

THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE RESOLUTION

No. 2 Session of
2019

INTRODUCED BY CORMAN AND COSTA, JANUARY 1, 2019

INTRODUCED AND ADOPTED, JANUARY 1, 2019

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 203rd and 204th Regular
4 Session.

5 2019-2020

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
30 bipartisan 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. The authorized accounts may pay
12 expenses related 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 while away from their primary

1 workplace provided that the travel is necessary for the
2 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 enter into a master lease agreement with the
22 Department of General Services for the long-term lease of
23 automobiles to be used by Senators and in the operation of
24 the Senate. The actual expenses of the lease and operation
25 shall be paid by the Senate's Incidental Expense Account.
26 Rules relating to the payment of expenses relating to
27 vehicles leased through the Department of General Services to
28 be used by Senators shall be promulgated by the Senate
29 Committee on Management Operations.

30 (d) Allowable transportation expenses.--

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

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

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

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

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

30 (iii) Senators may also claim ordinary and necessary

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

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

12 (e) Documentation.--

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

15 (i) Dates of travel.

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

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

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

27 (i) Travel by common or chartered carrier.

28 (ii) Leased vehicle or conveyance operation.

29 Receipts for gasoline and maintenance shall include the
30 license number of the vehicle and the location of the

1 purchase.

2 (iii) Parking, limousine, toll charges and other
3 miscellaneous incidental items when any of these items
4 exceeds \$25.

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

9 (1) Appropriations Committee Accounts.

10 (2) Senators' Legislative Accountable Expense Accounts.

11 (3) Incidental Expense Account.

12 (4) Caucus Operations Accounts.

13 (5) Committee and Contingent Expenses Accounts.

14 (6) Computer Services Accounts.

15 Rule 3. Meals and lodging.

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

23 (b) Per diem allowance.--

24 (1) A per diem allowance is an allowance for meals and
25 lodging expenses incurred in the course of a Senator's
26 duties. It is paid in lieu of reimbursement for actual
27 expenses. A Senator is entitled to receive a full or partial
28 per diem allowance for each day the Senator is in the
29 performance of legislative duties while in the Harrisburg
30 area (defined as within Dauphin County or otherwise within a

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

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

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

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

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

29 (d) Employees' travel.--If an employee is engaged in travel
30 away from the normally assigned place of work necessary for the

1 performance of official business, the employee may be reimbursed
2 for ordinary and necessary actual expenses for lodging, meals
3 and other incidental items. For rules regarding out-of-State
4 travel, see Rule 11.

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

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

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

17 (h) Documentation.--

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

24 (2) Actual expenses of a Senator or an employee.--For
25 payment of actual expenses, a Senator or employee must submit
26 a voucher showing the date, amount, place and the legislative
27 activity in which the Senator or employee was engaged and
28 must submit a vendor or credit card receipt or invoice for
29 each item exceeding \$10. Tips for meals may not exceed 20% of
30 the value of the meal.

1 (i) Authorized accounts.--

2 (1) Payments shall be made from the Incidental Expense
3 Account for authorized per diem allowances only for sessions
4 of the Senate during which a Senator is recorded as present
5 on any roll call vote.

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

8 (i) Appropriations Committee Accounts.

9 (ii) Senators' Legislative Accountable Expense
10 Accounts.

11 (iii) Incidental Expense Account.

12 (iv) Caucus Operations Accounts.

13 (v) Committee and Contingent Expenses Accounts.

14 (vi) Computer Services Accounts for actual expenses
15 only.

16 Rule 4. Equipment and furnishing control and inventory.

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

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

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

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

17 (e) Documentation required.--Required documentation shall
18 include:

- 19 (1) Request for purchase or rental showing:
- 20 (i) Date of request.
 - 21 (ii) Item requested.
 - 22 (iii) By whom request made.
 - 23 (iv) Purpose.
 - 24 (v) Signature approvals.
 - 25 (vi) Record of subsection (d) actions taken.
- 26 (2) Vendor's invoice or receipt detailing:
- 27 (i) Date of purchase or rental.
 - 28 (ii) Vendor's identity.
 - 29 (iii) Description of item purchased or rented.
 - 30 (iv) Length of rental contract when applicable.

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

3 (f) Authorized accounts.--Authorized accounts shall include:

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

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

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

13 (4) Chief Clerk Employees' Salary and Expense Account,
14 as provided in the General Appropriations Act.

15 Rule 5. District office expenses.

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

17 (1) Aggregate office rental in accordance with policies
18 as may be established by the Senate Committee on Management
19 Operations. No Senator, nor a member of the Senator's
20 immediate family, may have a financial interest in a district
21 office. For purposes of this paragraph, a financial interest
22 shall not include ownership in a publicly traded investment
23 vehicle, including a corporation, mutual fund, REIT or
24 limited liability partnership in which the Senator or a
25 member of the Senator's immediate family is not a managing
26 partner. Prior to entering into a district office lease
27 agreement, the Chief Clerk shall obtain and maintain a
28 written verification from the Senator that neither the
29 Senator nor a member of the Senator's immediate family has a
30 financial interest in the property. This Rule shall not

1 prohibit a district office from being located in a building
2 in which a Senator or a member of the Senator's immediate
3 family has a financial interest if rent, utilities or any
4 expenses that may inure to the benefit of the property or
5 landlord are not paid for by the Senate.

6 (2) Insurance.

7 (3) Printing services.

8 (4) Telephone and data services.

9 (5) Postage and mailing services.

10 (6) Publications and subscriptions.

11 (7) Nondurable supplies.

12 (8) Senator, employee and visitor parking.

13 (9) Janitorial maintenance and cleaning services.

14 (10) Utility services.

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

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

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

25 (1) Senators' Legislative Accountable Expense Accounts.

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

27 (3) Legislative and Printing Expense Account.

28 (4) Computer Service Accounts.

29 (5) Caucus Operations Accounts.

30 Rule 6. Capitol office expenses.

- 1 (a) Types of expenses authorized.--Expenses authorized shall
2 include:
- 3 (1) Utility services.
 - 4 (2) Insurance.
 - 5 (3) Printing services.
 - 6 (4) Telephone and data services.
 - 7 (5) Postage and communication.
 - 8 (6) Publications and subscriptions.
 - 9 (7) Nondurable supplies.
 - 10 (8) Employee parking.
 - 11 (9) Janitorial maintenance and cleaning services.
 - 12 (10) Other items authorized for expenses as defined in
13 the General Appropriations Act and policies of the Senate
14 Committee on Management Operations.
- 15 (b) Dissemination of literature.--The Secretary of the
16 Senate shall provide for the publication and dissemination of
17 educational or informational literature pertaining to the Senate
18 of Pennsylvania, the Commonwealth of Pennsylvania or the
19 Government of the United States.
- 20 (c) Documentation required.--Documentation required shall
21 include vouchers appropriately documenting expenses and
22 legislative purpose for each expenditure. Receipts or invoices
23 shall be included for all expenditures in excess of \$25 per
24 occurrence.
- 25 (d) Authorized accounts.--Accounts authorized include:
- 26 (1) Legislative Printing and Expense Account.
 - 27 (2) Postage and Communication Expense Account of Chief
28 Clerk.
 - 29 (3) Senators' Legislative Accountable Expense Accounts.
 - 30 (4) Appropriations Committee Accounts.

- 1 (5) Caucus Operations Accounts.
- 2 (6) Committee and Contingent Expenses Accounts.
- 3 (7) Incidental Expense Account.
- 4 (8) Computer Service Accounts.

5 Rule 7. Official expenses.

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

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

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

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

24 (2) Meeting room rental.

25 (3) Incidental items.

26 (d) Documentation.--

27 (1) Participation in conferences and seminars.--Vouchers
28 shall show the amount, date, place and legislative purpose.
29 An agenda, and a registration form or other receipts, must be
30 attached.

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

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

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

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

18 (1) Appropriations Committee Accounts.

19 (2) Incidental Expense Account.

20 (3) Caucus Operations Accounts.

21 (4) Committee and Contingent Expenses Accounts.

22 (5) Senators' Legislative Accountable Expenses Accounts.

23 (6) Computer Service Accounts.

24 Rule 8. Special expenses.

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

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

1 their immediate families, or former Senators or their
2 immediate families, or deceased retired Senate employees, or
3 dignitaries including both incumbent or former elected or
4 appointed officials or their immediate families.

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

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

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

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

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

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

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

29 (d) Documentation required.--Vouchers or vendors receipts or
30 invoices stating vendor's name, services or amount of postage,

1 date, place, and total amount due or paid. Postage purchases
2 shall require a receipt from the Postmaster.

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

4 (1) Appropriations Committee Accounts.

5 (2) Caucus Operations Accounts.

6 (3) Committee and Contingent Expenses Accounts.

7 Rule 10. Senate Committee on Management Operations.

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

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

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

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

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

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

27 Rule 11. Out-of-State travel.

28 (a) Request for approval.--No nonmember Officer of the
29 Senate or any employee of any nonmember Officer shall be
30 reimbursed nor shall any of his or her expenses be paid for any

1 travel outside the Commonwealth unless such travel has been
2 approved by the Executive Committee or a majority of the
3 membership of the Senate Committee on Management Operations. All
4 requests for such approval shall be made to the Chief Clerk, and
5 shall include information relating to the destination, the
6 estimated cost of such travel, the number of days involved, and
7 the relationship that the travel has to the duties of the
8 Officer or employee making the request. In the case of an
9 employee, the request shall also be approved by the Officer.

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

18 Rule 12. List of employees and document access.

19 (a) Publication and distribution.--

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

1 the contractor as well as the name of the Senator or Officer
2 responsible for monitoring the performance of the contractor.

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

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

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

22 Rule 13. Personnel policies.

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

29 (b) Approval of rules and regulations.--Each such rule or
30 regulation or any amendment thereto shall be prepared in

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

8 Rule 14. Operations Manual.

9 (a) Preparation and approval.--The Chief Clerk shall prepare
10 an Operations Manual of all rules, regulations, policies and
11 procedures which are promulgated by the Senate Committee on
12 Management Operations.

13 (b) Distribution.--Upon approval, applicable sections of the
14 Operations Manual shall be posted on the Chief Clerk's Intranet
15 site for access by all Senators, Senate Officers and Senate
16 employees.

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

21 Rule 15. Effect and duration.

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

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

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

4 Rule 16. Changes to rules.

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

7 Rule 17. Procedure for changing rules.

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