship
30 programs.

1 (17) Development of uniform policies and procedures for the
2 preservation and destruction of papers, documents and other
3 writings or records.

4 Section 21.3. The Majority and principal Minority Party
5 Caucuses shall each establish a Legislative Management Committee
6 which shall be composed of the Floor Leader, who shall be
7 chairman, and so many additional caucus members as may be
8 determined by each caucus. Each such committee shall select a
9 staff administrator who shall, under supervision of the
10 committee, administer the fiscal and personnel affairs of the
11 caucus and perform such other duties as may be assigned.

12 Section 21.4. (a) Each Legislative Management Committee,
13 each Appropriations Committee and each other House committee to
14 which funds are appropriated for the hiring of staff shall
15 within sixty (60) days of the effective date of this act and
16 thereafter no later than one month after the beginning of each
17 new session, submit to the Bi-partisan Management Committee, for
18 its approval or modification, a plan of organization for all
19 employees under its jurisdiction.

20 (b) Each such plan shall include the following:

21 (1) The job title of each employee.

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

23 (3) The compensation of each employee.

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

26 (c) Each such plan shall be approved by the Bi-partisan
27 Management Committee within fifteen days after submission to the
28 extent that such plan is in compliance with applicable rules and
29 regulations of the Bi-partisan Management Committee and within
30 the limits of available appropriations.

1 (d) No person may be employed by either Legislative
2 Management Committee, the Bi-partisan Management Committee, the
3 Chief Clerk, the Comptroller or any other committee unless
4 provision is made for the position to be filled in a plan of
5 organization approved from time to time as herein provided.

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

8 Section 21.6. The Chief Clerk and the Comptroller of the
9 House of Representatives shall be selected by the Bi-partisan
10 Management Committee subject to confirmation and removal solely
11 upon the affirmative vote of two-thirds of the members of the
12 House of Representatives in office at the time of any such vote.
13 The Chief Clerk and the Comptroller shall be compensated in an
14 amount determined by the committee consistent with the standards
15 set forth in section 21.10.

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

20 Section 21.8. The Comptroller shall be the chief fiscal
21 officer of the House; shall prepare all payrolls; and shall pre-
22 audit all vouchers submitted for reimbursement from any House
23 Appropriation Account.

24 Section 21.9. The Bi-partisan Management Committee shall
25 establish and may modify, from time to time, a plan of
26 organization for its own staff and all employees under the
27 jurisdiction of the Chief Clerk and the Comptroller; such plans
28 shall contain the matters set forth in section 21.4(b). Within
29 the limits of available appropriations and subject to the
30 uniform rules and regulations authorized under section 21.2 the

1 Chief Clerk and the Comptroller shall have full control of their
2 respective employees.

3 Section 21.10. All ranges of compensation authorized for
4 employees under this act, shall, to the greatest practicable
5 extent, be comparable to those employed by the Executive Branch
6 in positions of comparable qualifications, skills and
7 responsibilities.

8 Section 21.11. Neither the Chief Clerk, the Comptroller, nor
9 any employe of either office shall during such person's
10 employment under this act:

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

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

13 (3) Be an officer or a member of any partisan political
14 committee.

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

17 Section 21.12. All officers and employes of the House shall
18 be full-time employes except as specifically authorized by the
19 Bi-partisan Management Committee. A copy of all contracts for
20 contract services to the House by any person, agency or entity
21 shall, within five days of execution be submitted to the Bi-
22 partisan Management Committee.

23 Section 21.13. (a) The Chief Clerk in office at the time
24 this act becomes effective shall continue in office at the then
25 current salary until the first Tuesday in January of 1981 unless
26 sooner replaced by the selection and confirmation of a successor
27 as herein provided or unless sooner removed by a majority vote
28 of all the members of the House of Representatives.

29 (b) The secretary in office at the time this act becomes
30 effective shall continue in office at the then current salary

1 until otherwise determined by the Bi-partisan Management
2 Committee and shall have such employes at such compensation as
3 shall be determined by said committee.

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

7 Section 4. All personnel, allocations and appropriations
8 subject to the provisions of this act are hereby transferred to
9 the positions and, for the balance of the fiscal year in which
10 this act takes effect, to the funds designated by the Bi-
11 partisan Management Committee.

12 Section 5. This act shall take effect immediately.