



The Big Sky Country

MONTANA HOUSE OF REPRESENTATIVES

BOX 161

CAPITOL STATION

HELENA, MONTANA 59620-0144

(406) 444-4822

**BOBBY SPILKER
CHIEF CLERK**

HOUSE LEGISLATIVE ADMINISTRATION COMMITTEE

January 5, 1987

Room 428A 2:00 p.m.

AGENDA

Roll Call

Telephone Credit Cards for Chairman of Legislative
Administration

Review Furniture Budget

Bill Calendar Board

Items relating to possible Rule Changes

1. Prohibiting lobbyists from floor or
extending off-limits hours
2. Seating for spouses

Public Hearing on HJR4

Executive Action on HJR4

Other Business

LEGISLATIVE ADMINISTRATION COMMITTEE
House of Representatives
January 5, 1987

A meeting of the Legislative Administration Committee was called to order by Chairman Harriet Hayne on January 5, 1987 at 2:00 p.m. in Room 428-A of the State Capitol.

The following members were present at the meeting:

Rep. Harriet Hayne, Chairman
Rep. Ed Grady, Vice-Chairman
Rep. Jan Brown
Rep. Bud Campbell
Rep. Bob Marks
Rep. Red Menahan

Also present were Chuckie Cramer, Don Liles, Kay Roos, Scott Seacat, F. Woodside Wright, John Northey and Amy Clark and Bobby Spilker.

Rep. Brown moved the minutes of December 12, 1986 be approved as printed. Motion was seconded and carried unanimously.

Telephone Credit Cards for Chairman of the Legislative Administration Committee

Rep. Menahan moved that a credit card, limited to \$25.00 monthly, be issued to the Chairman of the Legislative Administration Committee. Motion was seconded and carried unanimously.

Review Furniture Budget

Chuckie Cramer submitted the following furniture proposal to the Committee for its consideration:

200 folding chairs @ appr. \$23.00 ea.	\$ 4,000.00
14 secretarial desks @ \$554.00 ea.	7,756.00
8 portable racks for folding chairs @ \$100.00 ea.	800.00
18 Office/Executive desks @ \$468.00 ea.	7,488.00
Total	\$20,044.00

Rep. Menahan moved that the Committee recommend this amount to the Appropriations Committee and suggested that we look into the possibility of purchasing the Department of Labor's desks and having them repaired at the Montana State Prison or a sheltered workshop. The motion was seconded and carried unanimously.

Legislative Administration
Committee Meeting
January 5, 1987
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Bill Calendar Board

Bobby Spilker reported that \$95,000 has been put into the budget for new calendar boards and recommended that it stay there, explaining that several years ago the House was ready to purchase new boards but delayed action and the order was cancelled as there was not time to test new boards before the session convened.

Don Liles discussed the new technology now available since the boards were purchased in 1973. Rep. Marks inquired about the cost of maintenance on the present boards and concluded that maintenance costs would have to reach \$10,000 in order to justify the cost of purchasing new boards. The cost of maintaining the boards is approximately \$2940 at the present time. After considering the costs, the Committee decided to postpone action on the boards and to consult with Mr. Liles in the future about available options. Rep. Marks moved that the Appropriations Committee be requested to reduce the budget by \$95,000. The motion was seconded and carried unanimously.

Items Relating to Possible Rule Changes

1. Prohibiting lobbyists from floor or extending off-limits hours:
Committee decided to refer this item to the Rules Committee.
2. Seating for spouses:
It was the consensus of the Committee that it would be difficult to arrive at a decision at this time. Chairman Haynes ordered the item tabled until the next meeting.

Public Hearing on HJR 4

There was no testimony submitted or given on HJR 4.

Executive Action on HJR

Rep. Menahan voiced his concern about the phrasing of Item 4, HJR 4 on overtime pay for Legislative Assistants to the Majority and Minority leaders. Rep. Marks commented that the law mandates that all time worked over forty hours shall

Legislative Administration
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Page 3

be paid on overtime rates. Rep. Menahan moved to amend HJR 4 by striking "may not work" and inserting "work up" on Line 25, page 5 and to strike "over 44 hours" and insert "to 48" on Line 1, page 6. The motion was seconded by Bob Marks and carried unanimously. HJR 4 was passed as amended.

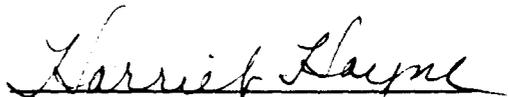
The Committee approved a bill of \$800.00 for rental of the sound system for four months.

Chuckie Cramer asked the Committee to clarify the procedure to be followed in the event that an ambulance should be called for a member of the staff in an emergency situation. Rep. Menahan moved that if a staff member decides that emergency service is needed and calls an ambulance, that decision will be upheld. Motion was seconded and carried unanimously.

Woodside Wright, appearing on behalf of the law firm, Erdmann and Wright addressed the committee concerning the possibility of installing telephone services capable of connecting into the public address systems of the House and Senate. This will enable the firm and others subscribing to the service to monitor the proceedings during a session as they occur. The legislature would own the dedicated line and establish the guidelines for its use.

Chairman Hayne asked Chuckie Cramer to look into installing more shelves up against the wall to store books.

The meeting was then regularly adjourned.


Rep. Harriet Hayne, Chairman

STANDING COMMITTEE REPORT

Jan. 5 19 87

Mr. Speaker: We, the committee on LEGISLATIVE ADMINISTRATION

report House Joint Resolution N. 4

do pass
 do not pass

be concurred in
 be not concurred in

as amended
 statement of intent attached

Chairman

Page 5, line 25

Strike "not work over 44"

Insert " work up to 48"

First Reading reading copy (white)
color

FURNITURE PROPOSAL FOR APPROPRIATION CONSIDERATION

<u>QUANTITY</u>	<u>ITEM</u>	<u>\$/ea.</u>	<u>TOTAL</u>
<u>200</u>	Folding Chairs	approx. \$23.00	<u>\$4,000.00</u>
JFC*	Last session we borrowed 200 chairs to be used for spectator seating in hearing rooms. This was after we had bought an additional 100 chairs. This session all that I have been able to borrow from the National Guard was 150 and they were hard to come by. My feeling is that we have exhausted this source. There are none others in or out of state agencies who are in a position to lend us that number of chairs for that amount of time.		
<u>14</u>	Secretarial Desks	\$554.00	<u>\$7,756.00</u>
JFC*	This session I have borrowed this many desks from the Department of Labor to just meet the needs of our current secretarial staff. These desks will be surplusd out by the D of L at the end of the session. They are not desks we would want to buy as they are in "surplus" condition.		
<u>18</u>	Office/Executive Desks	\$468.00	<u>\$7,488.00</u>
JFC*	Again we are using surplus desks borrowed from the D of L. Also, we are using desks borrowed from the OPI offices. These desks would serve in leadership/staff offices where needed as well as accommodate committee chairman who are officed in various locations. We have 6 chairman who are working on plywood sheets suspended on shelving racks in the 202 complex.		
*JFC = Justification for consideration			
<u>8</u>	Portable Racks for Folding Chairs	Approx. \$100.00	<u>\$800.00</u>
TOTAL			<u>\$20,044.00</u> plus Freight?

Folding chairs & racks would be put out on bid, so prices are approx. Other furniture is contract furniture. C

1 HOUSE JOINT RESOLUTION NO. 4
2 INTRODUCED BY HAYNE

3

4 A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF
5 REPRESENTATIVES OF THE STATE OF MONTANA CONCERNING THE
6 CLASSIFICATION, PAY, AND OTHER CONDITIONS OF EMPLOYMENT OF
7 LEGISLATIVE EMPLOYEES; PROVIDING AN IMMEDIATE EFFECTIVE DATE
8 AND A TERMINATION DATE; AND PROVIDING FOR RETROACTIVE
9 APPLICABILITY.

10

11 WHEREAS, it is necessary to establish a pay plan for
12 legislative employees that compensates those employees on a
13 basis similar to other state employees; and

14 WHEREAS, it is necessary that legislative employees
15 know of their conditions of employment and that such
16 conditions be uniform for the House of Representatives and
17 Senate.

18

19 NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE
20 OF REPRESENTATIVES OF THE STATE OF MONTANA:

21 (1) (a) That the following legislative employee
22 positions be classified in the grades indicated and be
23 entitled to be paid according to the 1986-1987 hourly pay
24 matrix, which does not include insurance, issued by the
25 Department of Administration on May 3, 1985. Because

1 legislative employees receive no additional benefits, 20
2 cents an hour must be added to the hourly compensation as
3 shown on the pay matrix.

4 (b) That an employee with no qualifying legislative
5 experience be classified at step 2 of the appropriate grade.
6 A person who has served as a legislator or an employee of
7 the Montana House of Representatives or Senate for at least
8 one-half of a regular session is entitled to be advanced one
9 step for each session so served.

10 Grade 20

11 Chief Clerk of the House

12 Secretary of the Senate

13 Grade 17

14 Sergeant-at-arms

15 Grade 14

16 Chaplain

17 Grade 13

18 Assistant Chief Clerk of the House

19 Assistant Secretary of the Senate

20 Aide to the Senate Republican Leader

21 Aide to the Senate President

22 Grade 11

23 Legislative Assistant

24 Chief Stenographer

25 Bills Clerk

- 1 Journal Clerk
- 2 Assistant Sergeant-at-arms
- 3 Secretary to the following:
 - 4 President, Speaker, Secretary of the Senate, Chief
 - 5 Clerk, Senate Democratic and Republican Floor Leaders, House
 - 6 Majority and Minority Leaders
- 7 Grade 10
- 8 Bills Coordinator
- 9 Assistant Chief Stenographer
- 10 Assistant Journal Clerk
- 11 Assistant Bills Clerk
- 12 Committee Secretary
- 13 Bills Distributor
- 14 Amendments Coordinator
- 15 Legislative Telephone Operator
- 16 Status Input Technician
- 17 Grade 9
- 18 Assistant Bills Coordinator
- 19 Assistant Bills Distributor
- 20 Assistant Amendments Coordinator
- 21 Grade 8
- 22 Stenographer
- 23 Grade 7
- 24 Assistant Status Input Technician
- 25 Reading Clerk

- 1 Supply Clerk
- 2 Posting Clerk
- 3 Typist
- 4 Security Guard
- 5 Doorman
- 6 Grade 6
- 7 Proofreader
- 8 Clerk-typist
- 9 Steno Aide
- 10 Grade 5
- 11 Distribution Clerk
- 12 Parking Attendant
- 13 Page Supervisor
- 14 Grade 3
- 15 Committee Aide
- 16 Grade 1
- 17 Permanent Page
- 18 \$3.50 an hour
- 19 Page

20 (2) (a) That each employee record the number of hours
 21 worked each day on a timesheet provided. A completed
 22 timesheet must be turned in each Friday that ends a pay
 23 period. Each chamber shall adopt a procedure for review,
 24 approval, and collection of the timesheets and for timely
 25 filing with the Legislative Council.

1 (b) That the Sergeants-at-arms review and approve the
2 timesheets for the following employees: Assistant
3 Sergeants-at-arms, Doormen, Security Guards, Distribution
4 Clerks, and Pages.

5 (c) That the Speaker and Minority Leader of the House
6 review and approve the timesheets for their employees.

7 (d) That the Chief Clerk of the House and the
8 Secretary of the Senate review all timesheets and approve
9 those not otherwise provided for.

10 (3) That the positions classified at Grade 17 and
11 above be exempt from overtime pay. During a regular
12 legislative session, employees in such positions must be
13 paid for 48 hours a week regardless of the number of hours
14 worked. Whenever such employees are preparing for or closing
15 a regular or special session or otherwise working at the
16 direction of their respective presiding officers during an
17 interim, they must be paid for each hour worked at the
18 hourly compensation determined under subsection (1) and
19 their timesheets reviewed and approved by their presiding
20 officers.

21 (4) That the positions classified below Grade 17 be
22 subject to overtime pay. Hours over 40 a week worked by an
23 employee so classified must be compensated at the rate of 1
24 1/2 times the employee's regular hourly wage. Legislative
25 Assistants to the Majority and Minority Leaders may not work

1 over 44 hours a week.

2 (5) That the legislative employees listed above be
3 considered temporary employees and not entitled to any
4 additional benefits, such as sick leave, vacation leave,
5 holiday pay, time off with pay, health insurance, or
6 longevity allowances. Section 2-18-617(3), MCA, relating to
7 assumption of liability for accrued vacation credits, does
8 not apply to the Legislature and its employees.

9 (6) That a Chaplain be entitled to be paid for 2 hours
10 for each legislative day served.

11 (7) That membership in the Public Employees'
12 Retirement System be available but in accordance with
13 19-3-403(5), MCA, not be mandatory.

14 (8) That the Legislature intends this Joint Resolution
15 to apply to the employees hired to prepare for the 51st
16 Legislature by the leadership elected at the November 1988
17 caucuses.

18 (9) (a) That this resolution be effective upon passage
19 and be effective until January 2, 1989.

20 (b) That this resolution apply retroactively to all
21 employees of the 50th Legislature.

-End-

HOUSE JOINT RESOLUTION NO. 4

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⁴⁸
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-End-

VISITORS' REGISTER

House Legislative Administration COMMITTEE

BILL NO. HJR 4

DATE Jan. 5, 1987

SPONSOR Hayne

NAME (please print)	RESIDENCE	SUPPORT	OPPOSE
<i>Aluchis Kramer</i>			
<i>Don Lillis</i>			
<i>Key Lass</i>			
<i>SCOTT SEACAT</i>	<i>LEGISLATIVE AUDITOR</i>		
<i>Woodsdale Wright</i>	<i>Helena MT</i>		
<i>John Northrup</i>	<i>Leg Auditor</i>		
<i>Amy Clark</i>	<i>Legis Cnsl</i>		

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR WITNESS STATEMENT FORM
PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.