

## **MINUTES**

### **MONTANA HOUSE OF REPRESENTATIVES 52nd LEGISLATURE - REGULAR SESSION**

#### **COMMITTEE ON LEGISLATIVE ADMINISTRATION**

**Call to Order:** By Wm. "Red" Menahan, on January 3, 1991, at 8:30 A.M.

#### **ROLL CALL**

##### **Members Present:**

Wm. "Red" Menahan, Chairman (D)  
Ed Grady (R)  
Harriet Hayne (R)  
Jerry Nisbet (D)  
John Phillips (R)  
Bill Strizich (D)

**Members Excused:** Representative Jan Brown and Representative Mark O'Keefe

**Staff Present:** None.

**Please Note:** These are summary minutes. Testimony and discussion are paraphrased and condensed.

##### **Announcements/Discussion:**

Also present: Joyce Andrus, Chief Clerk; Margaret Regan, Sergeant-at-Arms; and Amy Clark, Accounting Supervisor, Legislative Council.

The first agenda item was the proposed Employee Resolution (Exhibit 1) (list of hired staff). (Exhibit 2) Representative Jerry Driscoll stated that legislative employees received no additional benefits and a change from 20 cents to 50 cents an hour in lieu of benefits is being requested. The cost will be \$16,500 for 59 employees in the House. The cost can vary depending on overtime work. Representative Driscoll stated that Pages were paid minimum wage, so their wage will start at \$4.00 an hour. These are the two changes he has proposed.

In answer to a question by Representative Grady concerning contributions toward health insurance plans, Chairman Menahan stated that these legislative employees are not eligible.

Chairman Menahan stated there will be just one telephone operator hired at a Grade 10. There were two operators in the previous session. Linda and Margaret will share some of the duties and help the Pages with noon-hours, etc. Margaret stated the best way to provide relief to the operator this Session will be to have one of the Assistant Sergeants, Kim Schleicher, fill

that position. She has staffed the Information Booth for the Legislative Council in previous Sessions and is excellent on phones.

Joyce referred the Committee to Page 3, lines 21 and 22 of the Resolution and stated that the positions of Bills Coordinator and Amendments Coordinator were upgraded from Grade 10 to Grade 11. The Assistant Bills Coordinator and Assistant Amendments Coordinator was changed from Grade 9 to Grade 10 to bring them more in line with the Journal Clerks. She recommended the two Legislative Committees of the House and Senate meet during the interim to review all of the job descriptions and upgrade where necessary. More qualifications are required because everything is computerized. Currently, the only Grade 7s are the Security Guards.

The Committee discussed Security Guards. Joyce announced they were hired the same way as in the past. It was the consensus that certain groups could furnish the service if they needed it by putting it up for bids. Joyce stated that there is no contingency plan, such as working with the local Police or Sheriff's Departments if assistance was needed. There are no guidelines, but some of the ideas should be worked out. Margaret suggested the House and Senate meet to set up a plan in case assistance is needed, and cited the bomb threat that occurred during the 81' Session as an example.

Representative Grady asked about the rule for long distance calls. It was stated that it will be the same as the previous Session, except abuse on out-of-state calls. Aides will need permission to use the phone booths when Legislators need to get to the phones. Margaret stated that each phone is itemized, so there is a record of all the calls placed on that phone. Legislative phone use can be checked by anyone. Chairman Menahan said he believes there should be no restrictions on Legislators calling home and that it should be part of the Legislative expense. This will be discussed in the Caucuses.

Amy Clark asked about retroactive payment of salary increases. The committee recommended the increase be made retroactive to November 17, 1990, and directed Bob Person to add this clause to the resolution.

The next item for discussion was the adoption of computer policies. (Exhibit 3) In this session, a pilot program has been established to accommodate those legislators who request the use of a computer. There will be three IBM PS/2 Model 30s in Room 432, for use by legislators and/or their interns only. It will be up to the individual legislators to sign up in the Chief Clerk's Office for computer time. The computers in the halls are bill status updates, and are provided by the Legislative Council for the public.

**MOTION:** Representative Nisbet made a motion to adopt the

computer policies. Motion passed unanimously.

The Daktronics Maintenance Contract for the House Chambers voting machine is the same except for a cost of living adjustment between 3 and 7 percent. This is in line with the service received. This amount will be \$3450.

**MOTION:** Representative Strizich moved to approve the maintenance contract. Motion passed.

Interpreters for the deaf at Committee Hearings was discussed. There is one interpreter, Floyd McDowell, who has provided this service in the past. The Committee agreed to furnish an interpreter whenever possible.

The Centennial Journal was discussed, and Joyce explained that it can be printed at a cost of \$90.00 for 200 copies. Representative Phillips asked the difference between a regular Journal and the Centennial Journal. Joyce stated that it would be indicated on the cover and that it would be less money and less copies. The Committee felt this could be discussed later if there is a request for it.

Adoption of a policy was discussed for the use of the House Chambers during the interim. Chairman Menahan suggested meeting with Sue Campbell who is with the Department of Administration. These people usually meet with Joyce beforehand, but not all meetings are monitored.

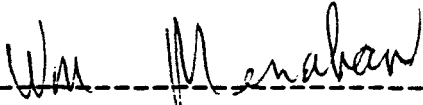
Chairman Menahan discussed a head set system available to Legislators and people in the gallery to hear better during floor debate. There will be additional loud speakers placed in the 312 rooms, 1, 2 and 3, to address hearing problems there.

Amy Clark stated that in the past, the joint Administrative Committees set telephone credit card limits. The leadership has asked to not have any more increases. Chairman Menahan suggested that each legislator be allocated a \$25 per month calling limit.

Representative Grady explained a system that is used in the Utah Legislature. He stated that the clerk works year-round and the Legislators have access to those people. They do mailings, work in the departments and he thought it might be a good idea to look into.

#### ADJOURNMENT

Adjournment At: 10.00 a.m.

  
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WM. "RED" MENAHAN, CHAIR

LEGISLATIVE ADMINISTRATION COMMITTEE

DATE 1-3-91

[illegible]



*The Big Sky Country*

## MONTANA HOUSE OF REPRESENTATIVES

### LEGISLATIVE ADMINISTRATION COMMITTEE MEETING

JANUARY 3, 1991 - 8:30 A.M. - ROOM 437

#### AGENDA

- (1) Employee Resolution. (list of hired staff)
- (2) Adoption of computer policies.
- (3) Approval of Daktronics maintenance contract.
- (4) Interpreters for the deaf at Committee Hearings.
- (5) Centennial Journal.
- (6) Adoption of policy of use of House chambers in interim.

EXHIBIT

DATE

1/3/91

HB

HJS

JOINT RESOLUTION NO. \_\_\_\_\_

INTRODUCED BY \_\_\_\_\_

BY REQUEST OF THE JOINT LEGISLATIVE ADMINISTRATION COMMITTEE

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

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

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

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

(1) (a) That the following legislative employee positions be classified at the grades indicated and be entitled to be paid according to the 1990-91 hourly pay matrix, which does not include insurance, issued by the Department of Administration on May 5, 1989. Because

Ex 1  
7/3/91

LC 0477/01  
HJ 5

1 legislative employees receive no additional benefits, 50  
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 Speaker of the House

21 Aide to the Senate Minority Leader

22 Aide to the House Minority Leader

23 Aide to the President of the Senate

24 Grade 11

25 Training Coordinator

- 1 System Coordinator
- 2 Legislative Assistant
- 3 Word Processing Center Supervisor
- 4 Bills Clerk
- 5 Journal Clerk
- 6 Bills Coordinator
- 7 Amendments Coordinator
- 8 Assistant Sergeant-at-arms
- 9 Secretary to the following:

10 President, Speaker, Secretary of the Senate, Chief  
11 Clerk, and Majority and Minority Leaders and Whips in  
12 both the House and the Senate

13 Grade 10

- 14 Assistant Word Processing Center Supervisor
- 15 Assistant Journal Clerk
- 16 Assistant Bills Clerk
- 17 Committee Secretary
- 18 Bills Distributor
- 19 Legislative Telephone Operator
- 20 Status Input Technician
- 21 Assistant Bills Coordinator
- 22 Assistant Amendments Coordinator

23 Grade 9

- 24 Assistant Bills Distributor

25 Grade 8



- 1 Word Processor
- 2 Grade 7
- 3 Assistant Status Input Technician
- 4 Reading Clerk
- 5 Supply Clerk
- 6 Posting Clerk
- 7 Typist
- 8 Security Guard
- 9 Doorman
- 10 Grade 6
- 11 Proofreader
- 12 Clerk-typist
- 13 Steno Aide
- 14 Grade 5
- 15 Distribution Clerk
- 16 Parking Attendant
- 17 Page Supervisor
- 18 Grade 3
- 19 Committee Aide
- 20 Permanent Page
- 21 \$4.00 an hour
- 22 Page

23 (2) (a) That each employee record the number of hours  
24 worked each day on a timesheet provided. A completed  
25 timesheet must be turned in each Friday that ends a pay

1 period. Each chamber shall adopt a procedure for review,  
2 approval, and collection of the timesheets and for timely  
3 filing with the Legislative Council.

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

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

10 (d) That the Chief Clerk of the House and the Secretary  
11 of the Senate review all timesheets and approve those not  
12 otherwise provided for.

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

24 (4) That the positions classified below Grade 17 be  
25 subject to overtime pay. Hours over 40 a week worked by an

1 employee so classified must be compensated at the rate of  
2 1 1/2 times the employee's regular hourly wage.

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

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

12 (7) That membership in the Public Employees' Retirement  
13 System be made available to legislative employees upon  
14 written request under the provisions of section 19-3-403(5),  
15 MCA.

16 (8) That the Legislature intends that this Joint  
17 Resolution apply to the employees hired to prepare for the  
18 53rd Legislature by the leadership elected at the November  
19 1992 caucuses.

20 (9) (a) That this resolution be effective upon passage  
21 and be effective until January 4, 1993.

22 (b) That this resolution apply retroactively to all  
23 employees of the 52nd Legislature.

-End-

EXHIBIT 2 pg 1 of 3  
DATE 1/3/91  
HB

January 2, 1991

52ND LEGISLATIVE SESSION

1991 HOUSE EMPLOYEES

CHIEF CLERK'S OFFICE AND ROSTRUM STAFF

Chief Clerk - Joyce Andrus

Assistant Chief Clerk - Vicki Lofthouse

Secretary to Chief Clerk - Bette "BJ" Hoven

Permanent Page to Chief Clerk - John Bauman

Journal Clerk - Laura Stafford

Assistant Journal Clerk - Barbara Sheline

Bills Clerk - Karma Alfredson

Assistant Bills Clerk/Status Input Technician - Barbara Griffith

Assistant Bills Coordinator/Reading Clerk - Mitchell Crilly

Bills Coordinator - Dave McAlpin

Amendments Coordinator - Susan Byorth Fox

Assistant Amendments Coordinator/Reading Clerk - Paul Daniels

SERGEANT-AT-ARMS STAFF

Sergeant-at-arms - Margaret Regan

Assistant Sergeant-at-arms - Kim Schleicher  
(Office Manager and Page Supervisor)

Assistant Sergeant-at-Arms - Steve Wilson  
(Key Distribution - House Maintenance)

Assistant Sergeant-at-Arms - Brian Garrity  
(Inventory - Bills Distribution)

Assistant Bills Distributor/Supply Clerk - Kara Menahan