

**HOUSE ADMINISTRATIVE  
AND  
FINANCIAL MANUAL**

**HOUSE OF REPRESENTATIVES  
Thirty-Third Legislature**

**2025-2026**



# TABLE OF CONTENTS

---

## **PART I LEGISLATOR'S SALARY AND GENERAL ALLOWANCES; HOUSE CONTINGENCY FUND; POSTAGE/MAILING POLICY**

Chapter 1. Legislator's Salary and General Allowances .....	1
Sec. 1.1. Scope of chapter. ....	1
Sec. 1.2. Legislator's salary.....	1
Sec. 1.3. Legislator's annual allowance.....	1
Sec. 1.4. Non-Oahu legislator's session allowance. ....	2
Chapter 2 House Contingency Fund .....	2
Sec. 2.1. Scope of chapter. ....	2
Sec. 2.2. Amount and purpose of fund. ....	2
Sec. 2.3. Expenditure authorization.....	2
Chapter 3 Postage/Mailing Policy.....	2
Sec. 3.1. Scope of chapter. ....	2
Sec. 3.2. Public funds for postage and mailing. ....	2
Sec. 3.3. Accounting. ....	3

## **PART II TRAVEL AND TRAVEL ALLOWANCES**

Chapter 4 General Provisions .....	7
Sec. 4.1. Scope of chapter. ....	7
Sec. 4.2. "Official legislative business" defined.....	7
Sec. 4.3. Allowance for expenses payable by the House. ....	7
Sec. 4.4. Travel authorization.....	7
Sec. 4.5. Payment of travel expenses. ....	8
Sec. 4.6. Accounting. ....	8
Sec. 4.7. Purchasing cards. ....	9
Chapter 5 Transportation .....	9
Sec. 5.1. Scope of chapter. ....	9
Sec. 5.2. Routing.....	9

Sec. 5.3. Air transportation.....	9
Sec. 5.4. Ground transportation. ....	9
Chapter 6 Per Diem Allowance .....	9
Sec. 6.1. Scope of chapter. ....	9
Sec. 6.2. Per diem computation. ....	10
Sec. 6.3. Multiple official legislative business. ....	10
Sec. 6.4. Employee's per diem allowance. ....	10
Sec. 6.5. Overnight stay on island of residence.....	10
Sec. 6.6. Accounting. ....	11
Chapter 7 Mileage and Mileage Allowance.....	11
Sec. 7.1. Scope of chapter. ....	11
Sec. 7.2. "Personal automobile" defined.....	11
Sec. 7.3. Entitlement to mileage reimbursement. ....	11
Sec. 7.4. Authorization to use personal automobile.....	11
Sec. 7.5. Reimbursement amount. ....	11
Sec. 7.6. Claim filing. ....	11

### **PART III PURCHASING**

Chapter 8 General Provisions .....	23
Sec. 8.1. Scope of chapter. ....	23
Sec. 8.2. "Purchase" defined. ....	23
Sec. 8.3. Chief procurement officer. ....	23
Sec. 8.4. Purchase approving authority.....	23
Sec. 8.5. Categories of purchases.....	24
Sec. 8.6. Standards of conduct. ....	24
Sec. 8.7. Purchase document. ....	24
Sec. 8.8. Signing purchase order or contract.....	25
Sec. 8.9. Purchase order form.....	25
Sec. 8.10. Purchase order preparation and distribution. ....	25
Sec. 8.11. Purchase order file. ....	25
Sec. 8.12. Contract preparation.....	25
Chapter 9 General Purchasing Guidelines .....	25
Sec. 9.1. Scope of chapter. ....	25

Sec. 9.2. Lowest cost .....	25
Sec. 9.3. Department of Accounting and General Services central price list.....	25
Chapter 10 Procurement of Professional Services Guidelines.....	26
Sec. 10.1. Scope of chapter .....	26
Sec. 10.2. When allowed.....	26
Sec. 10.3. Specifications .....	26
Chapter 11 Receipt of and Payment for Goods and Services.....	27
Sec. 11.1. Scope of chapter .....	27
Sec. 11.2. Receipt of goods and services.....	27
Sec. 11.3. Receiving document.....	27
Sec. 11.4. Payment of vendor's invoice.....	28

## PART IV PAYMENTS AND RECEIPTS

Chapter 12 Payment to Vendors .....	31
Sec. 12.1. Scope of chapter .....	31
Sec. 12.2. General control of checks.....	31
Sec. 12.3. Preparation of checks and remittance advice .....	31
Sec. 12.4. Review and approval for payment .....	31
Sec. 12.5. Signing of checks .....	31
Sec. 12.6. Mailing of checks and distribution of remittance advice .....	32
Sec. 12.7. Outstanding checks.....	32
Chapter 13 Payroll .....	32
Sec. 13.1. Scope of chapter .....	32
Sec. 13.2. "Permanent employee" and "temporary employee" defined .....	32
Sec. 13.3. Payroll of legislators and permanent employees .....	32
Sec. 13.4. Payroll of temporary employees .....	33
Chapter 14 Allowances .....	34
Sec. 14.1. Scope of chapter .....	34
Sec. 14.2. General provisions .....	34
Sec. 14.3. Payment process.....	34
Chapter 15 Receipts.....	34
Sec. 15.1. Deposit of receipts.....	34

**PART V**  
**BUDGETING, FINANCIAL ACCOUNTING, AND REPORTING**

Chapter 16	Budgeting .....	39
Sec. 16.1.	Scope of chapter .....	39
Sec. 16.2.	Development of budget .....	39
Sec. 16.3.	Budget structure .....	39
Sec. 16.4.	Budget format.....	39
Sec. 16.5.	Budgetary control .....	39
Chapter 17	Financial Accounting.....	39
Sec. 17.1.	Scope of chapter .....	39
Sec. 17.2.	Method of accounting .....	40
Sec. 17.3.	Maintenance of records .....	40
Chapter 18	Financial Reporting .....	42
Sec. 18.1.	Scope of chapter .....	42
Sec. 18.2.	Preparation of reports.....	42
Sec. 18.3.	Types of reports .....	42

**PART VI**  
**EMPLOYEE CLASSIFICATION**

Chapter 19	Appointing Authority and Class Specifications .....	45
Sec. 19.1.	Scope of chapter .....	45
Sec. 19.2.	Probationary period.....	45
Sec. 19.3.	Individual legislators .....	45
Sec. 19.4.	Committee chairs and vice chairs.....	45
Sec. 19.5.	Finance committee .....	45
Sec. 19.6.	Legislators in leadership positions.....	45
Sec. 19.7.	Administrative support services .....	46
Sec. 19.8.	Research and legal services .....	46
Sec. 19.9.	General appointing authority .....	46
Sec. 19.10.	General employee class specifications.....	46
Sec. 19.11.	Volunteer services.....	66
Sec. 19.12.	Interns.....	66

**PART VII  
PERSONNEL ADMINISTRATION**

Chapter 20 Staff Appointments .....	71
Sec. 20.1. Appointments; general .....	71
Sec. 20.2. Nepotism.....	71
Sec. 20.3. Reporting of staff appointments.....	71
Sec. 20.4. Preparation of personnel forms .....	72
Chapter 21 Hours of Work.....	72
Sec. 21.1. General .....	72
Sec. 21.2. Holidays .....	72
Chapter 22 Leaves of Absence .....	72
Sec. 22.1. Scope of chapter .....	72
Sec. 22.2. Vacation .....	73
Sec. 22.3. Sick leave.....	73
Sec. 22.4. Funeral leave .....	73
Sec. 22.5. Other leaves.....	73
Sec. 22.6. Leave requests.....	73
Sec. 22.7. Leave extensions or early returns.....	73
Sec. 22.8. Maintenance of leave records.....	73
Chapter 23 Benefit Programs .....	74
Sec. 23.1. Employee benefit programs.....	74
Chapter 24 Termination.....	74
Sec. 24.1. Involuntary termination .....	74
Sec. 24.2. Voluntary termination .....	74
Sec. 24.3. Reporting of staff termination .....	74
Sec. 24.4. Disposition of employee benefits—permanent employees.....	75
Chapter 25 Code of Conduct.....	75
Sec. 25.1. Confidential and privileged information.....	75
Chapter 26 Workplace Harassment Policy .....	75
Sec. 26.1. Policy statement.....	75
Sec. 26.2. Definition of workplace harassment.....	75
Sec. 26.3. Definition of bullying .....	76
Sec. 26.4. Definition of sexual harassment.....	76

Sec. 26.5. Applicability .....	77
Sec. 26.6. Reporting .....	77
Sec. 26.7. Investigation .....	78
Sec. 26.8. Resolution .....	78
Sec. 26.9. Retaliation prohibited.....	78
Sec. 26.10. Confidentiality.....	78
Sec. 26.11. Speaker and chief clerk.....	79
Sec. 26.12. Publication and training .....	79
Chapter 27 Nondiscrimination on the Basis of Disability .....	79
Sec. 27.1. Policy statement.....	79

## PART VIII PROPERTY CONTROL

Chapter 28 Equipment and Furnishings .....	85
Sec. 28.1. Scope of chapter .....	85
Sec. 28.2. Inventory records and reports.....	85
Sec. 28.3. Identification tags .....	85
Sec. 28.4. Disposals and transfers.....	85
Sec. 28.5. Care and safeguard.....	86
Sec. 28.6. Equipment maintenance and repair.....	86
Sec. 28.7. Physical count.....	86
Sec. 28.8. Leased equipment and furnishings.....	86
Chapter 29 Office Supplies, Postage, Copy Machines, and Certificates .....	86
Sec. 29.1. Scope of chapter .....	86
Sec. 29.2. General .....	86
Sec. 29.3. Supply room .....	86
Sec. 29.4. Copy machines .....	87
Sec. 29.5. Certificates .....	87
Chapter 30 Printshop .....	87
Sec. 30.1. Scope of chapter .....	87
Sec. 30.2. Printshop supplies and hardware .....	87
Sec. 30.3. Printing services for members and staff.....	87
Sec. 30.4. Record of all matters printed .....	88

**PART IX**  
**USE OF PHYSICAL FACILITIES**

Chapter 31 Parking .....	91
Sec. 31.1. General .....	91
Sec. 31.2. Legislators.....	91
Sec. 31.3. Employees .....	91
Chapter 32 Legislator's Office and Telephone.....	91
Sec. 32.1. Legislator's office.....	91
Sec. 32.2. Telephone .....	91
Chapter 33 Assignment and Use of Conference Rooms .....	92
Sec. 33.1. General .....	92
Sec. 33.2. Guidelines .....	92

(This page intentionally left blank)

**PART I**  
**LEGISLATOR'S SALARY AND GENERAL ALLOWANCES;**  
**HOUSE CONTINGENCY FUND; POSTAGE/MAILING POLICY**

**INTRODUCTION**

This part concerns the salary and general allowances that are payable to legislators under the State Constitution and statutes. It also covers the use of the statutorily-provided contingency fund.

**Chapter 1. Legislator's Salary and General Allowances**

**Sec. 1.1. Scope of chapter.** Article III, section 9, of the State Constitution provides that each legislator is to receive allowances as prescribed by law. Article XVI, section 3.5, of the State Constitution provides that the salaries of legislators, among others, shall be reviewed and recommended by a Commission on Salaries.

**Sec. 1.2. Legislator's salary.** A legislator's salary shall be paid in equal amounts beginning with the first pay period for state employees in November of the year the legislator is elected.

**Sec. 1.3. Legislator's annual allowance.** Pursuant to section 24-1, Hawaii Revised Statutes (HRS), each legislator is granted an allowance for incidental expenses connected with legislative duties. Examples of "incidental expenses connected with legislative duties" include (but may not be limited to) expenses for office furniture, equipment, or similar non-perishable items that enhance the professionalism or functionality of the legislator's office, office supplies not readily available from the House supply room, printing and mailing of newsletters, registration fees and travel expenses for legislative-related conferences, and expenses associated with community meetings hosted by the legislator. It also includes expenses associated with travel as specified in Chapter 4. The allowance account for each legislator shall be held and maintained by the House.

The Chief Clerk, as the representative of the Speaker, shall not make any payment to a vendor or reimburse any legislator unless the legislator first completes House Form No. 1, "Claim for Disbursement from Legislative Allowance Fund" with information sufficient to substantiate the amount, date, and description of the expenditures, and certifies that the expenditures are for incidental expenses connected with legislative duties. "Information sufficient to substantiate" shall include such information that will enable the Chief Clerk to identify the specific nature of each expense and to conclude that the expense is attributable to incidental expenses connected with legislative duties.

Upon receipt of a certification from a legislator, with information sufficient to substantiate that the amount, date, and description of the expenditure is for incidental expenses connected with legislative duties, the Chief Clerk shall pay the amount requested as a payment or reimbursement and shall charge the amount to the legislator's allowance account.

For any payment to a vendor or provider of service, receipts verifying the actual purchase shall be submitted to the Chief Clerk within two weeks of the receipt or delivery of the service or item.

All nonperishable items, the expenditure of which is covered by the annual allowance, shall be inventoried as property of the House.

**Sec. 1.4. Non-Oahu legislator's session allowance.** When the Legislature is in session, each non-Oahu legislator is allowed such amount per day as provided by section 24-2, HRS, for lodging, subsistence, and other incidental expenses necessitated by the legislator's presence on Oahu. The use of the allowance is not subject to reporting or accounting, and the amount of the allowance is not subject to reduction or adjustment by reason of the receipt of any other allowance provided by statute or under any other section of this manual. The allowance is payable for each day during the session, including Saturdays, Sundays, holidays, and days of a recess when the recess is not longer than three days, but excluding days of unexcused absence from a meeting of the House and days of a recess when the recess is longer than three days. It is payable weekly on Friday of each pay period. A pay period begins on Sunday and ends the following Saturday.

## **Chapter 2 House Contingency Fund**

**Sec. 2.1. Scope of chapter.** Section 24-7, HRS, provides for the establishment of a House contingency fund. This chapter summarizes and implements the provisions of section 24-7.

**Sec. 2.2. Amount and purpose of fund.** The House contingency fund shall not exceed \$15,000 per year. The amount of the fund shall be included in the appropriations made by the Legislature for the expenses of the House. The fund is to be used to cover the expenses of social occasions hosted by the House as a whole and other social occasions authorized by the Speaker. "Other social occasions" include social functions and protocol demands that the Speaker is expected to fulfill as the presiding officer of the House.

**Sec. 2.3. Expenditure authorization.** No monies are to be expended from the contingency fund except upon the approval of the Speaker.

## **Chapter 3 Postage/Mailing Policy**

**Sec. 3.1. Scope of chapter.** This postage and mailing policy establishes a standard to guide the use of public funds for postage and mailing purposes. This policy seeks to maintain general flexibility for members of the House to accomplish their official functions and duties while providing accountability for this use of public funds by House members.

**Sec. 3.2. Public funds for postage and mailing.** Public funds for postage and mailing shall be used solely for the mailing of official material such as official correspondence and constituent communication. The use of public funds for the mailing of

personal material not reasonably related to the legislator's official legislative work is prohibited.

**Sec. 3.3. Accounting.** The House Sergeant-at-Arms Office shall maintain records and accounts for each House member listing the amounts of public funds spent by the member for postage, subject to a memorandum issued by the Speaker.

For mailing over 50 pieces, a copy shall be left with the Sergeant-at-Arms' Office.

<b>CLAIM FOR DISBURSEMENT FROM LEGISLATIVE ALLOWANCE FUND</b>
---

Name of Legislator: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**ITEM(S) PURCHASED**

(For Travel, specify the conference/event in "Other" section below)

- |  |   |
|--|---|
| <input type="checkbox"/> Office Supplies                                 | <input type="checkbox"/> Travel - Registration          |
| <input type="checkbox"/> Office Refreshments                             | <input type="checkbox"/> Travel - Airfare               |
| <input type="checkbox"/> News Subscription                               | <input type="checkbox"/> Travel - Ground Transportation |
| <input type="checkbox"/> Newsletter Printing                             | <input type="checkbox"/> Travel - Lodging               |
| <input type="checkbox"/> Newsletter Postage                              | <input type="checkbox"/> Travel - Meals                 |
| <input type="checkbox"/> Meals (Supply details in "Other" section below) |   |

☐ Other (Include reason for purchase): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Payable To: \_\_\_\_\_

☐ Reimbursement Requested

☐ Direct Payment to Vendor

I certify the above information is correct.

\_\_\_\_\_  
Signature of Legislator

\_\_\_\_\_  
Date

☐ Approved

☐ Disapproved

\_\_\_\_\_  
Chief Clerk

\_\_\_\_\_  
Date

Distribution:      ☐ Accounting      ☐ HSAA      ☐ TSS

Form No. 1

Check No. \_\_\_\_\_  
Rev. 6/26/23

## GUIDELINES FOR LEGISLATIVE ALLOWANCE USE

The purpose of this section is to serve as a guide and provide a basis for the legislator in requesting reimbursements or direct vendor payments from legislative allowance for incidental expenses connected with legislative duties.

Under Article III, Section 9 of the State Constitution, each member of the Legislature shall receive allowances reasonably related to expenses as provided by law. Section 24-1 of the Hawaii Revised Statutes provides that each member is entitled to receive an annual allowance to cover incidental expenses connected with legislative duties.

Incidental expenses connected with legislative duties shall include expenditures incurred in connection with carrying out of official duties or in connection with representational activities the nature of which will assist the legislator in: (i) developing the legislator's accessibility to communicate with the community and constituents concerning subjects of legislation and community concerns; (ii) educating the community and constituents on matters relating to the legislature, legislative process, and subjects of legislation; and (iii) carrying out the public's expectations of a legislator's role to the community and constituents.

Legislative allowance may not be used for any personal, political, fundraising, or campaign-related expenses, nor expenses related to the conduct of other than official duties and representational activities of a legislator.

Each member is personally responsible for the payment of any expenses incurred in support of the conduct of official duties and representational activities which exceed the provided allowances.

In the context of the general purposes above for which the incidental expenses connected with legislative duties are intended, guideline examples of allowable expenses are:

1. Office supplies not available from the House Supply Room. Furniture, equipment, or similar durable items which enhance the functionality of the legislator's office, which shall be inventoried as property of the House.
2. Food and beverage expenses incurred by the legislator for the legislator's own person when necessitated by circumstances in the conduct of the legislator's official duties and representational activities.
3. Food and beverage expenses incurred for other persons when necessitated by circumstances in the conduct of the legislator's official duties and representational activities and only if the presence of the persons was necessary and appropriate for the legislator's conduct of official duties and activities. This may include a legislator's staff working past normal hours during periods of high work volume such as during legislative deadlines.
4. Postage for mailing informational or survey material that the legislator sends to the legislator's constituents or members of the community, provided the communication does not advocate or support the election or nomination for election of any candidate or advocates or supports any candidate's defeat, or which does not advocate or support the passage or defeat of a question or issue on a ballot for election.
5. Transportation and lodging while traveling for official legislative business approved by the Speaker.
6. Registration and admission expenses of conferences, conventions, meetings, or dinners which the legislator attends or is invited to in an official capacity as a legislator.

It is emphasized that any expenditures from legislative allowance must be directly connected to the member's duties as a legislator. However, there still may be exceptions as to what may be acceptable. If you have any questions, please contact the House Chief Clerk for any needed clarification prior to making the expenditure.

#### **PURCHASE ITEM CHECKBOX CATEGORIES**

<b>Office Supplies:</b>	Common consumable items typically used in an office such as pens, paper, highlighters, clips, folders, binders, etc., often of a type not available from the House Supply Room.
<b>Office Refreshments:</b>	Water (including water delivery), coffee, tea, soft drinks, etc., and light food such as chips, cookies, crackers, etc. that may be made available to office visitors and staff.
<b>News Subscription:</b>	Subscription to physical and/or digital periodicals relevant to current events.
<b>Newsletter Printing:</b>	Printing of legislative newsletters for mass communication, either by the House Printshop or by an outside printing company.
<b>Newsletter Postage:</b>	Postage for mailing of legislative newsletters, either by the House Sergeant-at-Arms or by an outside mailing company.
<b>Meals:</b>	Meals for staff working through normal meal times or past normal working hours during periods of high work volume such as during legislative deadlines, or for meeting participants such as constituents, issue stakeholders, visitors, etc. <i>Justification details for this category must be provided in the "Other" section of the form (ex: "Staff working late on 2/12/23 First Lateral deadline").</i>
<b>Travel – Registration:</b>	Fees for registering to attend conferences, conventions, seminars, etc. when traveling on official business approved by the Speaker.
<b>Travel – Airfare:</b>	Cost of flights to and from destination when traveling on official business approved by the Speaker.
<b>Travel – Ground Trans:</b>	Cost of shuttle, taxi, rideshare, or public transit when traveling on official business approved by the Speaker.
<b>Travel – Lodging:</b>	Cost of hotel accommodations when traveling on official business approved by the Speaker.
<b>Travel – Meals:</b>	Meals for the House member only when traveling on official business approved by the Speaker.

## **PART II TRAVEL AND TRAVEL ALLOWANCES**

### **INTRODUCTION**

The nature of legislative business requires legislators and legislative employees from time to time to travel, both intrastate and out-of-state. This part details how and when such travel may be allowed and specifies what expenses of such travel may be paid for by the House and how such expenses are to be paid. The foundation for all policies and procedures related to legislative travel is public accountability and the need to balance the prudent expenditure of taxpayer dollars with the value of travel as a means of improving government effectiveness.

### **Chapter 4 General Provisions**

**Sec. 4.1. Scope of chapter.** This chapter contains provisions of general applicability to travel in conducting official legislative business and to the payment of travel expenses.

**Sec. 4.2. "Official legislative business" defined.** As used in this part, "official legislative business" means an activity authorized by the Speaker on behalf of the House and performed or conducted pursuant to the business of the House or any House committee. It includes, when authorized, the following: attending a meeting of the House, the House leadership, or a House committee; participating in a seminar or conference sponsored in whole or in part by the House; attending, either as a representative of the House or as a participant, a meeting, seminar, or conference of a state, national, regional, or international organization of which the House or the State Legislature is a member; attending any seminar, conference, or session on a subject matter of direct concern to the House or any House committee; participating in any training program to maintain or improve the skills of legislators or legislative employees in the performance of their duties; and conducting studies and investigations on matters before the House or a House committee. It excludes activities which are of primary benefit to the individuals performing or conducting such activities, even though such activities are performed or conducted because of one's status as a legislator or legislative employee. Among the excluded activities are services rendered by a legislator to the legislator's individual constituent. Travel plans submitted to the Speaker for authorization shall specify the type of benefit (e.g., potential legislation, information pertinent to issues pending before the Legislature, etc.) to be gained by the member, employee, and the House of Representatives as a result of the authorized travel.

**Sec. 4.3. Allowance for expenses payable by the House.** As authorized by the Speaker and except as otherwise provided by statute or in this part, all reasonable and necessary personal expenses while traveling to conduct official legislative business are payable by the House. Personal expenses include the costs of meals and lodging while traveling and in the conduct of official legislative business.

**Sec. 4.4. Travel authorization.** Travel for purposes of official legislative business, even in instances where the expenses of which are not to be paid for by the House, must be approved by the Speaker.

For out-of-state travel, a travel plan shall be submitted on House Form No. 2, "Request for Out-of-State Travel Authorization," signed by the legislator or employee concerned. The Speaker's signature on House Form No. 2 confirms that the business to be conducted has been authorized and constitutes authority for the House Accountant to pay the expenses of the travel, whether by allowance or House general funds.

For inter-island travel, House Form No. 2A, "Inter-Island Travel Authorization," shall be signed and submitted by the legislator or employee concerned. The Speaker's signature on House Form No. 2A confirms that the business to be conducted has been authorized and constitutes authority for the House Accountant to pay the expenses of the travel, whether by allowance or House general funds.

For any travel approved by the Speaker, and for which a rental car is required, House Form No. 3, "Car Rental Authorization," shall be signed and submitted by the legislator or employee concerned, as appropriate. The Speaker's signature on House Form No. 3 confirms authority for the House Accountant to pay the expenses of the rental, whether by allowance or House general funds.

The Speaker shall be notified of any travel authorized but subsequently cancelled.

**Sec. 4.5. Payment of travel expenses.** Unless paid by the House directly to the vendors, the costs of transportation to and from the destination and such other allowable travel expenses are payable to the legislator or employee engaged in travel. Other allowable travel expenses shall include the cost of shuttle, taxi, car rentals, bus, and other means of travel at a point of destination; registration; baggage transfers; and other expenses as may be reasonably and necessarily incurred while traveling in the conduct of official legislative business. The payment to the legislator or employee may be by way of a cash advance prior to travel or by way of a reimbursement upon return from travel upon approval of the Speaker.

**Sec. 4.6. Accounting.** If House general funds are authorized, within 15 days after completion of travel, each legislator or employee shall account to the House on House Form No. 4, "Statement of Completed Travel," the travel expenses incurred for which a cash advance was made or for which a reimbursement is sought. In calculating the amount expended for lodging, meals, and other personal travel expenses, the calculation based on the amount of per diem allowed is sufficient; no detailed itemization of such expenses is required. For all other expenses, a detailed expenditure statement shall be attached to House Form No. 4 supported by receipts where receipts are issued in the normal course of business. The completed forms shall be submitted to the Speaker. Once the form is approved, the Speaker's office shall then transmit the forms to the House Accountant. If the travel expenses total less than the amount of any advance, the legislator or employee shall refund the difference to the House at the time of the submission of the forms. Per diem exceeding federally allowable rates is subject to withholding taxes. Information for the computation of taxable allowance is available in the House Accounting Office.

Reimbursement requests submitted after 60 days may not be honored.

If travel is out-of-state, and the transportation expense, per diem allowance, or other expenses are paid by the House, whether by allowance or House general funds, a completed travel report on House Form No. 6, "Travel Report Form," on the business conducted accompanying House Form No. 4, "Statement of Completed Travel," shall be

submitted to the Speaker within 15 days after completion of travel. The "Travel Report Form" shall summarize the nature of the business conducted. All travel reports submitted shall be available for public review.

**Sec. 4.7. Purchasing cards.** Inter-island travel for Neighbor Island members may be procured with House-issued purchasing cards authorized for this purpose by the Speaker. Travel shall be solely for the purpose of traveling between the member's home island and Oahu for official legislative business, unless otherwise authorized by the Speaker.

## **Chapter 5 Transportation**

**Sec. 5.1. Scope of chapter.** This chapter concerns the allowable mode and class of transportation allowable for travel while on official legislative business.

**Sec. 5.2. Routing.** The travel itinerary shall be by the most direct routes available. Allowable travel time is the time necessary to travel by the most direct route to and from the points specified in the approved travel plan, plus the time necessary to conduct the required official legislative business. Any additional cost incurred in deviating from the most direct and convenient route shall be borne by the legislator or employee concerned.

**Sec. 5.3. Air transportation.** Except in case of travel between points on any island in the state, travel between any two points shall be by a regularly-scheduled commercial airline whenever it is available and its use is feasible and appropriate. Air travel by a legislator or employee shall be by the most economical class available, unless otherwise authorized by the Speaker. If at any time before or during the travel, the legislator or employee alters the mode or class of travel to a more economical mode or class, the House shall be refunded the difference in the fares.

**Sec. 5.4. Ground transportation.** Travel on any of the islands within the state, at a point of destination out-of-state, and between points of destination out-of-state, when not serviced by a regularly scheduled commercial airline or when otherwise appropriate, may be by shuttle, taxi, train, car rental, bus, or any other suitable means. To the extent feasible, the most economical means shall be used.

## **Chapter 6 Per Diem Allowance**

**Sec. 6.1. Scope of chapter.** The costs of personal expenses such as board, lodging, and incidental expenses but not travel expenses are payable by the House through a per diem allowance to the legislator or employee. Sections 24-3 to 24-5, HRS, provide the statutory basis for the payment of the per diem allowance. This chapter delineates how the statutory provisions are to be implemented.

All per diem allowances must be approved by and may be limited by the Speaker unless prohibited by statute.

**Sec. 6.2. Per diem computation.** The amount of per diem payable shall be based on the rate determined jointly by the House Speaker and Senate President pursuant to statute. The maximum amount is payable for any day involving an overnight stay at the point of destination. An overnight stay on any given day is permissible only if:

- (1) Official legislative business concludes at such an hour when transportation back on that day to the point of origin is unavailable or infeasible;
- (2) Official legislative business is to continue or other official legislative business is to be conducted at the same destination on the following day and it is more feasible or economical to remain overnight at the destination than to return to the point of origin and to embark on another trip to the destination on the following day;
- (3) Travel to and an overnight stay at the destination on that day is necessary because the conduct of official legislative business is scheduled for the following morning at an hour that makes transportation in the morning to the point of destination unavailable or infeasible; or
- (4) The point of destination constitutes but one of two or more destination points in an approved, planned itinerary and it is more economical to stay overnight at the destination point than to return to the point of origin and embark on another trip on a subsequent day.

A per diem allowance is payable for every day included in the travel, from the day of departure to the day of return, including those days when no official legislative business is involved, except that no per diem allowance is payable in case of travel intrastate on the day of return to the point of origin when no official legislative business is conducted. For the purposes of this chapter, "day" means a twenty-four-hour period beginning at 6:00 a.m.

**Sec. 6.3. Multiple official legislative business.** Whenever on a single day two or more activities constituting official legislative business are conducted for each of which a different per diem allowance is provided in this chapter, only that per diem allowance which is the greatest of the several allowances is payable.

**Sec. 6.4. Employee's per diem allowance.** At any time during session or during the interim between sessions or during any session recess, while conducting official legislative business within or without the state, other than on the island of the employee's residence, the maximum per diem allowance payable to an employee shall be equal to the maximum per diem allowance payable to a legislator per Sections 24-3 through 24-5, HRS, as applicable. No per diem allowance is payable for legislative business conducted on the employee's island of residence.

**Sec. 6.5. Overnight stay on island of residence.** Whenever a legislator or employee, while conducting official legislative business on the island of the legislator's or employee's residence, stays overnight at the point of destination for which no per diem allowance to cover both lodging and meals is payable, the House may, with the approval of the Speaker, pay for the actual cost of lodging and meals incurred by the legislator or employee, provided that the stay overnight is necessitated by the exigencies of the business conducted or is unavoidable due to the distance between the legislator's or employee's

home and the destination point and the lateness of the hour at which the business concludes.

**Sec. 6.6. Accounting.** Within 15 days after completion of inter-island travel, each legislator or employee shall submit House Form No. 7, "Inter-Island Per Diem Authorization," to the Speaker for the payment of a per diem allowance payable by the House. Travel reports with reimbursement requests submitted after 60 days may not be honored.

## **Chapter 7 Mileage and Mileage Allowance**

**Sec. 7.1. Scope of chapter.** There are some employees who by necessity are required to use their personal automobiles in the discharge of their duties. This chapter prescribes the conditions under which legislators and employees may claim for reimbursement for such use of their personal automobiles.

**Sec. 7.2. "Personal automobile" defined.** "Personal automobile" means a vehicle owned, leased, or rented by a legislator or an employee for the legislator's or employee's own personal use.

**Sec. 7.3. Entitlement to mileage reimbursement.** An employee may file a claim for cash reimbursement from the House for the use of a personal automobile in the discharge of duties, except that no such claim will be allowed for the following uses of a personal automobile:

- (1) By an employee in traveling between the employee's residence and the State Capitol for any purpose; or
- (2) By an employee in discharging any duty not authorized by the Speaker.

**Sec. 7.4. Authorization to use personal automobile.** No claim for reimbursement for the use of a personal automobile in the discharge of the employee's duties, is allowed unless the use of such personal automobile has first been approved by the Speaker. If the use of a personal automobile is for the purpose of conducting official legislative business, the contemplated use of such automobile shall be included in the travel itinerary submitted on House Form No. 8.

**Sec. 7.5. Reimbursement amount.** Reimbursements for the use of a personal automobile are on a mileage basis. The rate of reimbursement shall be equal to the maximum rate payable to any public officer or employee. Whenever it is more practical for the employee to travel directly between the employee's residence and the place at which a duty is to be discharged, rather than to travel first to the State Capitol and then to proceed to the place of business, the miles traveled between the residence and the place of business shall be reduced by the number of miles normally traveled between the abode and the State Capitol in calculating the amount of the reimbursement. In no case is reimbursement allowed for the miles traveled directly between the residence and the place of business if they are less than the miles normally traveled between the residence and the State Capitol.

**Sec. 7.6. Claim filing.** All claims for reimbursement shall be filed on House Form No. 8, "Personal Automobile Mileage Voucher." If the use of the personal automobile had

been authorized in writing prior to its actual use, House Form No. 8 shall be submitted directly to the House Accountant for settlement and payment. In all other cases, House Form No. 8 shall first be submitted for approval to the Speaker before routing to the House Accountant.

## Request for Out-of-State Travel Authorization

This form is **MANDATORY** for all legislative Out-of-State travel even if reimbursement requests are not contemplated. Prior to travel, complete sections below and submit to Speaker's Office in room 431.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Date(s) of Conference, meeting and/or site visit: \_\_\_\_\_

				This section to be completed by House Chief Clerk's Office for travel advances.		
Departure Date	Departure Point	Destination Points	Return Date	Days	Per Diem Rate	Total Advance

A. Reimbursement(s) is anticipated for the following travel expenditure(s):

☐ Lodging      ☐ Air transportation      ☐ Ground transportation  
☐ Registration fee      ☐ Car rental or ☐ Taxi/bus      ☐ Other (specify) \_\_\_\_\_

B. Proposed funding source(s) for reimbursement purposes:

☐ House general funds      ☐ Legislative allowance      ☐ Other (specify) \_\_\_\_\_

C. Monetary travel advance requested: ☐ Yes ☐ No

\_\_\_\_\_ Signature of Applicant      \_\_\_\_\_ Approved:      \_\_\_\_\_ Speaker      \_\_\_\_\_ Date



HOUSE OF REPRESENTATIVES  
INTER-ISLAND TRAVEL AUTHORIZATION

PART A. For travel authorization, complete section below and submit to Speaker's Office in room 431 prior to travel.

NAME(S): \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

PURPOSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF TRAVEL: \_\_\_\_\_

METHOD OF FUNDING: ☐ Legislative Allowance ☐ House General Funds

SIGNATURE: \_\_\_\_\_

(Representative/Agency Head)

*I certify that the corresponding interisland travel reservations made, or to be made, will be used on the date(s) approved. Reservation modification(s) or flight cancellation(s) shall be made in a timely manner to avoid additional charges or penalties, to the extent possible.*

APPROVED: \_\_\_\_\_

Speaker, Hawaii State House

PAYMENT AUTHORIZATION

PART B. Upon completion of authorized travel, enter information below and attach ALL of the following to the Chief Clerk's Office in room 027 for reimbursement.

If using legislative allowance, attach to House Form No. 1 Claim for Disbursement from Legislative Allowance Fund

☐ Original boarding pass stub(s) ☐ E-ticket Confirmation Receipt(s)

If boarding pass dates differ from original itinerary approved by the Speaker, state reason.

\_\_\_\_\_

Reimbursement payable to: \_\_\_\_\_

Amount to be reimbursed: \_\_\_\_\_

Approved: \_\_\_\_\_

House Chief Clerk

## CAR RENTAL AUTHORIZATION

**PART A.** For car rental authorization, complete sections below and submit to Speaker's Office in room 431.

Name(s): \_\_\_\_\_ Date of Request: \_\_\_\_\_

Designated Driver(s): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Date(s) of Car Rental: \_\_\_\_\_

No. of Days Car Needed: \_\_\_\_\_

Signature: \_\_\_\_\_ Approved: \_\_\_\_\_  
Representative or Agency Head Speaker, Hawaii State House

## PAYMENT AUTHORIZATION

**PART B.** Upon completion of car rental, enter information below and attach receipt(s) for reimbursement. Submit to the Chief Clerk's Office in room 027.

Reimbursement payable to: \_\_\_\_\_

Amount to be reimbursed: \_\_\_\_\_

Approved: \_\_\_\_\_  
House Chief Clerk

# HOUSE OF REPRESENTATIVES STATEMENT OF COMPLETED TRAVEL

Submit this completed form with accompanying "House Travel Report Form" to the Speaker's Office in room 431 within 15 days of completed travel. Any reimbursement requests after 60 days of completed travel may not be honored.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Office: \_\_\_\_\_

In accordance with law, I certify that I traveled from \_\_\_\_\_ to \_\_\_\_\_ on official legislative business.

My itinerary while on official legislative business was as follows:

Departure Information			Arrival Destination	Class
Date	Time	From	To	First, Bus., Coach
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This travel was requested by \_\_\_\_\_ on a memorandum dated \_\_\_\_\_ and was authorized by Speaker on \_\_\_\_\_. If the above itinerary differs from approved request, or if traveled by business or first class, please state your reason(s). \_\_\_\_\_

NOTE: All air travel by a legislator or staff member shall be by the most economical class available for the required flights unless authorized by the Speaker. Travel in a class of service other than coach shall be reimbursed under the following circumstances:

- (1) It is the only service offered or available between two points;
- (2) Reasonable efforts to obtain coach service have been made and no coach space is available;
- (3) Air travel consists of eight or more hours of continuous travel; and
- (4) The upgraded class of service is necessary for health and security purposes or is being provided without cost to the State.

## STATEMENT OF COMPLETED TRAVEL WORKSHEET

### ADVANCED EXPENSES

Per Diem \$ \_\_\_\_\_  
 Registration Fee \$ \_\_\_\_\_  
 Airfare \$ \_\_\_\_\_  
 Hotel Deposit \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

TOTAL ADVANCED EXPENSES

1. \$ 0.00

### PER DIEM CLAIMED

\_\_\_\_\_ No. of Days  $\times$  \$145 (per diem rate) = a. \$ 0.00

Flight Information Departure Time (Start Point)		
<input type="checkbox"/>	12:01 am – 6:00 am	\$145.00
<input type="checkbox"/>	6:01 am – 12:00 noon	\$108.75
<input type="checkbox"/>	12:01 pm – 6:00 pm	\$72.50
<input type="checkbox"/>	6:01 pm – Midnight	\$36.25

+

Flight Information Arrival Time (End Point)		
<input type="checkbox"/>	12:01 am – 6:00 am	\$36.25
<input type="checkbox"/>	6:01 am – 12:00 noon	\$72.50
<input type="checkbox"/>	12:01 pm – 6:00 pm	\$108.75
<input type="checkbox"/>	6:01 pm – Midnight	\$145.00

=

b. \$ 0.00

(Add lines a & b) Total Per Diem

2. \$ 0.00

### TRAVEL EXPENSES

Registration Fee  
 Airfare  
 Ground Transportation  
 Internet/Telephone  
 Luggage (1<sup>st</sup> piece only)  
 Other \_\_\_\_\_

Hotel (Excess if Allowed)

Nightly rate \$ \_\_\_\_\_  
 Lodging allowance - (\$85.00)  
 Excess lodging per night = \$ 0.00  
 Amount of Nights  $\times$  \_\_\_\_\_  
 Excess lodging \_\_\_\_\_

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ 0.00

Total Travel Expenses

3. \$ 0.00

(Add lines 2 & 3) Total Actual Travel Expenses

\$ 0.00

(Total from line 1.) Less: Advance Expenses paid by the House

\$ 0

Amount of Claim DUE ME

\$ 0.00

OR

(Check payable to State House of Representatives) Amount DUE TO HOUSE

\$ \_\_\_\_\_

Signature of Claimant

Date

Speaker

Date



## HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

TRAVEL REPORT FORM	
Name:	Date:
Title:	Office:
Meeting Attended:	
Event Date(s):	
Location:	
1. In what capacity did you participate in this event?	
<input type="checkbox"/> Attendee	
<input type="checkbox"/> Member of the Executive Committee of the sponsoring organization	
<input type="checkbox"/> Invited to be a panelist/speaker for the event dealing with the subject of:	
<input type="checkbox"/> Other, please specify:	
2. Please answer the following questions attesting to the value of your travel on official business. If more space is needed, attach additional sheets or submit a separate travel report that addresses how your attendance benefited the House of Representatives and the State of Hawaii.	
a. How did your attendance at this event help you in your role as a House member or staff person?	

<p>b. If your attendance at this event pertained to a specific committee, subcommittee, task force, commission, or leadership position that you hold, please explain how.</p>
<p>c. Explain how attendance assisted you in working on any specific legislation or subject matter for future legislative sessions:</p>
<p>d. Other comments:</p>
<p>3. If pertinent, please attach copies of any material describing the meeting or event (e.g., agendas, schedules, itineraries, etc.).</p>
<p><i>I certify that my attendance at this event directly related to and substantially enhanced my performance of duties as a member or staff of the House of Representatives.</i></p> <p style="text-align: right;">_____ Signature</p>

Submit this completed form to the Speaker within 15 days of completion of travel. Failure to do so may result in denial of expense reimbursement.



HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

**INTER-ISLAND  
PER DIEM AUTHORIZATION**

DATE OF REQUEST: \_\_\_\_\_

NAME(S): \_\_\_\_\_

# OF PER DIEM DAYS: \_\_\_\_\_

FROM/TO: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

PURPOSE OF PER DIEM: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Representative or Authorized Personnel)

APPROVED: \_\_\_\_\_  
Speaker of the House of Representatives

# **PERSONAL AUTOMOBILE MILEAGE VOUCHER**

Use for official legislative business only. Submit this completed form to the Speaker's Office in room 431 within 15 days of event. Any reimbursement requests after 60 days will not be honored.

Name: \_\_\_\_\_ Office: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_

*"Official legislative business" means an activity authorized by the Speaker on behalf of the House and performed or conducted pursuant to the business of the House or any House committee. It includes, when authorized, the following: attending a meeting of the House, the House leadership, or a House committee; participating in a seminar or conference sponsored in whole or in part by the House; attending, either as a representative of the House or as a participant, a meeting, seminar, or conference of a state, national, regional, or international organization of which the House or the State Legislature is a member; attending any seminar, conference, or session on a subject matter of direct concern to the House or any House committee; participating in any training program to maintain or improve the skills of legislators or legislative employees in the performance of their duties; and conducting studies and investigations on matters before the House or a House committee. It excludes activities which are of primary benefit to the individuals performing or conducting such activities, even though such activities are performed or conducted because of one's status as a legislator or legislative employee. Among the excluded activities are services rendered by a legislator to the legislator's individual constituent. [House Admin. Manual Section 4.2]*

Date	Purpose (Event/Explanation)	From	To	Miles Traveled	Parking Fees
A. Total Miles					-----
B. Rate per mile is 70¢ (\$0.70 x A.) = Total Mileage Claim				\$	
C. (Attach Receipt) Total Parking Fees				-----	\$
(B. + C.) TOTAL REIMBURSEMENT CLAIM				\$	

I hereby certify that the above is a true and correct record of mileage on my personal automobile used in the performance of my official duties. I further certify that I currently carry the minimum liability insurance as required by the Hawaii No-Fault Law.

Signature of Claimant: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Speaker

(This page intentionally left blank)

## **PART III PURCHASING**

### **INTRODUCTION**

This part establishes the policies and procedures governing the purchase of goods and services by the House. It covers all activities commencing from the request to purchase to the filing of a vendor's claim for payment.

### **Chapter 8 General Provisions**

**Sec. 8.1. Scope of chapter.** This chapter contains matters of general applicability to all purchases. It defines terms and prescribes general procedures and standards of conduct in purchasing.

**Sec. 8.2. "Purchase" defined.** As used in this part, "purchase" means the acquisition of goods and services by the payment of money. It includes the acquisition of the right to the use of property under a lease or rental agreement.

**Sec. 8.3. Chief procurement officer.** The Speaker shall be the Chief Procurement Officer and shall:

- (1) Procure or supervise the procurement of all goods, services, and construction;
- (2) Exercise general supervision and control over all inventories of goods;
- (3) Sell, trade, or otherwise dispose of surplus goods; and
- (4) Establish and maintain programs for the inspection, testing, and acceptance of goods, services, and construction.

The Speaker may delegate any authority or duty conferred upon the Speaker as the Chief Procurement Officer to designees or any official.

**Sec. 8.4. Purchase approving authority.** No purchase shall be made unless the purchase has first been approved by the Speaker. The authority to approve the purchase may be delegated as follows:

- (1) To the Chief Clerk, if the amount of the purchase is \$25,000 or less;
- (2) To the Sergeant-at-Arms, if the purchase is within budgetary limits and is for office and other supplies including postage, or for repair and maintenance services, and miscellaneous expenses costing not more than \$250; or

- (3) To the Chair of the Committee on Legislative Management, if the purchase is within budgetary limits and is for a purpose other than professional services or any of those specified in paragraph (2) above.

Such delegation of authority may be general or confined to specific instances.

**Sec. 8.5. Categories of purchases.** For convenience, the various kinds of purchases made by the House are categorized as follows:

- (1) Office supplies. Expendable goods or goods that are normally used up or consumed in the process of use and goods that are more economically replaced than salvaged. Goods costing \$25 or less per item are presumed to be more economically replaced than salvaged. Office supplies include paper, pens, pencils, paper clips, rubber bands, and staplers;
- (2) Office furnishings. Nonexpendable goods that are necessary, useful, or desirable in an office. Office furnishings include desks, filing cabinets, waste baskets, and bookshelves;
- (3) Office equipment. Nonexpendable goods that are necessary, useful, or desirable in performing duties and activities. Office equipment includes calculators, typewriters, reproducing machines, printing devices, accounting machines, fax machines, and computer hardware;
- (4) Repair and maintenance services. Services that are rendered to keep and maintain office furnishings or equipment in good working order;
- (5) Printing and binding services. Services that are rendered in the reproduction and binding of House publications such as the House Journal;
- (6) Professional services. Personal services that are rendered by professional personnel or by a firm of professional personnel as an independent contractor. Professional services do not include the personal services of individuals hired as employees; and
- (7) Computer software.

**Sec. 8.6. Standards of conduct.** Chapter 84, HRS, prescribes certain standards of conduct to be observed by state officials and employees, including legislators and legislative employees. House purchases shall be made in conformance with those standards.

**Sec. 8.7. Purchase document.** Authorization to purchase any goods or services shall be made by using credit cards issued by the House upon approval by the Speaker, or evidenced by either a purchase order or a contract.

If House-issued credit cards are authorized for use, the Speaker shall designate the members of staff who will be issued credit cards; set credit limits; delineate the type of goods and services that may be procured with the credit cards; establish reconciliation and substantiation procedures; and undertake all other actions necessary for program implementation.

**Sec. 8.8. Signing purchase order or contract.** The Speaker or Chief Clerk must sign all purchase orders. Contracts must be signed by the Speaker unless authority for purchase has been delegated to the Chief Clerk or other approving authority.

**Sec. 8.9. Purchase order form.** House Form No. 5 constitutes "the House purchase order form." All printed, unused forms shall be in the custody and under the control of the Chief Clerk. The purchase orders shall be issued in a numerical sequence and may be pre-numbered.

**Sec. 8.10. Purchase order preparation and distribution.** The Chief Clerk shall prepare and, upon proper execution, issue all purchase orders. Copies shall be made as appropriate for use as receiving documents and to confirm the validity of the vendor's invoice.

**Sec. 8.11. Purchase order file.** The Chief Clerk shall maintain a purchase order file. The file constitutes the House purchase order log. A copy of each purchase order issued and, if the purchase order forms are pre-numbered, all spoiled or voided purchase order forms shall be placed in the file. The file shall be maintained in numerical order.

**Sec. 8.12. Contract preparation.** The Chief Clerk is responsible for ensuring that a proper contract document is prepared; provided that, whenever professional services are deemed desirable, the Chief Clerk shall consult with the Speaker or the appropriate committee Chair or agency director assigned to carry out the responsibilities as may be affected by such professional services. In the preparation of the contract document, as necessary, the advice and counsel of the Chief Attorney should be sought. A copy of the executed contract shall be used by the Chief Clerk to monitor the performance of the contract terms by the vendor. A copy shall be used by the House Accountant to confirm the validity of the vendor's invoice as provided in chapter 11.

## **Chapter 9 General Purchasing Guidelines**

**Sec. 9.1. Scope of chapter.** The procurement policies of the House shall follow the provisions of Chapters 103 and 103D, HRS, and the Hawaii Administrative Rules as issued by the Procurement Policy Board. This chapter outlines certain standards to be followed in purchasing goods and services by the House. Some of these standards relate to statutory provisions; others are based on good business practices.

**Sec. 9.2. Lowest cost.** As a general rule, purchases are to be made at the lowest possible cost consistent with reasonable standards of quality. Thus, although a purchase may not be subject to the statutory bidding requirements, every effort should nevertheless be made to secure price quotations from at least three vendors prior to purchase. However, small purchases of less than \$5,000 may be made without obtaining separate quotes when authorized by the Speaker or the Chief Clerk.

**Sec. 9.3. Department of Accounting and General Services central price list.** The Department of Accounting and General Services (DAGS) periodically issues a list of vendors who have agreed to supply to state agencies certain specific goods at the unit prices quoted on the list. The vendors on the list are those who have submitted the lowest quotation on each item enumerated in response to a public advertisement for bids. In all

House purchases, the DAGS central price list shall be consulted and, whenever an item to be purchased is included in the list, it shall be purchased from the vendor named, provided the goods offered by the vendor are consistent with the quality standards of the House and the price quoted is the lowest price obtainable.

## **Chapter 10 Procurement of Professional Services Guidelines**

**Sec. 10.1. Scope of chapter.** This chapter outlines certain standards to be followed in the purchase of professional services. The standards of this chapter shall be consistent with the provisions of Chapter 103D, HRS.

**Sec. 10.2. When allowed.** The Speaker, in consultation with the Chair of the Committee on Legislative Management, may secure professional services in the following situations:

- (1) When the desired services require professional or technical competencies beyond those possessed by the House staff and the legislative agencies; or
- (2) When the personnel work force of the House staff and the legislative agencies is insufficient or simply unavailable to perform the desired services within the time required.

**Sec. 10.3. Specifications.** Before a professional services contract is awarded, written specifications shall be prepared by the Chief Clerk in consultation with the Speaker. The specifications shall contain at least the following:

- (1) The specific objective(s) of the work for which the services of a professional are desired;
- (2) The nature and scope of the required professional services, including a description of the tasks to be performed, the specific concerns to be investigated, the facts to be gathered, and the questions to be answered;
- (3) The specific approach desired, if any, in performing the services;
- (4) The time period within which performance of the services is to be performed;
- (5) A statement as to whether a written report is to be submitted as part of the services; and
- (6) A statement of the budgetary limitations, if any, on the contract price and the method of payment for the services.

In addition, if the services to be provided are investigatory, analytic, or exploratory in nature, resulting in a written report, the specifications may include the following statements, as appropriate:

- (1) That all workpapers developed by the professional, including computations and notes, shall be available at any time during the course of performing the

services and at its conclusion to the Speaker for inspection and review, and that the Speaker may cause a copy of any of the workpapers to be made for the House;

- (2) That the professional shall be available upon reasonable demand to discuss the progress of the work while it is being performed;
- (3) If a preliminary draft of a written report is desired, that the professional shall prepare such preliminary draft, in a specified number of copies, and that the professional shall be available to discuss the draft with the Speaker and with such other persons as the Speaker may designate;
- (4) That the final draft of the report acceptable to the Speaker shall be submitted in a specified number of copies; and
- (5) That the professional shall be available, upon completion of the contract services, for attendance at legislative hearings and meetings to discuss the findings and recommendations contained in the report submitted.

A copy of the final draft of the professional's report accepted by the Speaker shall be filed with the Chief Clerk for inspection and review.

## **Chapter 11 Receipt of and Payment for Goods and Services**

**Sec. 11.1. Scope of chapter.** This chapter outlines the steps to be followed in receiving and paying for goods and services.

**Sec. 11.2. Receipt of goods and services.** The Chief Procurement Officer or the Officer's designee, in the case of a purchase under a contract, and in the case of a purchase under a purchase order, is responsible for the receipt of the goods or services purchased. When goods are purchased, the Chief Procurement Officer or the Officer's designee shall inspect the goods upon receipt to ensure that they are in good condition and conform to the terms of the purchase. When services are purchased, the Chief Procurement Officer or the Officer's designee shall ensure that the vendor performs the required services in accordance with the terms of the purchase.

**Sec. 11.3. Receiving document.** When goods or services are satisfactorily delivered in accordance with the terms of the purchase, the Chief Procurement Officer or the Officer's designee, as the case may be, shall generate a receiving document for delivery to the House Accountant. The receiving document constitutes authority for the House Accountant to process payment for the vendor's invoice for the purchase when the invoice is received. If the purchase is by purchase order, one of the copies of the purchase order initially retained shall be used as the receiving document. If the purchase is by contract, the vendor's invoice, when received, shall be used as the receiving document. When a copy of the purchase order is used as the receiving document, the purchase order shall be marked, "received", dated, and signed by the receiving party. When an invoice is used as the receiving document, the invoice shall be marked, "received", dated, and signed by the receiving party or the Chief Clerk. The receiving document, when completed, shall be promptly sent to the House Accountant, together with all other documents evidencing receipt

of the goods or services and the affidavits, certificates, and other documents required by statute to be completed prior to payment.

**Sec. 11.4. Payment of vendor's invoice.** All invoices received by the House shall be routed to the House Accountant. The House Accountant shall observe the following procedure in processing an invoice for payment:

- (1) If an invoice is for purchase made under a contract and is not otherwise supported by a purchase order, the House Accountant shall send the invoice to the Chief Clerk for the preparation of a receiving document;
- (2) The invoice shall be matched against the copy of the purchase order or contract in the possession of the House Accountant and against the receiving document and other documents relating to the purchase and payment of the invoice to determine whether the invoice is proper and whether it can legally be paid;
- (3) If any discrepancy appears in or between and among the invoice, purchase order, contract, receiving document, and other documents, the House Accountant shall investigate and resolve such discrepancy. A record shall be maintained on the manner in which such discrepancy has been investigated and resolved; and
- (4) If the invoice is proper in all respects and payment can legally be made, the House Accountant shall prepare a check for the payment of the invoice.



(This page intentionally left blank)

## **PART IV PAYMENTS AND RECEIPTS**

### **INTRODUCTION**

This part establishes the policies and procedures governing the payment of House obligations and the deposit of House receipts. It covers all activities associated with the various types of payments, i.e., vendor, petty cash, payroll and allowances, and depositing of receipts.

### **Chapter 12 Payment to Vendors**

**Sec. 12.1. Scope of chapter.** This chapter prescribes the controls and procedures to be followed in making payments to vendors.

**Sec. 12.2. General control of checks.** To facilitate accountability, House checks shall be pre-numbered at the time of printing. Unissued checks are to be adequately safeguarded, and spoiled checks are to be marked "VOID" and properly accounted for by the House Accountant.

**Sec. 12.3. Preparation of checks and remittance advice.** Checks in payment of vendors' invoices are to be prepared by the House Accountant and mailed within 30 days after receipt of invoices from the vendors, provided that the terms of purchase have been satisfied. The checks prepared are to be listed on House Form No. 10, "Remittance Advice," which is to be prepared in triplicate. The word "END" shall be entered immediately after the last entry on the remittance advice to prevent unauthorized additions. The remittance advice serves as a record of all checks prepared and issued by the House. It is also used to inform certain state agencies of the authorized checks issued by the House.

**Sec. 12.4. Review and approval for payment.** The Chief Clerk shall be responsible for reviewing the checks, remittance advice, and documents supporting the expenditures. In conducting this review, the Chief Clerk shall: (a) ascertain that all checks presented for review are listed on the remittance advice; (b) ascertain that the checks are properly substantiated by supporting documents, i.e., purchase orders, vendors' invoices, and delivery documents; and (c) account for the sequential numbering of the checks presented for review. Upon satisfactory completion of the above review, the remittance advice shall be approved by the Chief Clerk.

**Sec. 12.5. Signing of checks.** The Speaker and one of the following are required to sign all checks: the Chair of the Committee on Legislative Management, the Chief Clerk, or the Assistant Chief Clerk. Except as may otherwise be necessary, a facsimile signature machine shall be used to affix the authorized signatures on the checks. Checks are to be processed for signature after the remittance advice has been approved by the Chief Clerk. Access to the facsimile signature machine shall be limited to the Chief Clerk or such employee as the Chief Clerk may designate, except that such designee shall not be the House Accountant. The facsimile signature plate, when not in use, shall be removed from the machine and kept under lock and key. A log on the use of the facsimile signature machine shall be maintained. The log shall be substantially in the form as presented in

House Form No. 11, "Check Signature Machine Log." The House Accountant shall periodically reconcile the total checks signed and issued as shown by the House Accountant's records with the total number of checks processed as shown by the check signature machine log.

After the signing of checks, the Chief Clerk shall ensure that all supporting documents are cancelled with a paid date stamp or other similar markings. The approved remittance advice, cancelled supporting documents, and signed checks shall be routed to the House Accountant for disposition.

**Sec. 12.6. Mailing of checks and distribution of remittance advice.** The House Accountant shall prepare the checks for mailing, which shall be mailed by the Sergeant-at-Arms. The three copies of the remittance advice shall be distributed by the House Accountant as follows: the first copy to DAGS for the recording of the House disbursements in the statewide accounts; the second copy to the Department of Budget and Finance (B&F) to be used as the basis for honoring checks issued by the House against the state treasury; and the last copy to be retained by the House Accountant for the House files.

**Sec. 12.7. Outstanding checks.** Checks outstanding for more than 90 days may be voided by the House Accountant. After diligent efforts are made to contact the payees, the House Accountant shall be relieved from further investigation of checks that continue to be outstanding for more than 180 days. When new checks are issued to replace the old outstanding checks, DAGS and B&F are to be notified of such action.

## **Chapter 13 Payroll**

**Sec. 13.1. Scope of chapter.** This chapter outlines the controls and procedures governing the payroll of legislators, permanent employees, and temporary employees.

**Sec. 13.2. "Permanent employee" and "temporary employee" defined.** "Permanent employees" are employees hired on a permanent basis, i.e., employees who are expected to be employed throughout the year and for an indefinite period, and who qualify for all benefits afforded regular state employees. "Temporary employees" are employees hired on a temporary basis, i.e., employees who are not expected to be employed throughout the year but are employed only for a limited period such as during legislative sessions, and who do not qualify for all the benefits afforded regular state employees.

**Sec. 13.3. Payroll of legislators and permanent employees.** The following provisions shall govern the payroll of legislators and permanent employees:

- (1) Pay period. Permanent employees and legislators shall be paid their monthly salary in two equal installments;
- (2) Personnel action file. A personnel action file shall be used to record initiating and authorizing personnel actions affecting the payroll of legislators and permanent employees. Personnel actions are approved by the Speaker and include the initial placement of the name on the payroll, changes in the rate of pay, and the discontinuance of pay because of the termination of

employment. The file shall be prepared by the House Accountant and signed by the Chief Clerk for personnel actions affecting legislators or by the appointing authority for personnel actions affecting permanent employees;

- (3) Services of DAGS. The services of DAGS shall be used for the preparation of the payroll register, which is a listing of individuals entitled to pay and the amount of gross pay, deductions, and net pay for each; preparation of the pay check and earnings statement for each individual listed on the payroll register; and the preparation and filing of the required payroll tax returns and forms;
- (4) Payroll change schedule. At the beginning of each pay period, DAGS furnishes the House Accountant with a copy of the payroll register of the previous pay period. Any changes to the payroll for the current pay period shall be noted on the payroll register by the House Accountant. The payroll register, with the changes, is known as the "Payroll Change Schedule." This schedule shall be approved by the Speaker or the Speaker's designee before its submission to DAGS; and
- (5) Distribution of pay and earnings statements. Distribution of pay shall be conducted via electronic direct deposit method. Earnings statements shall be distributed electronically via system established by DAGS.

**Sec. 13.4. Payroll of temporary employees.** The following provisions shall govern the payroll of temporary employees:

- (1) Pay period. Temporary employees shall be paid their monthly salary in two equal installments;
- (2) Services of DAGS. The services shall be used for the preparation of the payroll register, which is a listing of individuals entitled to pay and the amount of gross pay, deductions, and net pay for each; preparation of the pay check and earnings statement for each individual listed on the payroll register; and the preparation and filing of the required payroll tax returns and forms.
- (3) Payroll change schedule. At the beginning of each pay period, DAGS furnishes the House Accountant with a copy of the payroll register of the previous pay period. Any changes to the payroll for the current pay period shall be noted on the payroll register by the House Accountant. The payroll register, with the changes, is known as the "Payroll Change Schedule." This schedule shall be approved by the Speaker or the Speaker's designee before its submission to DAGS; and
- (4) Distribution of pay and earnings statement. Distribution of pay shall be conducted via electronic direct deposit method. Earnings statements shall be distributed electronically via system established by DAGS.

## **Chapter 14 Allowances**

**Sec. 14.1. Scope of chapter.** This chapter covers the general provisions and the process for the payment of allowances.

**Sec. 14.2. General provisions.** Provisions governing when and the conditions under which allowances are to be paid and the amount of allowances are contained in Sections 1.3 and 1.4 of Part I for the general allowances that are payable to legislators and Part II for travel allowances that are payable to legislators and legislative employees.

**Sec. 14.3. Payment process.** The payment process for allowances shall be the same as the vendor payment process detailed in Sections 12.3 through 12.6 of this part, except that House Forms No. 2, 2A, 3, 4, and 6 shall serve as the supporting documentation whenever applicable.

## **Chapter 15 Receipts**

**Sec. 15.1. Deposit of receipts.** House receipts shall be deposited in the state treasury no less than weekly by the House Accountant. State accounting Form B-I 3, "Treasury Deposit Receipt," shall be used for this purpose. Whenever possible, only money orders or checks payable to the House should be accepted.

## REMITTANCE ADVICE

TO: ☐ COMPTROLLER (white copy)  
☐ DIRECTOR OF BUDGET AND FINANCE (yellow copy)  
☐ LEGISLATIVE MANAGEMENT COMMITTEE (pink copy)  
 STATE OF HAWAII

**FROM:** STATE OF HAWAII  
HOUSE OF REPRESENTATIVES

REPORT NO.  
Page 1 of 1

[illegible]

PREPARED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

## HAWAII STATE HOUSE OF REPRESENTATIVES CHECK SIGNATURE MACHINE LOG

[illegible]

**House of Representatives**  
**Session Employees Attendance Report**

Office: \_\_\_\_\_

Pay Period: \_\_\_\_\_

	Name	Date(s) of Unpaid Absences	Hours(s) to be deducted
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Notes for Accounting:			

APPROVED BY:

\_\_\_\_\_

Date

\_\_\_\_\_

Representative's or Agency Director's Signature

**Directions:**

1. List only those employees who have hours to be deducted. If there are no deductions, it is not necessary to submit this form.
2. Forms are due to Accounting by the 15<sup>th</sup> and last day of each month. If the date falls on a holiday or weekend, the due date becomes the immediately preceding workday.
3. Submit completed form to House Accounting (Room 027A) or email to [HACCT@capitol.hawaii.gov](mailto:HACCT@capitol.hawaii.gov)

(This page intentionally left blank)

## **PART V**

### **BUDGETING, FINANCIAL ACCOUNTING, AND REPORTING**

#### **INTRODUCTION**

This part concerns the development and control of the House budget, the accounting system, and financial reporting.

#### **Chapter 16 Budgeting**

**Sec. 16.1. Scope of chapter.** This chapter outlines the procedures to be followed in the budgetary process from initial preparation to the adoption of the budget by the House and specifies the budgetary controls to be exercised. The format of the budget document is also prescribed in this chapter.

**Sec. 16.2. Development of budget.** The annual budget for the House shall be developed by the Speaker in consultation with the Chief Clerk. A budget year begins on the first day of a regular session and ends the day preceding the first day of the ensuing year's regular session.

The Speaker shall notify the Committee on Finance of the total funding requirements recommended in the House budget for its incorporation in the bill providing for the expenses of the Legislature.

**Sec. 16.3. Budget structure.** The budget of the House shall be organized by budget categories as set forth in House Form No. 15, "General Appropriation."

**Sec. 16.4. Budget format.** The budget shall contain an estimate of the total expenditures for the year. The budget shall contain the budget categories described as set forth in House Form No. 15 "General Appropriation" and House Form No. 15A "Computer Appropriation," and the appropriate cost elements under each budget category. In the development and preparation of a budget, the Speaker, in consultation with the Chair of the Committee on Legislative Management, shall ascertain whether circumstances and conditions require revisions to the budget format, including changes to budget categories.

**Sec. 16.5. Budgetary control.** The Speaker and the Chief Clerk shall be responsible for monitoring expenditures to ensure that total expenditures do not exceed budgetary limits.

#### **Chapter 17 Financial Accounting**

**Sec. 17.1. Scope of chapter.** This chapter establishes the policies and procedures governing the recording of financial transactions. It prescribes the method of accounting and the manner in which financial records are to be maintained.

**Sec. 17.2. Method of accounting.** The accounting records of the House shall be maintained on a cash basis of accounting. Under this method, expenditures are recorded when paid, and receipts are recorded when received. Encumbrances and accounts payable, although not recorded in the formal accounting records, are to be taken into account for financial reporting purposes.

**Sec. 17.3. Maintenance of records.** The House Accountant shall be responsible for maintaining the accounting records of the House. A separate set of accounts shall be maintained for each appropriation. The accounting records shall be kept in a manner which will ensure control over expenditures. At a minimum, a separate account shall be maintained for each budgetary cost element. A description of the various types of cost elements follows:

- (1) Salaries--permanent positions. Amount of gross salaries and wages paid for the services of permanent employees;
- (2) Salaries--temporary positions. Amount of gross salaries and wages paid for the services of temporary employees;
- (3) Professional services. Includes payment for professional services rendered to the House under agreement or contract by independent contractors. Examples of expenses to be included in this cost element would be auditing fees and legal fees;
- (4) Office and maintenance supplies. Includes expenditures for materials and supplies required for office use and the cost of articles and products used in keeping buildings and equipment in a sanitary and efficient condition. Freight and delivery costs directly applicable to these supplies are to be included in this cost element;
- (5) Printshop supplies. Includes expenditures for supplies used by the printshop, such as paper, ink, and solutions. Freight and delivery costs directly applicable to these supplies shall be included in this element;
- (6) Postage and postal charges. Includes charges for postage stamps, stamped envelopes, stamped post cards, postage meter settings, postal permit deposits, box rentals, and postal registry and insurance fees;
- (7) Communications. Includes charges for telephone rentals, long-distance calls, and fax services;
- (8) Travel--intrastate. Includes charges normally associated with travel between the islands, such as air fare, ground transportation, per diem allowances, and other travel-related expenses;
- (9) Travel--out-of-state. Includes charges normally associated with travel out-of-state, including air fare, ground transportation, per diem allowances, and other travel-related expenses;

- (10) Training. Includes charges related to the training of legislators and employees, such as registration fees, lecture fees, cost of training materials and supplies, facility rentals, and travel costs;
- (11) House contingency fund. Includes expenses for social occasions hosted by the House as a whole and the costs of other social functions that protocol demands that the Speaker fulfill as the presiding officer of the House;
- (12) General allowances--legislators. Includes the annual allowance paid to each legislator and the allowance paid to non-Oahu legislators for lodging, subsistence, and other incidental expenses during a session;
- (13) Printing and binding. Includes expenditures associated with the printing and binding of the House Journal and any other costs of printing, duplicating, engraving, and other expenses for publications issued by the House;
- (14) Repairs and maintenance. Includes charges for equipment maintenance service contracts and other repair and maintenance services;
- (15) Furniture and equipment rentals. Includes charges for rental of all furniture and equipment such as typewriters, copy machines, and the postage meter;
- (16) Furniture and equipment purchases. Includes the purchase cost of equipment and items of tangible personal property, such as tables, desks, modular units, chairs, and filing cabinets. Freight and delivery costs directly applicable to these purchases shall be included in this cost element;
- (17) Software/Systems development services. Includes payment for licensed software and professional computer services rendered to the House under agreement or contract by independent contractors;
- (18) Computer supplies. Includes expenditures for materials and supplies required for office computer use and the cost of articles and products used for keeping computer equipment in efficient condition;
- (19) Computer hardware repair. Includes charges for computer repair contracts and other maintenance services;
- (20) Computer hardware rentals. Includes charges for the rental of all computer hardware. Freight and delivery costs directly applicable to these rentals shall be included in this cost element;
- (21) Computer hardware and peripherals. Includes the purchase cost of computer hardware and peripherals. Freight and delivery costs directly applicable to these purchases shall be included in this cost element;
- (22) Computer hardware maintenance. Includes charges for hardware maintenance contracts and other maintenance services;
- (23) Computer software maintenance. Includes charges for software maintenance contracts and other maintenance services;

- (24) Constitutional amendments(s). Includes expenditures for statutory and/or constitutional publication costs, and any other notification requirement; and
- (25) Other miscellaneous expenses. Includes operating expenditures which cannot be properly classified in any other cost element.

## **Chapter 18 Financial Reporting**

**Sec. 18.1. Scope of chapter.** This chapter contains policies relating to the preparation of financial reports and the types of financial reports to be prepared.

**Sec. 18.2. Preparation of reports.** The House Accountant shall prepare the financial report specified in section 18.3 of this chapter and such other financial reports requested by the Speaker. These reports shall be submitted to the Speaker within ten working days after the end of each month. A copy of the financial reports shall be made available to each legislator and shall be made available for public inspection.

**Sec. 18.3. Types of reports.** At a minimum, the financial report of the House shall consist of House Form No. 16, "Statement of Appropriation and Expenditures." The statement summarizes the financial status of the appropriations. It shows the amount of the appropriation, accumulated expenditures, and encumbrances as of the date of the financial statement.

HOUSE OF REPRESENTATIVES  
STATE OF HAWAII  
GENERAL APPROPRIATION

Statement of Appropriations and Expenditures

As of \_\_\_\_\_

	<u>Expenditures for the Month</u>	<u>Accumulated Expenditures to Date</u>
Personnel:		
Session Employees		
Member	\$ _____	\$ _____
Agency	\$ _____	\$ _____
Regular Employees		
Member	\$ _____	\$ _____
Agency	\$ _____	\$ _____
Consultant Services		
Annual Allowance	\$ _____	\$ _____
Per Diem:		
Session	\$ _____	\$ _____
Intra-State	\$ _____	\$ _____
Out-of-State	\$ _____	\$ _____
Travel:		
Session	\$ _____	\$ _____
Intra-State	\$ _____	\$ _____
Out-of-State	\$ _____	\$ _____
Supplies		
Paper	\$ _____	\$ _____
Other	\$ _____	\$ _____
Communications:		
Postage	\$ _____	\$ _____
Telephone	\$ _____	\$ _____
Fax	\$ _____	\$ _____
Delivery & Hauling	\$ _____	\$ _____
Rentals – Equipment	\$ _____	\$ _____
Repairs/Maintenance		
Equipment	\$ _____	\$ _____
Office Equipment & Furniture	\$ _____	\$ _____
Miscellaneous		
Other Expenses	\$ _____	\$ _____
Dues	\$ _____	\$ _____
Subscription	\$ _____	\$ _____
Education:		
Conference Fees	\$ _____	\$ _____
Training/Classes	\$ _____	\$ _____
Constitutional Amendment	\$ _____	\$ _____
Printing of Journal	\$ _____	\$ _____
Audit Expense	\$ _____	\$ _____
Contingency Fund	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

HOUSE OF REPRESENTATIVES  
STATE OF HAWAII  
**COMPUTER APPROPRIATION**

Statement of Appropriations and Expenditures  
As of \_\_\_\_\_

	<u>Expenditures for the Month</u>	<u>Accumulated Expenditures to Date</u>
Personnel:		
Support Staff - Permanent	\$ _____	\$ _____
Support Staff - Temporary	\$ _____	\$ _____
Consultant Services	\$ _____	\$ _____
Training Services	\$ _____	\$ _____
Computer Supplies	\$ _____	\$ _____
Per Diem:		
Intra-State	\$ _____	\$ _____
Out-of-State	\$ _____	\$ _____
Travel:		
Intra-State	\$ _____	\$ _____
Out-of-State	\$ _____	\$ _____
Telecommunications	\$ _____	\$ _____
Rentals - Hardware	\$ _____	\$ _____
Repairs – Hardware	\$ _____	\$ _____
Maintenance - Hardware	\$ _____	\$ _____
Maintenance - Software	\$ _____	\$ _____
Computer Hardware & Peripherals	\$ _____	\$ _____
Computer Software	\$ _____	\$ _____
Network	\$ _____	\$ _____
Renovation	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____

## **PART VI EMPLOYEE CLASSIFICATION**

### **INTRODUCTION**

This part sets forth the duties, responsibilities, and minimum qualifications of the various employee classifications in the House.

### **Chapter 19 Appointing Authority and Class Specifications**

**Sec. 19.1. Scope of chapter.** This chapter describes the appointing authority for the various employee classifications and brief descriptions of the various employee classifications in the House, including the duties, responsibilities, and minimum qualifications associated with each position.

**Sec. 19.2. Probationary period.** All appointed permanent employees shall be subject to a six-month probationary period commencing on the permanent employee's first day of employment, provided that the appointing authority may extend the probation period for good cause. During the probationary period, an employee may be terminated at will and the amount of advance notice given to a probationary employee shall be at the discretion of the employee's appointing authority.

**Sec. 19.3. Individual legislators.** Each legislator is authorized to appoint one permanent legislative office manager, and session-only staff to serve at the pleasure of the legislator as authorized by the Speaker. Staff shall provide administrative, research, clerical, and other support services to assist in meeting the legislator's responsibilities. Individual legislators may also accept volunteer services. Each volunteer shall complete House Form No. 16A, "Volunteer Registration."

**Sec. 19.4. Committee chairs and vice chairs.** Each Committee Chair and Vice Chair is authorized to appoint session-only committee clerks, legislative aides, legislative attorneys, and researchers, as necessary and as authorized by the Speaker.

**Sec. 19.5. Finance committee.** The Finance Committee Chair is authorized to appoint a committee clerk, a budget chief, and a research chief to provide the services needed to fulfill the Finance Committee Chair's responsibilities, as necessary and as authorized by the Speaker.

The Finance Committee Chair is also authorized to appoint budget analysts, research analysts, and legislative aides, as necessary and as authorized by the Speaker.

**Sec. 19.6. Legislators in leadership positions.** Legislators in leadership positions, including the Speaker, Vice Speaker, Majority Leader, Minority Leader, Majority Floor Leader, Minority Floor Leader, and Majority Whip, may appoint administrative and clerical staff, as necessary and as authorized by the Speaker.

**Sec. 19.7. Administrative support services.** Administrative support services for the House shall be provided by permanent and session-only employees in the Office of the Chief Clerk and the Office of the Sergeant-at-Arms, as necessary and as authorized by the Speaker.

**Sec. 19.8. Research and legal services.** Research and legal services for the House shall be provided by permanent and session-only employees in the partisan offices of the House, as authorized by the Speaker.

**Sec. 19.9. General appointing authority.** The Speaker shall not be limited to appointing individuals to only those positions described in this chapter. The Speaker may prescribe additional positions to meet the needs of the House.

**Sec. 19.10. General employee class specifications.** The employee class specifications of the House are listed in alphabetical order and are described as follows:

#### **Account Clerk**

**Duties and responsibilities:** The Account Clerk shall be appointed by the Chief Clerk to assist the Accountant in performing accounting work for the House, subject to the approval of the Speaker. Under the general supervision and direction of the Accountant, the Account Clerk shall assist the Accountant in preparing financial statements, processing payroll and vendor's invoices for payment, and performing other bookkeeping functions.

**Minimum qualifications:** The minimum qualifications of the Account Clerk shall include bookkeeping experience, an understanding of the procedures governing payroll and purchasing, and familiarity with general office procedures and methods.

#### **Accountant**

**Duties and responsibilities:** The Accountant shall be appointed by the Chief Clerk to perform accounting work for the House in accordance with established policies and procedures, subject to the approval of the Speaker. Under the general supervision and direction of the Chief Clerk, the Accountant shall assist in the preparation of the House budget, maintain books of accounts, prepare financial statements, and perform other duties required in this manual and as requested by the Speaker or the Chief Clerk.

**Minimum qualifications:** The minimum qualifications of the Accountant shall include accounting or auditing experience; knowledge of state statutes and rules applicable to accounting work and procurement; the ability to supervise other accounting personnel; and a thorough knowledge of office procedures and methods.

#### **Assistant Chief Clerk**

**Duties and responsibilities:** The position of Assistant Chief Clerk shall be filled in accordance with the "Rules of the House of Representatives". Under the general supervision and direction of the Chief Clerk, the Assistant Chief Clerk shall assist the Chief Clerk in all duties charged to the Chief Clerk. In the absence of the Chief Clerk, the Assistant Chief Clerk shall perform all of the duties of the Chief Clerk.

**Minimum qualifications:** The minimum qualifications of the Assistant Chief Clerk shall include knowledge of legislative operations and the legislative process; the ability to supervise and manage large, complex organizations; familiarity with modern business practices and procedures; the ability to work effectively under pressure and meet deadlines; and the ability to exercise considerable tact and judgment.

### **Assistant Sergeant-at-Arms**

**Duties and responsibilities:** The position of Assistant Sergeant-at-Arms shall be filled in accordance with the "Rules of the House of Representatives". Under the general supervision and direction of the Sergeant-at-Arms, the Assistant Sergeant-at-Arms shall assist the Sergeant-at-Arms in all duties charged to the Sergeant-at-Arms. In the absence of the Sergeant-at-Arms, the Assistant Sergeant-at-Arms shall perform all of the duties of the Sergeant-at-Arms.

**Minimum qualifications:** The minimum qualifications of the Assistant Sergeant-at-Arms shall include knowledge of legislative operations; the ability to supervise employees; and some experience and knowledge in facility security, property management, and office procedures and practices.

### **Budget Analyst**

**Duties and responsibilities:** Budget Analysts shall be appointed by the Finance Committee Chair, subject to the approval of the Speaker. Under the general supervision and direction of the Budget Chief and the Finance Committee Clerk, Budget Analysts shall assist the House in the research and analysis of financial information, including:

- (1) Performing review and analysis of state budget documents and funding requests submitted by state departments, agencies, and legislative committees;
- (2) Presenting findings and recommendations to the Finance Committee Chair and committee members for decision-making;
- (3) Preparing budget documents, committee reports, and related worksheets for review and approval by the Legislature; and
- (4) Performing related duties as directed.

**Minimum qualifications:** The minimum qualifications of a Budget Analyst shall include research experience in governmental financing, including taxation; an understanding of public financial administration concepts; familiarity with the State's revenue system; a general understanding of planning-programming-budgeting concepts; a general understanding of economic and statistical theories as they apply to governmental finances; and familiarity with state and county programs and the legislative process and operations.

In addition, Budget Analysts shall be able to learn quickly and work independently; be highly motivated and detail-oriented; and possess good verbal and writing skills.

### **Budget Chief**

**Duties and responsibilities:** The Budget Chief shall be appointed to work in the Finance Committee by the Finance Committee Chair, subject to the approval of the Speaker. Under the general supervision and direction of the Finance Committee Chair and Finance Committee Clerk, the Budget Chief shall supervise and coordinate the work of budget analysts and perform related duties.

**Minimum qualifications:** The minimum qualifications of the Budget Chief shall include research experience in governmental financing, including taxation; an understanding of public financial administration concepts; familiarity with the State's revenue system; general understanding of planning-programming-budgeting concepts; general understanding of economic and statistical theories as they apply to governmental finances; and familiarity with state and county programs and the legislative process and operations.

In addition, the Budget Chief shall have planning, supervisory, and organizational skills; work effectively under pressure and meet deadlines; communicate clearly, concisely, and effectively; exercise considerable tact and judgment; and maintain confidentiality.

### **Chief Attorney**

**Duties and responsibilities:** The Chief Attorney shall be appointed by the Speaker to:

- (1) Supervise and participate in rendering legal advice and counsel to the House;
- (2) Interpret state and federal laws requiring considerable legal experience and the exercise of a considerable degree of independent judgment;
- (3) Conduct and supervise subordinates in conducting complex legal research activities involving the preparation of trial briefs, pleadings, and oral arguments for civil and criminal cases and appeals;
- (4) Conduct trials and appeals in state and federal courts and may supervise other attorneys assigned to assist with such work;
- (5) Prepare and draft contracts, agreements, and legal opinions;
- (6) Draft legislation where a thorough knowledge of existing statutes and statutory regulations and requirements is required;
- (7) Conduct legal reviews of legislation; and
- (8) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Chief Attorney shall include a graduate degree (J.D.) from an accredited law school, successful completion of the Hawaii Bar examination, and a license to practice law in the state and the federal district court.

The Chief Attorney shall be familiar with the legislative process; bill drafting techniques; and federal, state, and county laws, rules, organization, functions, operations, policies, programs, and procedures.

In addition, the Chief Attorney shall have the ability to supervise subordinates; maintain confidentiality; deal effectively with government officials; apply ingenuity and inventiveness in devising solutions to problems of unusual difficulty and precedent-establishing nature; work effectively under pressure and meet deadlines; train and develop the skills of legislative attorneys; and write and communicate clearly, concisely, persuasively, and effectively.

### **Chief Clerk**

**Duties and responsibilities:** The position of Chief Clerk shall be filled in accordance with the "Rules of the House of Representatives". The Chief Clerk shall be responsible for the safekeeping of all records of the House. Under the general direction of the Speaker, the Chief Clerk shall be responsible for overseeing the administrative and ministerial operations of the House. In assuming this responsibility, the Chief Clerk shall:

- (1) Maintain records of House proceedings;
- (2) Provide data with respect to the status of bills and resolutions;
- (3) Ensure that the records of the various committees are filed with the State Archives at the end of each legislative session;
- (4) Perform duties as outlined in the "Rules of the House of Representatives" and the "House Administrative and Financial Manual";
- (5) Be responsible for the publishing of the House Journal;
- (6) Participate in or coordinate studies directed toward improving legislative operations;
- (7) Supervise the Assistant Chief Clerk, Accountant, Information Resources Coordinator, Information Resources Specialists, Journal Clerk, Chiefs of Records and Engrossing, Printshop Manager, and other administrative service personnel;
- (8) Serve as the procurement, contract, and personnel administrator for the House; and
- (9) Perform duties related to House proceedings as requested by the Speaker.

**Minimum qualifications:** The minimum qualifications of the Chief Clerk shall include a substantial knowledge of the legislative process; the ability to supervise and manage large, complex organizations; and familiarity with modern business practices and procedures.

### **Chief of Engrossing**

**Duties and responsibilities:** The Chief of Engrossing shall be appointed by the Chief Clerk, subject to the approval of the Speaker. Under the general supervision and direction of the Chief Clerk, the Chief of Engrossing shall:

- (1) Supervise the engrossing of all bills, resolutions, and related matters;
- (2) Prepare official transmittal communications of engrossed measures to the Governor and state agencies;
- (3) Plan, direct, and supervise the work of subordinates; and
- (4) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Chief of Engrossing shall include the ability to work effectively under pressure and meet deadlines; considerable knowledge of the management and supervisory techniques of the clerical aspects of the legislative process; knowledge of office procedures and methods; and the ability to supervise and manage employees.

### **Chief of Records**

**Duties and responsibilities:** The Chief of Records shall be appointed by the Chief Clerk, subject to the approval of the Speaker. Under the general supervision and direction of the Chief Clerk, the Chief of Records shall:

- (1) Manage and supervise the recording of floor action;
- (2) Prepare legislation for permanent archiving;
- (3) Coordinate the routing of bills and resolutions;
- (4) Plan, direct, and supervise the work of subordinates; and
- (5) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Chief of Records shall include the ability to work effectively under pressure and meet deadlines; considerable knowledge of the management and supervisory techniques of the clerical aspects of the legislative process; knowledge of office procedures and methods; and the ability to supervise and manage employees.

## **Chief of Staff**

**Duties and responsibilities:** The Chief of Staff shall be appointed by and serve at the pleasure of the Speaker. Under the general supervision and direction of the Speaker, the Chief of Staff shall:

- (1) Perform a variety of administrative functions to ensure the smooth functioning of the House;
- (2) Provide professional and technical services to the Speaker;
- (3) Advise the Speaker on issues and other technical areas;
- (4) Serve as the Speaker's intermediary with legislative committees and other staff members;
- (5) Represent the Speaker at meetings and functions when assigned;
- (6) Review correspondence and formulate replies; and
- (7) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Chief of Staff shall include the ability to maintain confidentiality; work effectively under pressure and meet deadlines; interact well with a diverse group of people; communicate effectively, clearly, and precisely; and handle complex or unusual problems.

In addition, the Chief of Staff shall have substantial experience and knowledge of the legislative process and operations, as well as the areas of specialization assigned by the Speaker.

## **Committee Clerk**

**Duties and responsibilities:** Committee Clerks shall be appointed by the respective Committee Chairs or Vice Chairs to carry out their respective duties and responsibilities, as authorized by the Speaker. Committee Clerks shall be responsible for coordinating and overseeing the activities of committees and such subcommittees as may be formed. Under the general supervision and direction of the Committee Chair or Vice Chair, the Committee Clerk shall:

- (1) Coordinate meetings, hearings, and site visits;
- (2) Process a variety of correspondence;
- (3) Assemble and prepare bills and testimonies for hearings;
- (4) Draft resolutions and committee reports;
- (5) Digest legislation referred to the committee;

- (6) Review reports and recommend courses of action to the Committee Chair or Vice Chair;
- (7) Handle inquiries concerning the status of legislation referred to the committee; and
- (8) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Committee Clerk shall include familiarity with the legislative process and government services; the ability to deal with government officials and the general public; knowledge of office procedures and practices; and the ability to review and draft legislative documents.

### **Communications Assistant**

**Duties and responsibilities:** The Communications Assistant shall be appointed by the Speaker. Under the supervision and direction of the Communications Director, the Communications Assistant shall be required to assist the Communications Director and perform tasks as assigned, including but not limited to designing, developing, and/or writing communication pieces including but not limited to graphics, photos, articles, web pages, brochures, posters, reports, briefings, press releases, presentations, blogs, digital/social media pieces, talking points, notes, etc.; managing internal and external event calendars; and coordinating with House leadership and Majority members and staff to produce necessary communication products.

**Minimum qualifications:** The minimum qualifications of the Communications Assistant shall include strong writing and verbal skills, familiarity with and use of various social media platforms, the ability to communicate effectively and tactfully with others, the ability to exercise discretion with sensitive information, and the ability to perform multiple tasks and complete assignments in a timely manner.

### **Communications Director**

**Duties and responsibilities:** The Communications Director shall be appointed by the Speaker and shall be responsible for: (a) managing the day-to-day communications and digital/social media activities of House leadership and the Majority Caucus; and (b) providing timely and relevant information to House leadership and Majority members, staff, agencies, media, and the general public. The Communications Director will:

- (1) Work with the Speaker or Speaker's designee to develop a comprehensive communication plan and protocols that utilize print and digital/social media to disseminate information regarding the strategic priorities, initiatives, programs, and other activities of House leadership and the Majority Caucus;
- (2) Periodically identify gaps in communication plans and protocols and make recommendations for addressing such gaps;
- (3) Collaborate with the Information Technology Director to: (a) develop a plan for utilizing emerging technologies to facilitate and improve communications

with House leadership and Majority members, staff, agencies, media, and the general public; and (b) ensure compliance with policies and procedures for cybersecurity protections;

- (4) Act as a liaison with media outlets with respect to requests for and dissemination of information. Organize and conduct media events (e.g., news conferences, editorial boards, media programs);
- (5) Manage communications and digital/social media activities to ensure they are aligned with strategic priorities and directives of House leadership;
- (6) Assess media and other reporting that pertains to the House and its activities;
- (7) Assist members of the Majority Caucus, upon request, with media and communications needs (e.g. graphics, photos, press releases, digital/social media graphics, talking points);
- (8) Monitor internal and external content calendars and ensure that external communications are deployed in a timely manner;
- (9) Monitor and manage expenditures within budget allocations; and
- (10) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Communications Director shall include a bachelor's degree in communications, public relations, journalism, public administration, political science, or related field from an accredited college or university.

In addition, the Communications Director shall have progressively responsible work experience in the design and implementation of strategies and programs to disseminate information about an organization to the public or individuals using a variety of media; demonstrated working knowledge of the principles, practices, and techniques of journalism and digital/social media communications; demonstrated skills or ability to write and edit press releases, announcements, articles, scripts, reports, proceedings, speeches, social posts, and similar materials; demonstrated skills or ability to plan, organize, and execute a broad range of communication functions; demonstrated skills or ability to work effectively in crisis situations and respond to multiple concurrent demands; and demonstrated skills or ability to communicate effectively with individuals, groups, and the media in conveying information, and deal tactfully with others.

## **Director of Research**

**Duties and responsibilities:** The partisan caucus leaders, subject to the approval of the Speaker, shall appoint their respective Directors of Research to administer and manage the operations of their respective partisan research and legal service offices in the House. The Directors shall:

- (1) Perform highly responsible administrative and coordination functions, including legislative and governmental consultation and research, liaison, and drafting support for the House;
- (2) Assist in the formulation of internal policy;
- (3) Identify issues, trends, and problems of significance;
- (4) Undertake important studies of various subjects;
- (5) Coordinate training sessions for legislators and legislative staff;
- (6) Review and evaluate final work products of subordinates to determine conformance with stated objectives, assess the adequacy and quality of the work performed, and make revisions as necessary; and
- (7) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Director shall include a graduate or bachelor's degree from an accredited law school, college, or university; or equivalent relevant work experience.

The Director shall be very familiar with the legislative process; legislative drafting techniques; and federal, state, and county laws, rules, organizations, functions, operations, policies, programs, and procedures.

In addition, the Director shall have the ability to supervise subordinates; maintain confidentiality; deal effectively with government officials; apply ingenuity and inventiveness in devising solutions to problems of unusual difficulty and precedent-establishing nature; work effectively under pressure and meet deadlines; train and develop the skills of professional and clerical personnel; and write and communicate clearly, concisely, and effectively.

### **Information Technology Analyst**

**Duties and responsibilities:** Information Technology Analysts shall be appointed by the Chief Clerk, subject to the approval of the Speaker. Under the general supervision and direction of an Information Technology Director, Information Technology Analysts may provide user support services to the agencies and offices of the House and may be assigned to activities and projects that compile and disseminate information of the automated systems of the House. The duties of an Information Technology Analyst may include:

- (1) Serving as a liaison with legislative staff offices and assisting staff members in the operation and use of hardware issued, which may include performing diagnostics and repairs, providing data backups on all House issued hardware (pc, printer, scanner, monitor, and cable box);
- (2) Analyzing and troubleshooting the legislative network, servers, and switches on both the LAN and wireless network;

- (3) Responding to assistance inquiries from legislative staff members associated with legislative computer applications, and assisting in the resolution of problems;
- (4) Assisting in the training of members and legislative staff and in the compilation of user-support manuals and other materials;
- (5) Purchasing, receiving, and deploying computer equipment in accordance with the procurement process;
- (6) Planning, automating, and coordinating the indexing of bills and resolutions introduced during the legislative session;
- (7) Assisting and training staff in the use of video technology (which may include video conferencing or similar systems) and being the main contact to the cable provider;
- (8) Editing and uploading video files for a video on demand station;
- (9) Utilizing skills and knowledge to take on roles as a project leader and providing updates to the Information Technology Director; and
- (10) Performing related duties as required.

**Minimum qualifications:** The minimum qualifications of an Information Technology Analyst shall include knowledge of computers, data storage media or devices, and other peripheral equipment and their capabilities and general processes; familiarity with the legislative process and processing of information relating to legislative operations; the ability to respond to user-assistance requests; the ability to think logically and draw logical conclusions; the ability to communicate effectively and courteously; and the ability to adapt to changing circumstances and situations quickly.

### **Information Technology Director**

**Duties and responsibilities:** The Information Technology Director shall be appointed by the Chief Clerk, subject to the approval of the Speaker. The Information Technology Director shall be responsible for the administration, planning, and coordination of staff services relating to information systems in the House. Under the general supervision and direction of the Chief Clerk, the Information Technology Director may receive work assignments that may include:

- (1) Managing the budget and overseeing the computer related purchases for the information systems for the House;
- (2) Evaluating and assigning incoming projects to the Information Technology staff and reporting status updates to the Chief Clerk;
- (3) Addressing any problematic issues involving licensing, hardware and software procurement, the legislative network, and other technology-related concerns of the House;

- (4) Being the lead contact for any joint projects with the Senate and the Legislative Reference Bureau;
- (5) Exploring ways to improve computer support and services to the House members, staff, and agencies;
- (6) Providing training opportunities for the Information Technology staff to improve their knowledge and skillsets;
- (7) Overseeing the day-to-day operations of the House Technical Support office;
- (8) Exploring ways to deal with emergency situations, disaster data recovery, and restoring the legislative information system; and
- (9) Performing related duties as required.

**Minimum qualifications:** The minimum qualifications of the Information Technology Director shall include knowledge of computers, data storage media or devices, and other peripheral equipment and their capabilities and general processes; a thorough knowledge of records and information management technology; in-depth knowledge of the legislative process and processing of information relating to legislative operations; the ability to think logically, analyze data, and draw logical conclusions; the ability to work in close cooperation with personnel and legislators; and strong verbal and written communication skills.

### **Information Technology Manager**

**Duties and responsibilities:** The Information Technology Manager shall be appointed by the Chief Clerk, subject to the approval of the Speaker. The Information Technology Manager shall be responsible for managing user administration, planning and coordination of staff services relating to information systems in the House. Under the general supervision and direction of the Information Technology Director, the Information Technology Manager may receive work assignments that may include:

- (1) Analyzing and automating of legislative systems where the design involves specified requirements and a fairly direct translation of existing work methods to computer processes;
- (2) Developing and coordinating user training programs and other user support systems for legislative business;
- (3) Working with agencies and managing updates for legislative documents, Hawaii Revised Statutes, Session Laws, and templates;
- (4) Applying technical knowledge, skill, and sound judgment in the use of fundamental data processing system analyses principles, techniques, standards, and guides;

- (5) Acting as a backup for many of the software roles and responsibilities of the Information Technology Analysts;
- (6) Developing, planning and scheduling computer training classes for all staff for the legislative session and advanced computer training opportunities for permanent staff during the interim; and
- (7) Performing related duties as required.

**Minimum qualifications:** The minimum qualifications of the Information Technology Manager shall include knowledge of computers, data storage media or devices, and other peripheral equipment and their capabilities and general processes; a thorough knowledge of records and information management technology; in-depth knowledge of the legislative process and in the processing of information relating to legislative operations; the ability to think logically, analyze data, and draw logical conclusions; the ability to work in close cooperation with personnel and legislators; and strong verbal and written communication skills.

### **Journal Clerk**

**Duties and responsibilities:** The Journal Clerk shall be appointed by the Chief Clerk, subject to the approval of the Speaker. Under the general supervision and direction of the Chief Clerk, the Journal Clerk shall be responsible for recording actions taken in the House for publication in daily and permanent Journals.

**Minimum qualifications:** The minimum qualifications of the Journal Clerk shall include the ability to work effectively under pressure and meet deadlines; considerable knowledge of the management and supervisory techniques of the clerical aspects of the legislative process; proficiency in grammar, spelling, and office practices and procedures; and the ability to supervise and manage employees.

### **Legislative Administrative Assistant**

**Duties and responsibilities:** Legislative Administrative Assistants may be appointed by the respective partisan Directors of Research or legislators in leadership positions, subject to the approval of the Speaker. Under the general supervision and direction of an Administrative Services Manager, Director of Research, legislator, or designee, Legislative Administrative Assistants may be required to:

- (1) Review, edit, and format various legislative and administrative documents and publications;
- (2) Assist in the research and drafting of legislative documents, including conducting statutory checks;
- (3) Maintain internal documents and databases;
- (4) Assist in the maintenance of various office equipment and machines;

- (5) Exercise courtesy, tact, and judgment in dealing with callers, other employees and officials, members of the Legislature, and the general public; and
- (6) Perform other duties as assigned.

**Minimum qualifications:** The minimum qualifications of a Legislative Administrative Assistant shall include a strong knowledge of grammar, spelling, and the principles and practices of office management; good verbal skills; computer and Internet research skills; knowledge of the operation and maintenance of various office appliances and equipment; the ability to learn quickly and work independently; and the ability to be flexible, thorough, dependable, and work well with staff.

In addition, a Legislative Administrative Assistant shall have the ability to plan, organize, and carry out a broad range of office-related functions; develop a working knowledge of legislative procedures and practices; work effectively under pressure and meet deadlines; type accurately at an acceptable rate of speed; prepare and edit legislative documents, legal memoranda, and complex correspondence requiring judgment as to appropriate format and conformance to the rules of grammar and style; maintain confidentiality; communicate effectively and deal tactfully with others; and have the willingness to learn new programs and procedures.

## **Legislative Aide**

**Duties and responsibilities:** Legislative Aides may be appointed by a legislator to work during the session only. Under the general supervision and direction of the legislator, the Legislative Aide shall provide administrative assistance to a legislator, including:

- (1) Responding to constituent inquiries and handling constituent-related activities;
- (2) Coordinating the legislator's public and constituent communication activities;
- (3) Keeping track of legislative measures introduced by the legislator;
- (4) Assisting with any of the legislator's committee responsibilities; and
- (5) Performing related assignments as required.

**Minimum qualifications:** The minimum qualifications of a Legislative Aide shall include the ability to maintain confidentiality; the ability to draft business correspondence; the ability to fulfill general research requests; familiarity with government services and programs; and the ability to deal with government officials and the general public.

## Legislative Analyst

**Duties and responsibilities:** Legislative Analysts shall be appointed by the respective partisan Directors or legislators in leadership positions, subject to the approval of the Speaker. Under the general supervision and direction of the Director, legislator, or designee, Legislative Analysts may be required to:

- (1) Perform legislative research and analysis, including the preparation of memoranda, legislation, and related documents;
- (2) Prepare comprehensive reports and studies; and
- (3) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Legislative Analyst shall include knowledge of state and county laws, organization, functions, operations, policies, and programs; knowledge of principles of public administration and finance; familiarity with research and statistical methodology; familiarity with trends and developments pertinent to a broad range of subject areas; and the ability to write and communicate clearly, concisely, and effectively.

## Legislative Attorney

**Duties and responsibilities:** Legislative Attorneys shall be appointed by the Chief Attorney, the respective partisan caucus leaders, Committee Chairs, or the Majority Director of Research subject to the approval of the Speaker. Under the general supervision and direction of the Chief Attorney, partisan caucus leaders, Committee Chair, or the Majority Director of Research, Legislative Attorneys may be required to:

- (1) Conduct varied research requiring legal expertise and the exercise of independent judgment in evaluating state statutes or in preparing trial briefs, pleadings, and oral arguments for cases brought before state or federal courts;
- (2) Prepare and draft contracts, agreements, legislation, and related documents;
- (3) Supervise and/or coordinate legislative research on legal matters;
- (4) Conduct legal reviews of legislation; and
- (5) Perform related duties as directed.

**Minimum qualifications:** The minimum qualifications of the Legislative Attorney shall include a graduate degree (J.D.) from an accredited law school, successful completion of the Hawaii Bar examination, and a license to practice law in the state and federal district court.

In addition, the Legislative Attorney shall demonstrate familiarity with federal, state, and county laws, rules, organization, functions, operations, policies, programs, and procedures; knowledge of legislative drafting techniques; familiarity with precedent-setting opinions rendered by courts that may have an impact on state and county

government; the ability to maintain confidentiality; and the ability to write and communicate clearly, concisely, and effectively.

### **Legislative Office Manager**

**Duties and responsibilities:** Legislative Office Managers shall be appointed by individual legislators to manage the affairs of the legislator's office. Under the general supervision and direction of a legislative member, a Legislative Office Manager shall:

- (1) Perform a variety of information-gathering fundamental to legislative research;
- (2) Participate intensively in the management and day-to-day operations of the office; and
- (3) Perform related duties as assigned by the member.

**Minimum qualifications:** The minimum qualifications of the Legislative Office Manager shall include knowledge of office practices and procedures as they relate to legislative operations; the operation and operational maintenance of various office appliances and equipment; basic principles, methodology, and techniques of legislative research; government programs and policies; and the legislative process and operations.

In addition, the Legislative Office Manager shall have the ability to plan, organize, and carry out a broad range of functions, including preparing for public hearings or informational briefings; preparing correspondence, summaries, and congratulatory certificates requiring judgment as to appropriate the format and the rules of grammar and style; communicating effectively and dealing tactfully with others; maintaining confidentiality; and, for some positions, typing accurately and doing word processing at an acceptable rate of speed.

### **Operations Specialist**

**Duties and responsibilities:** Operations Specialists shall be appointed by the Sergeant-at-Arms to work during the session only, as authorized by the House and subject to the approval of the Speaker. Under the general supervision and direction of the Sergeant-at-Arms, Operations Specialists assist the Sergeant-at-Arms in providing necessary custodial, security, and messenger services to the House. These duties may include:

- (1) Providing general custodial services;
- (2) Running errands;
- (3) Providing security for buildings and personnel;
- (4) Directing traffic;
- (5) Providing messenger services;

- (6) Controlling the distribution of office supplies; and
- (7) Performing related duties as directed.

**Minimum qualifications:** The minimum qualifications of the Operations Specialists shall include being physically fit to assume the duties assigned.

### **Personnel Officer**

**Duties and responsibilities:** The Personnel Officer shall be appointed by the Chief Clerk to assist in performing accounting and other employment related work for the House, subject to the approval of the Speaker. Under the general supervision and direction of the Accountant, the Personnel Officer shall assist the Accountant in preparing financial statements; processing payroll, employee benefit enrollment, and invoices for payment; and performing other financial functions.

**Minimum qualifications:** The minimum qualifications of the Personnel Officer shall include accounting experience, an understanding of the procedures governing payroll benefit enrollment, purchasing, accounting, and familiarity with general office procedures and methods.

### **Printshop Assistant Manager**

**Duties and responsibilities:** The Printshop Assistant Managers shall be appointed by the Chief Clerk subject to the approval of the Speaker. Under the general supervision and direction of the Printshop Manager, the Printshop Assistant Managers shall assist the Printshop Manager to:

- (1) Plan, direct, and supervise the work of printshop operators;
- (2) Ensure that reproduced material meets the standards requested;
- (3) Supervise the collation and binding of reproduced material;
- (4) Develop and maintain a filing system of reproduced material;
- (5) Requisition, issue, and maintain the printshop inventory of supplies; and
- (6) Perform other duties as directed.

**Minimum qualifications:** The minimum qualifications of the Printshop Assistant Managers shall include the ability to supervise employees and to operate, adjust, and care for printshop and copy machines.

### **Printshop Manager**

**Duties and responsibilities:** The Printshop Manager shall be appointed by the Chief Clerk, subject to the approval of the Speaker. Under the general supervision and direction of the Chief Clerk, the Printshop Manager shall plan, direct, and supervise the work of Printshop Operators. The Printshop Manager shall:

- (1) Ensure that printed material, including newsletters, surveys, and other educational information for constituents, meets the standards requested;
- (2) Supervise the collation and distribution of reproduced material;
- (3) Develop and maintain a filing and billing system of reproduced material;
- (4) Requisition, purchase, and maintain the printshop inventory;
- (5) Plan, direct, and supervise the work of subordinates; and
- (6) Perform related duties as directed.

**Minimum qualifications:** The minimum qualifications of the Printshop Manager shall include experience in the operation, adjustment, and care of printshop and copy machines; familiarity with procurement procedures; and the ability to effectively supervise employees.

### **Printshop Operator**

**Duties and responsibilities:** Printshop Operators shall be appointed by the Chief Clerk to work during the session only, subject to the approval of the Speaker. Under the general supervision and direction of the Printshop Manager, Printshop Operators shall assist in printshop operations. Printshop Operators shall:

- (1) Assist in the reproduction of legislative documents;
- (2) Operate paper-cutting and stapling machines;
- (3) Collate reproduced materials;
- (4) Maintain printing facilities and equipment in good operating condition; and
- (5) Perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Printshop Operator shall include being physically fit to assume the duties assigned.

### **Receptionist**

**Duties and responsibilities:** Receptionists may be appointed by a legislator, the Chief Clerk, the Sergeant-at-Arms, or a director of a partisan office to provide general office support and clerical services, subject to the approval of the Speaker. Depending on which office the Receptionist is assigned to, these duties may include any or all of the following:

- (1) Provide general typing and clerical services;

- (2) Provide receptionist services and exercise tact and good judgment in dealing with callers, visitors, other employees and officials, members of the Legislature, and members of the general public; and
- (3) Perform related duties as directed by the administrative superior.

**Minimum qualifications:** The minimum qualifications of a Receptionist shall include the ability to learn quickly and work independently; being detail-oriented and flexible; having good verbal skills; and knowledge of general office procedures and practices.

## **Research Analyst**

**Duties and responsibilities:** Research Analysts shall be appointed to work during the session only by the Finance Committee Chair, subject to the approval of the Speaker. Under the general supervision and direction of the Research Chief and the Finance Committee Clerk, Research Analysts shall identify issues, trends, and problems of significance to the House. Research Analysts shall:

- (1) Review and digest proposed legislative measures;
- (2) Monitor public hearings and track legislative measures that are referred to the Finance Committee;
- (3) Draft bills, resolutions, and committee reports; and
- (4) Perform related duties as directed.

**Minimum qualifications:** The minimum qualifications of the Research Analyst shall include knowledge of government policies and programs; an understanding of public financial administration concepts; familiarity with research and statistical methodology; and familiarity with the legislative process.

In addition, Research Analysts shall be able to learn quickly and work independently; be highly motivated and detail-oriented; and possess good verbal and writing skills.

## **Research Chief**

**Duties and responsibilities:** The Research Chief shall be appointed to work in the Finance Committee by the Finance Committee Chair, subject to the approval of the Speaker. Under the general supervision and direction of the Finance Committee Clerk and Finance Committee Chair, the Research Chief shall supervise and coordinate the work of Research Analysts and perform related duties.

**Minimum qualifications:** The minimum qualifications of the Research Chief shall include knowledge of government policies and programs; an understanding of public financial administration concepts; familiarity with research and statistical methodology; and familiarity with the legislative process.

In addition, the Research Chief shall have excellent planning, supervisory, and organizational skills; work effectively under pressure and meet deadlines;

communicate clearly, concisely, and effectively; exercise considerable tact and judgment; and maintain confidentiality.

## **Researcher**

**Duties and responsibilities:** Researchers may be appointed by legislators as required by the House to work during the session only, subject to the approval of the Speaker. A Researcher shall assist in the gathering of information fundamental to all varieties of legislative research. The work requires the ability to conduct rudimentary research and analyses, and to communicate information accurately in a written or oral form.

**Minimum qualifications:** Researchers shall have knowledge of basic principles of research methodology and techniques of legislative research (including the use of state statutes and county ordinances); government programs and policies; and the legislative process and operations.

## **Secretary**

**Duties and responsibilities:** Secretaries may serve in the offices of legislators, the Chief Clerk, the Sergeant-at-Arms, and partisan offices, as required by the House and subject to the approval of the Speaker. A Secretary shall assist in the management of the office served. Under the general supervision and direction of an Administrative Services Manager or immediate supervisor, Secretaries shall:

- (1) Provide general secretarial and clerical services;
- (2) Exercise tact and judgment in dealing with callers, visitors, other employees and officials, members of the Legislature, and members of the general public; and
- (3) Perform other related duties as assigned.

**Minimum qualifications:** The minimum qualifications of a Secretary shall include knowledge of grammar, spelling, general office practices and procedures; the ability to operate and maintain various office appliances and equipment; and knowledge of secretarial principles and practices.

In addition, a Secretary shall have the ability to plan, organize, and carry out a broad range of secretarial and clerical functions; develop a working knowledge of legislative procedures and practices; work effectively under pressure and meet deadlines; type accurately at an acceptable rate of speed; prepare and edit legislative documents, legal memoranda, and complex correspondence requiring judgment as to appropriate format and conformance to the rules of grammar and style; maintain confidentiality; and communicate effectively and deal tactfully with others.

## **Sergeant-at-Arms**

**Duties and responsibilities:** The position of Sergeant-at-Arms shall be filled in accordance with the "Rules of the House of Representatives". Under the general direction of the Speaker, the Sergeant-at-Arms shall be responsible for supervising property control and the custodial, messenger, security, and postal services of the House. The Sergeant-at-Arms shall also:

- (1) Coordinate the assignment of office space, conference rooms, and parking stalls;
- (2) Assume responsibility for the purchase of office supplies;
- (3) Be responsible for House inventory control systems;
- (4) Distribute keys to authorized House personnel;
- (5) Operate an identification program, including the issuance of badges to all authorized House personnel and volunteers;
- (6) Perform the duties outlined in the "Rules of the House of Representatives" and the "House Administrative and Financial Manual"; and
- (7) Perform related duties as directed by the Speaker.

**Minimum qualifications:** The minimum qualifications of the Sergeant-at-Arms shall include a substantial knowledge of legislative operations; the ability to supervise and manage large, complex organizations; and experience in and knowledge of facility security, property management, and office procedures and practices.

## **Supply Manager**

**Duties and responsibilities:** The Supply Manager shall be appointed by the Sergeant-at-Arms, subject to the approval of the Speaker. Under the general supervision and direction of the Sergeant-at-Arms, the Supply Manager shall manage and coordinate the provision and inventory of materials, equipment, supplies, and distribution services for the House. The Supply Manager shall also perform related duties as required.

**Minimum qualifications:** The minimum qualifications of the Supply Manager shall include knowledge of procurement and supply principles, methods, and practices; applicable federal, state, and county laws, rules, and standards; nature, content, and applicability of reference material and other informational data required in the execution of assignments; principles, procedures, techniques, and practices in inventory management and property control; office and storekeeping practices and procedures; and supervisory principles and practices.

In addition, the Supply Manager shall be able to plan, schedule, and organize procurement activities; secure necessary information to provide adequate specifications; initiate and maintain effective relationships with representatives of

other governmental agencies, subject-matter specialists, contractors, vendors, and others; and prepare clear and comprehensive reports, records, and correspondence.

**Sec. 19.11. Volunteer services.** Although volunteers are not employees of the House, House members and agency heads on occasion use the services of volunteers. The Speaker is responsible for the security of the House, and the use of volunteers may have legal and financial consequences. Before engaging the services of a volunteer, a House member or agency head shall obtain the prior approval of the Speaker using House Form No. 16A, "Volunteer Registration," which shall be filed with the Chief Clerk. A copy shall be filed with the Sergeant-at-Arms.

In addition to other provisions designated by the Speaker, the following chapters shall apply to volunteers:

- (1) Chapter 3 relating to postage and mailing;
- (2) Chapter 25 relating to the Code of Conduct;
- (3) Chapter 26 relating to the Workplace Harassment Policy;
- (4) Chapter 27 relating to nondiscrimination on the basis of disability; and
- (5) Chapter 29 relating to office supplies, postage, copy machines, and certificates.

**Sec. 19.12. Interns.** No legislator shall appoint, employ, or utilize the services of a private sector intern in the course of performing the legislator's official duties unless approved by the Speaker; provided that a legislator may utilize the services of an intern who is appointed through an internship program established by a private or public secondary or post-secondary educational institution.

For the purposes of this section, "private sector intern" means a person who is employed by a private business or nonprofit entity and who would otherwise be assigned or directed by the business or entity to report to a legislator in the capacity of an intern or would be physically situated within a legislator's office or staff room for any duration of time. "Private sector intern" does not mean a person who acts as a legislative shadow as part of an educational or experiential program that provides a person with the opportunity to observe the legislative process or the duties of a legislator.

Although interns are not employees of the House, they may perform similar functions, and in that respect, they are similar to volunteers. The Speaker is responsible for the security of the House, and the use of interns, like volunteers, may have legal and financial consequences. Therefore, approval of interns and rules related to their use shall be governed by Sec. 19.11.

HOUSE OF REPRESENTATIVES  
SERGEANT-AT-ARMS

HSAA DATE/TIME STAMP

**VOLUNTEER REGISTRATION**

**REFER TO INSTRUCTIONS BEFORE COMPLETING THIS FORM**

1. DATE

2. REQUESTOR

*Name of Legislator, Legislative Officer, or Agency Director*

**3. VOLUNTEER INFORMATION**

LAST:

FIRST:

MI:

CELL NO:

HOME NO:

\*For Volunteers under the age of 18 (Minors) please complete page 3 of registration form. Signature of Parent / Guardian REQUIRED.

**4. DATES**

START DATE:

END DATE:

**5. EMERGENCY CONTACT INFORMATION**

NAME:

RELATIONSHIP:

PHONE (CELL):

ALTERNATE PHONE NUMBER:

SIGNATURE: \_\_\_\_\_  
(Legislator or Legislative Officer as listed in #2 above)

SIGN HERE

6. SIGNATURE: \_\_\_\_\_  
Volunteer

SIGN HERE

**FOR SPEAKER'S OFFICE USE ONLY**

VOLUNTEER SERVICES ACKNOWLEDGED:

Date

Speaker of the House of Representatives

HOUSE OF REPRESENTATIVES  
SERGEANT-AT-ARMS

**VOLUNTEER WORKING POLICY**

HOUSE MEMBER/LEGISLATIVE OFFICER / DIRECTOR acknowledges the responsibility to:

1. Provide an orientation to the volunteer regarding the Member's/Agency's office and operations;
2. Assign a supervisor to the volunteer who will be responsible for training, supervision, and evaluation of the volunteer;
3. Specify the duties and responsibilities of the volunteer;
4. Evaluate the volunteer's performance on a regular basis;
5. Accept the volunteer as part of the office team; and
6. Provide the volunteer with appropriate recognition for the volunteer's services and to provide letters of recommendation when requested and warranted by performance.

VOLUNTEER acknowledges that the VOLUNTEER is expected to:

1. Work a specified number of hours or to notify the supervisor in advance if unable to work;
2. Be prompt and reliable in reporting to work;
3. Follow guidelines and policies established by the Member/Agency and to honor confidentiality of information;
4. Perform duties specified by the supervisor without receipt of monetary compensation; and
5. Accept the Member's/Agency's right to dismiss any volunteer when the volunteer is no longer needed or for poor performance, including poor attendance.

We acknowledge that we have read and understand these policies of the House of Representatives.

HOUSE OF REPRESENTATIVES  
SERGEANT-AT-ARMS

**VOLUNTEER REGISTRATION For Minors**

In order for your child, who is under 18 years of age, to become a volunteer with the Hawaii House of Representatives, your consent is necessary. Please read and sign the parental consent form below to allow your child to serve as a volunteer with the Hawaii House of Representatives.

Name of Minor: \_\_\_\_\_

I understand that my above-named child will serve as a volunteer for the House of Representatives of the State of Hawaii and I hereby give my permission for him/her to serve in that capacity if accepted by the House of Representatives of the State of Hawaii. I understand that he/she will be provided with any training necessary for the safe and responsible performance of his/her duties and that he/she will be expected to meet all the requirements of the position, including regular attendance agreed upon and adherence to the policies, procedures, and rules of the House of Representatives of the State of Hawaii. I understand that he/she will not receive monetary compensation for the services contributed and is not entitled to any employee benefits.

Parent/Guardian Name (Please Print):

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Relationship to Volunteer:

\_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

(This page intentionally left blank)

## **PART VII PERSONNEL ADMINISTRATION**

### **INTRODUCTION**

This part establishes the policies and procedures relating to personnel administration. It covers staff appointments, hours of work, leaves of absence, employee welfare, terminations, and code of conduct. Personnel matters relating to employee classification are discussed in Part VI.

### **Chapter 20 Staff Appointments**

**Sec. 20.1. Appointments; general.** Appointments to positions authorized in the budget shall be made by the appointing authority designated in this manual.

**Sec. 20.2. Nepotism.** For permanent staff who begin employment on January 18, 2023, and thereafter, each member and support agency head is prohibited from appointing, employing, promoting, or advocating for the appointment, employment, or promotion of any relative to a position that the member or support agency head exercises authority or control over in an official capacity unless upon application, the Speaker may grant an exception to a member or agency that is unable to comply with this section for good cause.

"Relative" means an individual who is related to the member or employing staff member as a parent, child, sibling, uncle, aunt, first cousin, nephew, niece, spouse, reciprocal beneficiary, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepchild, stepbrother, stepsister, half-brother, half-sister, or a household member with whom the member or support agency head has a special relationship.

"Special relationship" means a relationship that exists between the member or support agency head and the household member that at a minimum includes an interdependent financial relationship or would have the appearance of coloring the judgment of the member or support agency head when hiring the household member as opposed to another applicant whose qualifications for a particular job description, when taken in the total context of employment, would be considered more qualified for the position.

**Sec. 20.3. Reporting of staff appointments.** The appointing authority shall request authorization for hiring of permanent staff via memo to the Speaker. No appointment shall be completed without approval of the Speaker.

The appointing authority shall report session staff appointments on House Form No. 17, "Session Employees Appointment Form". The word "END" should be entered immediately after the last entry on House Form No. 17 to prevent the addition of unauthorized names. The completed House Form No. 17 is to be forwarded to the House Accountant.

The House Accountant shall review appointment authorizations to ensure that the appointments are within budgetary dollar and position limits. Any deviations shall be brought to the attention of the Speaker.

**Sec. 20.4. Preparation of personnel forms.** All new employees are required to contact the House Accountant to complete the following personnel forms:

- (1) Employee's Withholding Allowance Certificate (Federal Form W-4);
- (2) Employee's Withholding Allowance Exemption and Status Certificate (State Form HW-4);
- (3) Employment Eligibility Verification (Federal Form I-9); and
- (4) House Form No. 18, "Personnel Data."

In addition to the above forms, permanent employees shall complete the personnel forms necessary for enrollment in the employee benefit programs covered in section 23.1 of this part.

## **Chapter 21 Hours of Work**

**Sec. 21.1. General.** The normal hours of work for full-time permanent and temporary employees of the House are from 8:00 a.m. to 5:00 p.m., Monday through Friday; provided that the Speaker may establish other normal hours of work for any or all employees of the House as the Speaker shall deem necessary and proper for the purposes of the House; and provided further that employees shall be expected to work additional hours to meet workload or legislative demands. Permanent and temporary employees shall not be paid additional compensation for work in excess of the normal working hours, except as may be required by federal wage and hour laws. Pursuant to a telework policy issued by the Speaker, each office is granted the discretion to allow for remote telework, so long as it does not interfere with the functioning of the House or impede the progress of the legislature.

**Sec. 21.2. Holidays.** Employees shall not be required to work on those state holidays designated in section 8-1, HRS, except when workload or legislative demands require them to do so. Special holidays granted to state employees by the Governor may be granted to employees at the discretion of the Speaker. Employees shall be entitled to pay for holidays. Part-time employees shall be entitled to pay for holidays that fall on their scheduled workday.

## **Chapter 22 Leaves of Absence**

**Sec. 22.1. Scope of chapter.** This chapter establishes the policies and procedures governing vacation, sick leave, funeral leave, and other types of leave for employees.

**Sec. 22.2. Vacation.** Full-time permanent employees of the House shall earn vacation credits with pay at the rate of one and three-quarters working days for each month of service. Employees shall take workload and legislative demands into consideration when scheduling their vacations. No vacations will be permitted when the Legislature is in session unless approved by the Speaker.

**Sec. 22.3. Sick leave.** Permanent employees of the House shall earn sick leave credits with pay at the rate of one and three-quarters working days for each month of service.

**Sec. 22.4. Funeral leave.** Employees shall be granted three days leave with pay upon the death of any member of their immediate families. The definition of "immediate family" shall include the spouse, children, parents, siblings, father-in-law, mother-in-law, and grandparents of the officer or employee. Part-time employees shall be granted funeral leave with pay only when such leave falls on their scheduled workdays.

**Sec. 22.5. Other leaves.** Permanent employees of the House shall be granted family, military, jury, and other types of leave allowable by law for other state employees.

**Sec. 22.6. Leave requests.** Whenever a permanent employee requests a leave of absence or returns to work after an illness, the employee shall complete House Form No. 19, "Application for Leave of Absence." The request shall be submitted through the administrative superior of such employee and forwarded to the House Accountant. The House Accountant shall verify that the employee has sufficient leave credits accumulated to cover the number of days of leave requested.

**Sec. 22.7. Leave extensions or early returns.** Whenever an employee on leave wishes to extend the employee's leave or returns to work prior to the expiration of the employee's approved leave period, the following provisions shall be applicable:

- (1) The employee shall contact the employee's administrative superior and obtain approval, and the administrative superior shall, in writing, submit justification for such approval to the House Accountant;
- (2) Upon returning to work, the employee shall complete another House Form No. 19 reflecting the actual days of leave taken. This request shall be marked "Amended." The amended request shall be approved by the administrative superior and forwarded to the House Accountant; and
- (3) The House Accountant shall adjust the employee's leave records to reflect the change in the number of leave days taken due to an extension or early return.

**Sec. 22.8. Maintenance of leave records.** The House Accountant shall maintain a leave record for each permanent employee of the House. The formal leave records, such as those kept for permanent employees, need not be maintained for temporary employees.

## **Chapter 23 Benefit Programs**

**Sec. 23.1. Employee benefit programs.** In accordance with the provisions of section 22-4, HRS, a permanent employee of the House is entitled to participate in the employee benefit programs afforded all government employees of the State.

Information on the programs shall be on file with the House Accountant. The House Accountant is responsible for the preparation and processing of the appropriate state documents for enrolling all eligible employees in these benefit programs.

## **Chapter 24 Termination**

**Sec. 24.1. Involuntary termination.** The employment of an employee who is insubordinate or is derelict in the performance of duties or whose work has not met the standards required may be terminated by:

- (1) The legislator, if the employee is appointed by and under the supervision of the legislator;
- (2) The Speaker, in consultation with the Chair of the Committee on Legislative Management, if the employee is a temporary employee not under the direct supervision of a legislator; or
- (3) The Speaker, if the employee is a permanent employee and not appointed by and under the direct supervision of a legislator.

A permanent employee shall be given at least two weeks notice, provided that, for a permanent employee who has not completed the probationary period established by section 19.2, two weeks notice shall not be required. The amount of advance notice given to a temporary employee shall be at the discretion of the person authorized to terminate the employment.

The elimination of any position by the Speaker shall also constitute the termination of the employee occupying that position. An employee occupying an eliminated position shall be given at least two weeks notice, unless the employee is a probationary employee.

**Sec. 24.2. Voluntary termination.** A permanent employee who voluntarily terminates employment shall give a minimum of two weeks notice to the employee's appointing authority. A temporary employee terminating prior to the end of the scheduled termination date is expected to provide sufficient advance notice so as to enable the appointing authority to find a suitable replacement.

**Sec. 24.3. Reporting of staff termination.** Whenever an employee termination occurs, the appropriate appointing authority shall complete House Form No. 20, "Notice of Employee Termination or Resignation," and forward it to the House Accountant. The House Accountant shall remove the terminated employee from the House payroll and make the necessary pay adjustments.

**Sec. 24.4. Disposition of employee benefits—permanent employees.** A permanent employee shall contact the House Accountant prior to the effective date of the employee's termination to settle the final disposition of matters such as vacation pay or transfer and continuation of membership in the retirement system and health fund. The House Accountant shall be responsible for preparing and processing the appropriate personnel forms required to settle the personnel affairs of the terminating employee.

## **Chapter 25 Code of Conduct**

**Sec. 25.1. Confidential and privileged information.** No employee shall attempt to take personal advantage of the employee's position or divulge to others information which might be considered confidential or privileged in nature. When any doubt exists, an employee is encouraged to discuss the matter with the employee's administrative superior before any problems arise.

## **Chapter 26 Workplace Harassment Policy**

**Sec. 26.1. Policy statement.** (a) It is the policy of the House to promote a safe and civil environment for all House members, employees, and those who have business with the House. The House is committed to working with its House members and employees to maintain a work environment that is respectful and free from workplace harassment, and any such harassment as described in the House's policy is strictly prohibited. It is the goal of the House to create an environment that ensures House members and employees conduct themselves in a manner that not only protects individuals, but also promotes public confidence in the institution and its people. Any form of harassment that is prohibited by this policy, even if not sufficiently severe or pervasive to constitute unlawful conduct, such as bullying, may result in disciplinary action as discussed below.

(b) Members of the public who have business with the House shall be accorded the same respect as any House member or employee, and shall likewise be entitled to an environment free from harassment.

**Sec. 26.2. Definition of workplace harassment.** (a) Harassment includes behavior that is unwelcomed by an individual and is considered to be humiliating, demeaning, or offensive, when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. Such harassment is strictly prohibited.

(b) The House prohibits harassment that targets an individual's status such as race, sex, age, religion, color, ancestry, mental or physical disability, genetic information, citizenship, national origin, veteran/military status, marital status, pregnancy, childbirth, breastfeeding or related medical condition, sexual orientation, gender identity or expression, arrest and court record, domestic or sexual violence victim status, credit history, whistleblower status, or any other status or condition that is protected by state or federal law.

(c) Examples of prohibited harassment include slurs, epithets, offensive jokes, physical assaults or threats, intimidation, mockery, insults, offensive objects or pictures, unreasonable interference with work performance, or other unwelcome conduct that is offensive, intimidating, or hostile.

(d) Discrimination, which is an adverse employment action against an employee based on a status as defined in subsection (b) above, is prohibited and subject to the same reporting requirements, investigation requirements, and resolution procedures as described below.

**Sec. 26.3. Definition of bullying.** (a) Bullying, while similar in action and effect as harassment, is not based on status as described in Sec. 26.2. Bullying is a pattern of repeated behavior that occurs over a period of time that a reasonable person would find hostile and offensive, and is intended to harm someone who feels powerless to respond.

(b) Examples of bullying include insults, offensive remarks, shouting, yelling, angry outbursts, humiliation, ridicule, teasing, spreading rumors, ignoring attempts at communication, invasion of personal space, or threats of violence. Bullying can include the same examples as harassment.

(c) Like harassment, bullying is strictly prohibited and subject to the same reporting requirements, investigation requirements, and resolution procedures as described below.

**Sec. 26.4. Definition of sexual harassment.** (a) Sexual harassment, like the status-based harassment previously described, is strictly prohibited. However, sexual harassment raises unique issues and is therefore described in detail in its own section here.

(b) Sexual harassment includes unwelcome verbal, non-verbal, or physical contact of a sexual nature. It is not limited to only physical assaults, unwelcome or unwanted sexual advances, or requests and demand for sexual favors. Examples of sexual harassment include but are not limited to:

- (1) Physical contact (e.g., groping, patting, pinching, hugging, massaging, kissing, or brushing up against the body of another);
- (2) Verbal behavior (e.g., sexual or suggestive comments, jokes, teasing or nicknames, remarks or innuendo of a sexual nature, graphic commentaries about an individual's body, gossip regarding an individual's sexual activities, commentary about an individual's sexual prowess or deficiencies, or repeated attempts to ask someone out or otherwise establish a relationship with an individual when unwelcomed);
- (3) Non-verbal behavior (e.g., leering, ogling, obscene gesturing, suggestive or insulting sounds, or sending, circulating, or displaying any materials, messages, or images of a sexual nature); and
- (4) Any abuse of power or quid pro quo propositioning (e.g. conditioning employment, benefits, or favorable working conditions on submission

to sexual conduct or in exchange for sexual favors) by a House member over an employee or a supervisor over a subordinate. This includes any instance where a House member or employee uses his or her position of power to leverage or coerce sexual favors from a member of the public in return for special influence or other benefit pertaining to the legislative process, including but not limited to getting a bill passed, preventing a bill from passing, including a budget item, or other special dispensation.

**Sec. 26.5. Applicability.** Harassment is prohibited between House members and employees; supervisors and subordinates or volunteers; or between individuals of any of those categories. Harassment is also prohibited between individuals in any aforementioned category and a vendor, lobbyist, contractor, or any member of the public engaging in business with the House or otherwise meeting or visiting with House members or employees. Likewise, no such member of the public shall harass any House member or employee.

**Sec. 26.6. Reporting.** (a) To maintain a safe work environment, all House members and employees shall report any instance of harassment whether the harassment is personally experienced by and directed at a specific individual, or if it is observed by an individual directed at someone else. A "report" includes a complaint by the subject of harassment.

(b) Any incident of harassment shall be reported immediately.

- (1) A House member shall report harassment directly to the Speaker or the Chief Clerk;
- (2) A House employee shall report harassment to his or her immediate supervisor, or the employee's next-higher-level supervisor. If the employee is uncomfortable reporting to either of the aforementioned supervisors, a report of harassment shall be made to the Speaker or the Chief Clerk;
- (3) A person who is not a House member or employee of the House may report harassment to any supervisor, the Speaker, or the Chief Clerk;
- (4) Incidents involving the Speaker shall be reported per Section 26.11; and
- (5) In addition to the options listed above, an employee who is the subject of harassment may seek recourse through the Hawaii Civil Rights Commission, the U.S. Equal Employment Opportunity Commission, or state or federal court.

(c) Supervisors who receive reports of harassment shall immediately notify the Speaker or the Chief Clerk.

(d) A person who is the subject of physical violence or a threat of physical violence is encouraged to contact Capitol Security at 586-1352, or the police at 911.

(e) Any employee who receives a protective or restraining order is required to provide the Chief Clerk's Office with a copy of such order.

**Sec. 26.7. Investigation.** (a) Upon receipt or notification of a report, the Speaker or the Chief Clerk shall promptly begin an investigation. An independent investigator may be used. If so, the investigator shall supply a written summary of the guidelines for the investigation. Guidelines and an estimated timeframe for completion of the investigation shall also be provided to the complainant. On matters pertaining to a report, the Speaker or Chief Clerk may consult with the House Chief Attorney or outside counsel.

(b) An investigation may involve interviews of the individual making the report, the alleged offender, and witnesses to the alleged harassment.

(c) Upon completion of the investigation, the individual making the report and the individual against whom the report is made shall be advised of the investigation's results. However, certain results or information may be withheld from disclosure if they are pertinent to a criminal investigation or otherwise prevented from disclosure pursuant to a state or federal law.

**Sec. 26.8. Resolution.** (a) If the investigation reveals that the report is valid, the Speaker or the Chief Clerk shall take prompt and appropriate disciplinary action to discipline the offender and prevent the recurrence of the harassing behavior.

(b) The type of disciplinary action taken will vary depending upon the nature of the offense.

- (i) For employees, this may include, but is not limited to, warning, reprimand, counseling, training, demotion, suspension, or termination of employment;
- (ii) For House members, action may also include loss of committee assignments, leadership positions, or other disciplinary action taken by the House, including expulsion, in accordance with the Rules of the House of Representatives; and
- (iii) If the offender is a member of the public, action may include barring from the premises, terminating business relationships, or referral to law enforcement authorities.

**Sec. 26.9. Retaliation prohibited.** No individual who in good faith reports or complains of harassment or any witness who takes part in an investigation of such report, shall be subjected to any type of retaliation or reprisal. Reports of any acts of retaliation or reprisal shall be investigated and if necessary, disciplinary action shall be taken.

**Sec. 26.10. Confidentiality.** All aspects of the reporting, investigation, and resolution procedure shall be confidential to the greatest extent possible. All activities undertaken during the course of the process shall be conducted confidentially, and information regarding any report shall be provided on a need-to-know basis only. All parties, including the individual making the report, the alleged offender, and any witnesses shall be advised of the necessity of confidentiality and that any breach of confidentiality shall be

treated as misconduct subject to disciplinary action, unless done so in the course of an action required or provided for by law.

**Sec. 26.11. Speaker and chief clerk.** (a) In all aspects of any report and investigation, the Speaker and Chief Clerk shall maintain complete fairness and impartiality toward all individuals involved, including the individual making the report, the alleged offender, and any witnesses.

(b) If the subject of the report is the Speaker, the report shall be immediately reported to the Vice Speaker, who shall perform all duties associated with this Chapter normally performed by the Speaker. In this case, the Chief Clerk shall report directly to the Vice Speaker in all associated matters.

(c) If the subject of the complaint is the Chief Clerk, the report shall be reported directly to the Speaker, who shall perform all duties associated with this Chapter.

**Sec. 26.12. Publication and training.** (a) Each member and employee shall receive a copy of the House's policy on reporting and eliminating harassment in the workplace in order to be familiar with the various types of harassment and how to address any instances that arise.

(b) Annual training on these policies shall be mandatory for all House members and employees.

## **Chapter 27 Nondiscrimination on the Basis of Disability**

**Sec. 27.1. Policy statement.** It is the intent of the House to effectuate the Americans with Disabilities Act of 1990. No employee shall be discriminated against in hiring, promotion, discharge, pay, fringe benefits, or other aspects of employment on the basis of disability, nor shall any individual be discriminated against on the basis of disability in the full and equal enjoyment of the services, programs, and activities of the House.

# House of Representatives

## Session Employees Appointment Form

Office: \_\_\_\_\_

Submit completed form to House Accounting - Room 027A or email to [HACCT@capitol.hawaii.gov](mailto:HACCT@capitol.hawaii.gov)

Staff	Position	Start Date	Monthly Rate of Pay	Full Time	Part Time (PT)	PT Hours Per Week
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						
Name: _____	Click on Dropdown Menu					
Email: _____						

APPROVED BY:

\_\_\_\_\_ Date

\_\_\_\_\_ Representative's or Agency Director's Signature



HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

**PERSONNEL DATA**

Mr./Ms. \_\_\_\_\_  
Last First Middle

Residence Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail (other than Capitol account): \_\_\_\_\_

Are you retired from the State or City & County? Yes ☐ No ☐

If yes, date of retirement \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY:	
Name	Phone
1.	
2.	
3.	

Please notify the House Accounting Office of any future changes regarding your personnel data.

STATE OF HAWAII  
APPLICATION FOR LEAVE OF ABSENCE

Date: \_\_\_\_\_

I, \_\_\_\_\_, apply for a leave of absence as follows:  
(PRINT YOUR NAME CLEARLY)

a. WITH PAY, charged to \_\_\_\_\_ of \_\_\_\_\_ working hours  
(TYPE OF LEAVE)\*  
for the calendar period from \_\_\_\_\_  
(MONTH) (DAY) (YEAR)  
to \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

b. WITHOUT PAY, for the purpose of \_\_\_\_\_ of \_\_\_\_\_ working hours  
(TYPE OF LEAVE)\*  
for the calendar period from \_\_\_\_\_ to \_\_\_\_\_  
(MONTH) (DAY) (YEAR) (MONTH) (DAY) (YEAR)

\_\_\_\_\_  
(SIGNATURE OF EMPLOYEE)

Date: \_\_\_\_\_ Approval \_\_\_\_\_ recommended.  
(IS) (IS NOT)

\_\_\_\_\_  
(SIGNATURE OF SUPERVISOR)

THE USE OF THIS SECTION IS NOT MANDATORY. THE HOUSE WILL UTILIZE THIS SECTION AT LEAST ONCE A YEAR.

LEAVE STATUS OF EMPLOYEE

VACATION

SICK LEAVE

1. Credits accumulated as of Jan. 1, this year.....
2. PLUS credit earned from Jan. 1 to date .....
3. Total credits to date .....
4. LESS leave taken from Jan 1. to date .....
5. NET or unused leave credit as of this date.....
6. Number of days leave taken LAST YEAR .....

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS

1. This form is to be retained by the House for its use.
2. One copy of this form will be given to the employee who has taken a leave.
3. Submit the signed and completed application form to the Accounting Office.

All full-time permanent employees requesting sick leave of 5 or more consecutive work days, must obtain a physician's note that must accompany this form for processing.

\* Types of leaves: vacation, sick, family leave, funeral, military, education, sabbatical, etc.



HOUSE OF REPRESENTATIVES  
State of Hawaii

**NOTICE OF EMPLOYEE TERMINATION OR RESIGNATION**

I. The following employee(s) will be **terminating** their employment as of the date listed below:

Name of Employee(s)

Date of Termination

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

II. The following employee will be **resigning** from employment as of the date listed below:

Name of Employee

Date of Resignation

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature and Date signed (required for resignation only)

\_\_\_\_\_  
Legislator/Agency Head

\_\_\_\_\_  
Date

Original to House Chief Clerk  
Copy to Speaker  
Copy to SAA

(This page intentionally left blank)

## **PART VIII PROPERTY CONTROL**

### **INTRODUCTION**

This part covers the policies and procedures establishing controls over supplies, equipment, and furnishings owned by or leased to the House. The controls are intended to safeguard House property and supplies from theft or unauthorized use.

### **Chapter 28 Equipment and Furnishings**

**Sec. 28.1. Scope of chapter.** This chapter specifies procedures to be followed in the maintenance of inventory records, the disposal and transfer of House equipment and furnishings, and the accounting for all items under the custody of the House. House equipment includes items such as: calculators, typewriters, copy machines, printing devices, accounting machines, and computer hardware. Furnishings include items such as desks, file cabinets, bookshelves, and chairs.

**Sec. 28.2. Inventory records and reports.** The Sergeant-at-Arms shall be responsible for maintaining a complete and accurate inventory listing of equipment and furnishings under the custody of the House. The computer services provided by DAGS shall be used to update and record inventory transactions. All changes to the inventory records resulting from acquisitions, disposals, and transfers during a year shall be reported quarterly to DAGS. DAGS forms shall be used to report changes or transactions for the first three quarters of each state fiscal year. Changes for the fourth quarter are to be included in an annual inventory report, Form AGS 17, Detail Inventory of Property to be filed with DAGS. The annual inventory report shall be filed no later than September 15. Instructions for completing the inventory forms are contained in the Comptroller's circulars and addenda.

**Sec. 28.3. Identification tags.** An identification tag shall be affixed to each item of equipment and furnishing of the House. The identification tag shall have a number and appropriate marking to show that the item is House property. The Sergeant-at-Arms shall maintain a numerical record of the identification numbers used and other pertinent information for the item for House inventory records.

**Sec. 28.4. Disposals and transfers.** No equipment or furnishing shall be disposed of or transferred unless the disposal or transfer has first been approved by the Speaker. The term "disposal" means the sale, trade-in, destruction, or discarding of any House equipment or furnishing. The term "transfer" means a transfer of equipment or furnishing from the House to a state agency or the Senate, or a transfer from a state agency or the Senate to the House. Transfer also means the removal of an item of equipment or furnishing from one office location to another within the House. A recommendation for the disposal or transfer of any item shall be accompanied by a full explanation of the reasons and circumstances underlying the recommendation. An inventory item may be removed from one office location to another within the House without the prior approval of the Speaker when the item removed is expected to be returned within a short period of time. A notation of the temporary transfer shall be kept on file in the office from which the item was removed.

**Sec. 28.5. Care and safeguard.** Legislators, committee chairs, and administrative superiors are responsible for the proper care and safeguard of all House equipment and furnishings located in offices under their control. These individuals are expected to exercise the necessary precautions to prevent or minimize the occurrence of theft, burglary, loss, destruction, or unauthorized use of House property. The Sergeant-at-Arms shall provide legislators, committee chairs, and administrative superiors with a list of all equipment and furnishings under their control, and they shall sign such list as acknowledgement of custody. Should any item be discovered to be missing, the Sergeant-at-Arms is to be notified immediately. A report on the missing item shall be made to the Speaker. The report shall include, at a minimum, a description of the item, the office where the item was located, and an explanation of the circumstances surrounding the loss of the item.

**Sec. 28.6. Equipment maintenance and repair.** The Sergeant-at-Arms has the general responsibility of ensuring that all equipment and furnishings are in proper working condition. Items requiring repair or service shall be brought to the attention of the Sergeant-at-Arms as soon as possible.

**Sec. 28.7. Physical count.** The Sergeant-at-Arms shall conduct on an annual basis a physical count of all equipment and furnishings of the House. In addition to the annual physical count, the Sergeant-at-Arms shall from time to time take a physical count of equipment and furnishings in specific offices. Any discrepancies shall be reported to the Speaker.

**Sec. 28.8. Leased equipment and furnishings.** The Sergeant-at-Arms shall maintain a record of equipment and furnishings leased to the House.

## **Chapter 29 Office Supplies, Postage, Copy Machines, and Certificates**

**Sec. 29.1. Scope of chapter.** This chapter establishes the controls relating to office supplies, postage, the use of copy machines, and certificates. It also contains special provisions on the control of office supplies stored in and distributed through the supply room.

**Sec. 29.2. General.** Office supplies, postage, and the use of copy machines may be subjected to controls by the Speaker. The use of supplies, postage, and copy machines shall be limited to purposes pursuant to the business of the House, a House committee, or the business of a legislator reasonably related to the legislator's exercise of the legislative functions.

Office supplies, postage, copy machines shall not be used by a legislator for campaign matters and personal correspondence.

**Sec. 29.3. Supply room.** The Sergeant-at-Arms shall be responsible for the care and safeguarding of office supplies stored in the supply room; ensuring that an adequate supply of items is on hand at all times, especially during the legislative session; investigating seldom-used items and determining the reasons for such; and making recommendations for the disposal of obsolete supplies to the Chief Clerk.

Office supplies shall be issued from the supply room only upon presentation of a properly completed House Form No. 21, "Supply Request Form." House Form No. 21 must be signed by the legislator, committee chair, or the administrative superior requesting the supplies, and by the employee receiving the supplies. The Sergeant-at-Arms shall maintain a separate accounting of supplies issued to each office.

**Sec. 29.4. Copy machines.** The Sergeant-at-Arms shall be responsible for monitoring the proper use and control of copy machines in the custody of the House and shall assign an "access code account" to each legislator's office and staff office of the House to enable its use. Only employees of the House shall have access to coded accounts and operate copy machines.

An accounting of copy-machine use shall be maintained by the Sergeant-at-Arms. The Sergeant-at-Arms shall submit a monthly report to the Speaker. The chair of the Committee on Legislative Management may request periodic reports on the use of copy-machine accounts.

**Sec. 29.5. Certificates.** Certificates are congratulatory documents suitable for framing that are usually presented to worthy individuals during special occasions (e.g., banquet honoring an awardee or contest winner, 60<sup>th</sup> Wedding Anniversary, ethnic centennial celebrations, or athletic team honors). The size of the certificate may be either 8 ½" x 11" or 11" x 14".

Each member shall be limited to 25 certificates per month. Members requesting certificates in excess of the limit shall be charged a price based on the actual printing costs. The costs may be charged against a member's annual allowance.

## **Chapter 30 Printshop**

**Sec. 30.1. Scope of chapter.** This chapter contains the policies and procedures relating to the control of Printshop supplies and printing and distribution of legislative documents and other materials from the Printshop.

**Sec. 30.2. Printshop supplies and hardware.** The Printshop Manager shall be responsible for the care and inventory of Printshop hardware and supplies, working with the Sergeant-at-Arms where appropriate. Printshop supplies include items such as paper, ink, toner, and other printing peripherals.

Detailed records of Printshop supplies and hardware procured or delivered to the Printshop shall be maintained by the Printshop Manager. The Printshop Manager shall periodically verify the balances and items on these records with the Chief Clerk or Sergeant-at-Arms, as appropriate.

**Sec. 30.3. Printing services for members and staff.** The Printshop shall be responsible for meeting the printing needs of House members and staff with respect to legislative documents, including testimony and other documentation submitted to a committee for distribution; constituent mailers; and other informational materials which are in furtherance of official representative duties and responsibilities. Charges for certain

services such as color printing, constituent mailers, use of special materials, and other specialized services may be authorized by the Speaker.

**Sec. 30.4. Record of all matters printed.** The Printshop Manager shall maintain a record of all matters printed or electronically produced.

HOUSE OF REPRESENTATIVES  
SERGEANT-AT-ARMS

HSAA DATE/TIME STAMP

**SUPPLY REQUEST FORM**

\*Fax completed form to HSAA at (808) 586-6501  
or email to [HSAA@capitol.hawaii.gov](mailto:HSAA@capitol.hawaii.gov)

REQUESTOR:				DATE:	
QUANTITY	DESCRIPTION			QUANTITY	DESCRIPTION
Each	Binder – 3 Ring			Each	Pen – Ball point (Black)
Box(es)	Clips, Binder –	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	Each	Pen – Rollerball (Black)
Box(es)	Clips, Paper –	<input type="checkbox"/> Large	<input type="checkbox"/> Jumbo	Each	Pen – Rollerball (Blue)
Each	Correction Liquid			Each	Pen – Rollerball (Red)
Each	Correction Tape			Each	Pen – Marker
Box(es)	Envelopes			Each	Pen – Signature (Black)
Each	Envelopes, Manila Clasp			Box(es)	Pencil #2
Box(es)	Fasteners, Complete			Pad(s)	Post-It Note – <input type="checkbox"/> Small <input type="checkbox"/> Medium
Box(es)	Fasteners, Bases			Each	Ribbon-Selectric II or III Typewriter
Each	Fax Toner			Box(es)	Rubber bands
Box(es)	Folders, Hanging			Each	Rubber Cement
Box(es)	Folders, Manila			Each	Ruler
Each	Highlighters			Each	Scissors
Set	Index, Binder			Each	Stapler
Package	Index Cards, 3 x 5			Box(es)	Staples
Package	Index Cards, 4 x 6			Each	Steno Notebook
Box(es)	Labels – File Folder			Each	Tablet – Yellow
Box(es)	Labels, Address (30400)			Box(es)	Tabs, Plastic
Ream(s)	Letterhead – House of Rep.			Each	Tape, Masking
Each	Moisteners			Each	Tape, Scotch
Ream(s)	Paper, 8 1/2 x 11, White			Each	Telephone Message Book
Ream(s)	Paper, 8 1/2 x 11, Color			Each	Twine (Cone of String)
Ream(s)	Paper, 8 1/2 x 14, White				

SIGNATURE \_\_\_\_\_

Legislator, Legislative Officer, or Agency Director

SIGN HERE

RECEIVED BY \_\_\_\_\_

SIGN HERE

(This page intentionally left blank)

## **PART IX USE OF PHYSICAL FACILITIES**

### **INTRODUCTION**

This part establishes the policies and procedures governing the use of certain physical facilities at the State Capitol.

#### **Chapter 31 Parking**

**Sec. 31.1. General.** Assignment of available parking stalls shall be restricted to legislators and legislative employees. The Sergeant-at-Arms shall be responsible for assigning specific parking stalls to all legislators and eligible employees and shall maintain a record of all parking assignments.

**Sec. 31.2. Legislators.** Each legislator shall be entitled to a reserved parking stall in the State Capitol basement. The parking stall shall be reserved for the legislator's exclusive use during the legislator's term of office.

**Sec. 31.3. Employees.** Permanent employees requesting a parking stall shall be assigned a parking stall. Temporary employees shall be assigned available parking stalls on the basis of parking allotments made to legislators, committee chairs, and other House offices by the Sergeant-at-Arms. Each legislator, committee chair, or administrative superior shall submit to the Speaker's designee the names of the temporary employees who are to be assigned parking. The Sergeant-at-Arms is responsible for ensuring that each legislator, committee chair, or administrative superior does not exceed the appropriate allotment of parking spaces.

Employees who are assigned parking shall not transfer this privilege to others. Parking fees are to be borne by the employee. The Sergeant-at-Arms shall notify the House Accountant of all parking assignments for the purpose of collecting parking fees through payroll deductions.

#### **Chapter 32 Legislator's Office and Telephone**

**Sec. 32.1. Legislator's office.** Each legislator's office at the State Capitol shall be available for the legislator's use at any time during the legislator's term of office. Legislators are expected to limit the use of their offices to the conduct of legislative business.

**Sec. 32.2. Telephone.** Telephone service shall be available at all times in each legislator's office for legislative business purposes. The Chief Clerk has the general responsibility of ensuring that all inventoried telephone instruments are in proper working condition. For telephone instruments requiring repair or service, House Form No. 25, "Telephone Request Form," should be filled out and submitted to the Chief Clerk's Office.

## **Chapter 33 Assignment and Use of Conference Rooms**

**Sec. 33.1. General.** Assignment and use of conference room facilities at the State Capitol shall be limited to legislators; legislative, executive, and judicial departments or agencies; state and county agencies; and individuals or organizations involved with matters pertaining to state and county government. The Speaker shall be responsible for specific assignments and use of conference facilities for legislative committees. The Sergeant-at-Arms shall be responsible for coordinating and maintaining a conference room schedule and for monitoring the proper use of these facilities. House Form No. 26, "House Conference Room/Auditorium Request Form," shall be used for this purpose.

**Sec. 33.2. Guidelines.** The following are general guidelines on the use of conference rooms:

- (1) The Speaker shall assign conference room use for each committee during the legislative session;
- (2) Legislative committee work has first priority for the use of conference rooms during the legislative session; and
- (3) During the legislative session when a committee chair needs additional conference room time, the committee chair should first negotiate facility availability with the respective bracket chairs using the conference room assigned to the committee chair's bracket. If additional conference room use cannot be negotiated with the bracket chairs, then the requesting chair should negotiate facility availability with the chairs in other brackets.

## HOUSE OF REPRESENTATIVES TELEPHONE REQUEST

Complete the appropriate section(s) and submit via email to [HousePhoneSupport@capitol.hawaii.gov](mailto:HousePhoneSupport@capitol.hawaii.gov).

Office	Contact Person	Contact Number	Date

### **Call Forward Main Line**

To temporarily forward your office main line to another location (HMSO/HMIR/HCCO/etc.) during vacation/sick leave. Make sure you make arrangements with the Forward to Number for your messages to be taken during this period.

Phone Number	Forward to Number	Begin Date/Time	End Date/Time

### **Activate Personal Voicemail**

To activate or deactivate a personal voicemail box. Enter "On" to activate and "Off" to deactivate for each number.

If you wish to receive a copy of all voicemail to your email address as a wav file, enter your email address in the "Voicemail to Email?" column. To remove this feature, enter "REMOVE". You can also request this for the main line.

	Name	Phone Number	On/Off	Voicemail to Email?
1.				@capitol.hawaii.gov
2.				@capitol.hawaii.gov
3.				@capitol.hawaii.gov
4.				@capitol.hawaii.gov

### **Report Voicemail Problems**

Report a problem with your main line or personal voicemail, such as locked out, invalid password, cannot check messages or change greetings. In the problem description, identify what method you are using to check your messages.

Phone Number	Problem Description

### **Report Telephone Problems**

Report other telephone problems. Be as detailed as possible in your problem description.

Phone Number	Problem Description

Date Received:	Received By:
Action Taken:	

HOUSE OF REPRESENTATIVES  
SERGEANT-AT-ARMS

HSAA DATE/TIME STAMP

CONFERENCE ROOM / AUDITORIUM REQUEST FORM

\*Fax completed form to HSAA at (808) 586-6501  
or email to [HSAA@capitol.hawaii.gov](mailto:HSAA@capitol.hawaii.gov)

REFER TO INSTRUCTIONS AND PROVISIONS BEFORE COMPLETING THIS FORM

1. DATE

2. REQUESTOR

Name of Legislator, Legislative Officer, or Agency Director

3. PURPOSE

4. ORGANIZATION / DEPARTMENT / AGENCY INFORMATION

4a. NAME

4b. ADDRESS

4c. CONTACT

4d. PHONE

4e. FAX

4f. EMAIL

5. ROOM CHOICE

☐

309

☐

325

☐

329

☐

411

☐

423

☐

430

☐ Auditorium

☐ Other:

6. DATE OF USE

7. NO. OF PEOPLE ATTENDING

8. EVENT TIMES

8a. SETUP STARTS AT

8c. EVENT ENDS AT

8b. EVENT START TIME

8d. BREAKDOWN ENDS AT

9. SIGNATURE:

Legislator, Legislative Officer, or Agency Director

SIGN HERE

10. \_\_\_\_\_ Speaker's approval for use of rooms after building hours (Speaker's initials)

11. ☐ Check here if Requestor will be submitting "After Hours AC Request Form"

FOR HSAA USE ONLY

RECOMMENDATION

Yes

No

HSAA staff

Date

APPROVED BY

Sergeant-at-Arms

Date

REASSIGNED TO

Conference Room:

COMMENTS

## CONFERENCE ROOM / AUDITORIUM REQUEST FORM

### INSTRUCTIONS

**1. DATE**

Enter today's date

**2. REQUESTOR**

Enter name of Legislator (Representative), Legislative Officer (Chief Clerk or Sergeant-at-Arms), or Agency Director (House Majority Staff Office or House Minority Staff Office) requesting the room.

**3. PURPOSE**

If the event has a name, enter it here, or briefly state use of the requested room.

**4. ORGANIZATION / DEPARTMENT / AGENCY INFORMATION**

If you are requesting a room for an organization or State Department, complete this section; otherwise leave blank.

**4c. CONTACT** – Enter the event coordinator's name who will be on-site during the event or who will have access to an on-site person during the event.

**5. ROOM CHOICE**

Call the House Sergeant-at-Arms (HSAA) office FIRST to check room availability and to place a **tentative reservation**. Select room(s) requested only after you have called HSAA.

**6. DATE OF USE**

Date of event or date room will be in use.

**7. NUMBER OF PEOPLE ATTENDING**

**8. EVENT TIMES (Setup; Start Time; End Time; Breakdown Time)**

8a., 8b., 8c. & 8d. Enter event setup time; start time; end time; and breakdown time. Include a.m. or p.m.

**9. SIGNATURE**

Legislator (Representative) Legislative Officer (Chief Clerk or Sergeant-at-Arms), or Agency Director (House Majority Staff Office or House Minority Staff Office) as listed in box #2. Signature certifies that requestor has read and agreed to all provisions pertaining to request and use of facilities.

**10. SPEAKER'S APPROVAL FOR USE OF ROOMS AFTER BUILDING HOURS**

For Speaker Only.

**11. AFTER HOURS AC REQUEST**

Check here if you will be submitting an After-Hours AC Request Form.

After your room request has been approved, send AC request form to DAGS with a copy to House Sergeant -At-Arms (HSAA).

CONFERENCE ROOM / AUDITORIUM REQUEST FORM

PROVISIONS

1. THE REQUESTOR ASSURES FULL COMPLIANCE WITH THE PROVISIONS NOTED HEREWITH, ALL HOUSE OF REPRESENTATIVES RULES, THE HOUSE ADMINISTRATIVE AND FINANCIAL MANUAL, STATE OF HAWAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES' RULES AND REGULATIONS GOVERNING THE OPERATIONS (USE) OF STATE FACILITIES, **ALL RULINGS AND GUIDELINES OF THE HAWAII STATE ETHICS COMMISSION, AND ALL OTHER APPLICABLE STATE AND FEDERAL LAWS. FOOD AND OTHER REFRESHMENTS SHALL NOT BE PREPARED, SERVED OR CONSUMED IN THE CONFERENCE ROOMS (WITH THE EXCEPTION OF CONFERENCE ROOM 329) AND THE AUDITORIUM.**
2. REQUESTOR SHALL NOTIFY HSAA (PHONE: 808-586-6500 – FAX: 808-586-6501) **AS SOON AS POSSIBLE** TO CANCEL, CORRECT OR CHANGE REQUEST INFORMATION.
3. ALL REQUESTS ARE SUBJECT TO AVAILABILITY OF SERVICES AND/OR EQUIPMENT. **ROOM REQUESTS ARE NOT GUARANTEED. FIRST PRIORITY IS GIVEN TO HOUSE LEGISLATIVE BUSINESS AND ALL OTHERS ARE SUBJECT TO BE BUMPED FOR LEGISLATIVE BUSINESS AND REASSIGNED IF ANOTHER ROOM IS AVAILABLE.**
4. THE REQUESTOR OR REQUESTOR'S STAFF MUST BE PRESENT DURING EVENT.
5. CHECK WITH HSAA OFFICE PRIOR TO ANY MOVEMENT OF EQUIPMENT AND/OR FURNITURE.
6. THE REQUESTOR ASSUMES RESPONSIBILITY FOR THE ORDERLY ASSEMBLY AND USE OF FACILITIES AND WILL BE RESPONSIBLE FOR ANY DAMAGES DONE IN CONNECTION WITH THE ACTIVITY.
7. UPON COMPLETION OF USE OF FACILITY, RETURN ROOM TO ORIGINAL CONDITION. CHARGES FOR ANY DAMAGES MAY BE BILLED TO THE RESPONSIBLE PERSON. PLACE ALL RUBBISH IN TRASH RECEPTACLES OR TAKE LARGE RUBBISH TO LOADING DOCK RUBBISH/RECYCLE BINS.
8. THE REQUESTOR SHALL DEFEND AND HOLD HARMLESS AND INDEMNIFY THE HOUSE OF REPRESENTATIVE, ITS OFFICER, AGENTS, AND EMPLOYEES FROM AND AGAINST ALL CLAIMS AND DEMANDS FOR DAMAGES INCLUDING CLAIMS FOR PROPERTY DAMAGE, BODILY INJURIES OR DEATH ARISING FROM, GROWING OUT OF OR CAUSED BY ANY ACT OR OMISSION ON THE PART OF THE REQUESTOR, ITS OFFICERS, AGENTS OR EMPLOYEES IN CONNECTION WITH THE PRIVILEGES GRANTED HEREIN.
9. THE SERGEANT-AT-ARMS OFFICE RESERVES THE RIGHT TO MONITOR AND ATTEND ALL MEETINGS AND / OR FUNCTIONS HELD.
10. SOLICITING, THE SALE OF GIFTS, MONEY, GOODS, OR SERVICES, ARE PROHIBITED.
11. THE REQUESTOR SHALL PROVIDE ALL NECESSARY EQUIPMENT AND PERSONNEL. THE APPROVAL OF THIS REQUEST FORM DOES NOT OBLIGATE THE HOUSE OF REPRESENTATIVES IN ANY WAY TO PROVIDE THESE SERVICES. ALL HOUSE EQUIPMENT IS TO BE USED BY THE HOUSE OF REPRESENTATIVES AND MUST BE SIGNED OUT BY THE REPRESENTATIVE ONLY.
12. THE REQUESTOR SHALL BE RESPONSIBLE FOR CONTACTING DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES, CENTRAL SERVICES DIVISION, FOR AIR CONDITIONING AFTER NORMAL WORKING HOURS, WEEKENDS, AND HOLIDAYS.
13. NORMAL HOURS FOR HOUSE CONFERENCE ROOMS AND THE AUDITORIUM ARE MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M. EXCLUDING HOLIDAYS. RESERVATIONS OUTSIDE OF THE AFOREMENTIONED DAYS OR TIMES MAY RESULT IN LIMITED ENTRY TO THE CAPITOL (INCLUDING ACCESS TO THE ELEVATORS AND RESTROOMS), LIMITED OR NO ACCESS TO THE METERED PARKING IN THE CAPITOL BASEMENT, AND NO AIR CONDITIONING IF A REQUEST IS NOT SUBMITTED IN A TIMELY MANNER. THE HSAA OFFICE SHOULD BE CONTACTED IF THE REQUESTOR HAS ANY CONCERNS.