

FEB 12 2008

S.R. NO. 32

SENATE RESOLUTION

AMENDING THE SENATE ADMINISTRATIVE AND FINANCIAL MANUAL OF THE
SENATE OF THE TWENTY-FOURTH LEGISLATURE.

1 BE IT RESOLVED by the Senate of the Twenty-fourth
2 Legislature of the State of Hawaii, Regular Session of 2008,
3 that the following provisions of the 2007-2008 Administrative
4 and Financial Manual of the Senate of the State of Hawaii, the
5 Twenty-fourth Legislature, be amended as follows:
6

7 1. That Title 1 is amended by adding a new chapter to be
8 appropriately designated and to read:
9

10 "Chapter . Forms

11
12 Sec. .1. Scope of chapter. This chapter contains
13 provisions of general applicability to the establishment and use
14 of administrative forms of the Senate.
15

16 Sec. .2. Establishment and use of forms. The forms
17 attached to this manual as exhibits serve as examples only. The
18 President at any time may prescribe revisions to such forms;
19 provided that any information required by such forms does not
20 conflict with any requirement found within this manual."
21

22 2. That Title 1, chapter 1, section 1.4, is amended to
23 read:
24

25 "Sec. 1.4. Non-Oahu legislators' session allowance. When
26 the legislature is in session, each non-Oahu legislator is
27 allowed such amount per day as provided by statute for lodging,
28 subsistence, and other incidental expenses necessitated by the
29 legislator's presence on Oahu. The use of the allowance is not
30 subject to reporting or accounting, and the amount of the
31 allowance is not subject to reduction or adjustment by reason of
32 the receipt of any other allowance provided by statute or under
33 any other section of this manual. The allowance is payable for
34 each day during the session, including Saturdays, Sundays,
35 holidays, the constitutionally mandated recess days, and days of
36 a recess[-], but shall not be payable for recesses of more than



1 three consecutive recess days or for days of unexcused absences
 2 from the meeting of the Senate while the legislator is on Oahu.
 3 Non-Oahu legislators shall be paid their session allowance on
 4 Monday after each pay period. A pay period begins on Sunday and
 5 ends the following Saturday."

6
 7 3. That Title 1, chapter 3, is repealed:

8
 9 ~~["Chapter 3. Postage/Mailing/Copying Policy~~

10
 11 ~~Sec. 3.1. Scope of chapter. This postage and mailing~~
 12 ~~policy is to establish a standard to guide the use of public~~
 13 ~~funds for postage and mailing purposes. This policy seeks to~~
 14 ~~maintain general flexibility for members of the Senate to~~
 15 ~~accomplish their official functions and duties while providing~~
 16 ~~accountability for this use of public funds by Senate members.~~

17
 18 ~~Sec. 3.2. Public funds for postage and mailing. Public~~
 19 ~~funds for postage and mailing shall be used solely for the~~
 20 ~~mailing of official material such as public notices and official~~
 21 ~~correspondence. The use of public funds for the mailing of~~
 22 ~~personal material not reasonably related to the legislator's~~
 23 ~~official legislative work is prohibited.~~

24
 25 ~~Sec. 3.3. Accounting. The Senate Sergeant-at-Arms Office~~
 26 ~~shall maintain records and accounts for each Senate member~~
 27 ~~listing the amounts of public funds spent by the members for~~
 28 ~~postage, subject to the following maximums:~~

29
 30 ~~(a) \$750/month during the regular and special sessions for~~
 31 ~~the President, the Vice President, and the chairs of~~
 32 ~~the Committees on Ways and Means, Judiciary, and~~
 33 ~~Commerce, Consumer Protection and Housing;~~

34
 35 ~~(b) \$500/month during regular and special sessions for the~~
 36 ~~Majority Leadership, the Minority Leader, and the~~
 37 ~~chairs of all other standing committees;~~

38
 39 ~~(c) \$250/month during regular and special sessions for all~~
 40 ~~other Senate Members; and~~

41
 42 ~~(d) \$100/month for all members regardless of positions~~
 43 ~~when not in session.~~



1 ~~For mailing over 50 pieces, a copy shall be left with the~~
2 ~~Sergeant at Arms Office.~~

3
4 ~~**Sec. 3.4. Approval of President.** Approval of the~~
5 ~~President shall be required whenever a member seeks to use~~
6 ~~public funds in excess of the ceiling established in section~~
7 ~~3.3. Approval shall be given only where the legislative~~
8 ~~business nature of the matter is well justified.~~

9
10 ~~**Sec. 3.5. Copying policy.** The copying policy of the~~
11 ~~Senate is established under Title 8, chapter 2 of this manual."]~~

12
13 4. That Title 2, chapter 1, section 1.3, is amended to
14 read:

15
16 **"Sec. 1.3. Travel policy for intrastate travel by non-Oahu**
17 **Senators during session.** It shall be the policy of the Senate
18 that, during the time period in which the Senate is in session,
19 each non-Oahu Senator shall be entitled to one intrastate round
20 trip per week, plus an additional two intrastate round trips per
21 month. In addition to the travel authorized under the previous
22 sentence, non-Oahu Senators who represent more than one island
23 shall be entitled to one additional intrastate round trip per
24 month. All intrastate travel authorized under this section that
25 is in addition to the one intrastate round trip per week shall
26 be taken at each individual non-Oahu Senator's discretion;
27 provided that each non-Oahu Senator shall submit a written
28 justification for the trips taken.

29
30 ~~[During session, each non-Oahu Senator shall be entitled to~~
31 ~~the maximum allowance for each day the Senator is on Oahu while~~
32 ~~the Senate is in session or in recess.]"~~

33
34 5. That Title 2, chapter 1, section 1.11, is amended to
35 read:

36
37 **"Sec. 1.11. Maximum allowance; defined.** For the purposes
38 of this title, "maximum allowance" means the maximum allowance
39 for intrastate, interstate, or international travel as [is
40 ~~authorized pursuant to a collective bargaining agreement~~
41 ~~executed pursuant to chapter 89, Hawaii Revised Statutes.]~~
42 provided by statute."



1 6. That Title 2, chapter 3, section 3.1, is amended to
2 read:

3
4 **"Sec. 3.1. Scope of chapter.** The costs of meals, lodging,
5 [~~tips, laundry,~~] ground transportation, and other necessary
6 personal travel expenses are payable by the Senate through a per
7 diem allowance or direct reimbursement to the legislator or
8 employee. Sections 24-3 to 24-5, HRS, provide the statutory
9 basis for the payment of the per diem allowance to legislators.
10 Section 22-4, HRS, provides the statutory basis for the payment
11 of the per diem allowance to Senate employees. This chapter
12 delineates how the statutory provisions are to be implemented."
13

14 7. That Title 2, chapter 4, section 4.7, is amended to
15 read:

16
17 **"Sec. 4.7. Mileage allowance for employees.** The use of
18 personal vehicles for official legislative business may be
19 reimbursable. The reimbursement rate [~~(.33 cents per mile)~~]
20 shall be the same as provided in [~~section 6-12(a),~~] section 612-
21 8(a) Hawaii Revised Statutes. Where extensive and frequent use
22 is made by an employee of the employee's personal automobile in
23 the normal discharge of duties, the President, in consultation
24 with the Vice President, may authorize the payment to the
25 employee of a monthly allowance for such use, not exceeding \$300
26 a month. The monthly allowance is in lieu of reimbursements on
27 the mileage basis. The monthly allowance is subject to
28 adjustment from time to time, depending on the frequency of use
29 of the employee's automobile in discharge of the employee's
30 duties."
31

32 8. That Title 3, chapter 2, section 2.1, is amended to
33 read:

34
35 **"Sec. 2.1. Requirements and procedures.** The following
36 identifies the requirements and procedures to purchase goods and
37 services for an amount less than [~~\$25,000~~] \$50,000 and
38 construction for an amount less than [~~\$25,000+~~] \$50,000:
39

- 40 (1) If the requested goods and services are available
41 through current price lists, the purchase(s) shall be
42 made from the price lists.
43



1 (2) Purchases of goods, services and construction under
2 [~~\$100~~] \$500 do not require price quotations. A
3 memorandum requesting the purchase shall be submitted
4 to the President or a designee for approval, prior to
5 purchase.

6
7 (3) The procedures to purchase goods and services equal to
8 or greater than [~~\$100~~] \$500 and less than [~~\$25,000~~]
9 \$15,000 and construction greater than [~~\$100~~] \$500 and
10 less than [~~\$25,000~~] \$15,000 are as follows:

11
12 (A) Contact Senate Supply and provide a description
13 and the quantity of the goods, services or
14 construction sought. If the items are available
15 on a price list, Senate Supply shall obtain them
16 from the price list.

17
18 (B) If items are not available through a price list,
19 three price quotes shall be obtained.

20
21 [~~1.~~] (i) If the estimated total cost of the
22 purchase of goods, services or construction
23 is greater than \$500 but less than [~~\$1,000,~~]
24 \$5,000, price quotations shall be obtained
25 in writing, by fax, or verbally; or

26
27 [~~2.~~] (ii) If the estimated total cost of the
28 purchase of goods and services is at least
29 [~~\$1,000,~~] \$5,000, but less than [~~\$25,000,~~]
30 \$15,000, or for construction of at least
31 [~~\$1,000,~~] \$5,000, but less than [~~\$25,000,~~]
32 \$15,000, price quotations shall be obtained
33 in writing or by fax.

34
35 (C) A memorandum requesting the purchase of goods and
36 services shall be submitted to the President for
37 approval, prior to purchase. The memorandum
38 shall include:

39
40 [~~1.~~] (i) A description of the goods [~~or~~],
41 services, or construction to be purchased;

42
43 [~~2.~~] (ii) Justification of the purchase;
44



[3.] (iii) Identification of the three vendors with corresponding price quotes; and

[4.] (iv) Recommendation as to which vendor shall be selected.

(4) The procedures to purchase goods and services equal to or greater than \$15,000 and less than \$50,000 and construction greater than \$15,000 and less than \$50,000 are as follows:

(A) The Senate shall utilize and follow the procedures of the State Procurement Office's Hawaii Electronic Procurement System (HePS).

(B) A memorandum requesting the purchase of goods and services shall be submitted to the President for approval, prior to purchase. The memorandum shall include:

(i) A description of the goods, services, or construction to be purchased;

(ii) Justification of the purchase;

(iii) Identification of the three vendors with corresponding price quotes; and

(iv) Recommendation as to which vendor shall be selected."

9. That Title 3, chapter 3, section 3.1, is amended to read:

"Sec. 3.1. Requirements and procedures. The following identifies the requirements and procedures to purchase goods, services of [~~\$25,000~~] \$50,000 or greater and construction of [~~\$25,000~~] \$50,000 or greater.

(1) Purchases of goods and services of [~~\$25,000~~] \$50,000 or greater or purchases of construction of [~~\$25,000~~] \$50,000 or greater [~~require a competitive sealed bid or competitive sealed proposal.~~] shall utilize and



1 follow the procedures of the State Procurement
2 Office's Hawaii Electronic Procurement System (HePS).

3
4 (2) A memorandum requesting to initiate the competitive
5 sealed bid/proposal process shall be submitted to the
6 President for approval. No action shall be taken
7 until the memorandum has been approved. The
8 memorandum shall include:

9
10 (A) A description of the goods, services or
11 construction to be purchased;

12
13 (B) Justification of the purchase;

14
15 (C) Cost estimates; and

16
17 (D) Other pertinent information (i.e.,
18 specifications, time constraints)."

19
20 10. That Title 6, chapter 1, section 1.2, be amended to
21 read:

22
23 **"Sec. 1.2. Support to individual senators.** Each Senator is
24 authorized to appoint employees to serve as the Senator's
25 personal staff.

26
27 **A. Legislative Office Manager**

28
29 **Duties and responsibilities.** Legislative Office
30 Managers shall be appointed by individual legislators
31 to manage the affairs of the legislator's office.
32 Under the general supervision and direction of a
33 Senator, a Legislative Office Manager shall:

34
35 (1) Perform a variety of information gathering
36 fundamental to all varieties of legislative
37 research;

38
39 (2) Participate intensively in the management
40 and day-to-day operations of the office;

41
42 (3) Perform related duties as assigned by the
43 member; and
44



1 (4) Maintain confidentiality.
2

3 **Recommended minimum qualifications.** The
4 recommended qualifications of the Legislative Office
5 Manager shall include knowledge of office practices
6 and procedures as they relate to legislative
7 operations; the operation and operational maintenance
8 of various office appliances and equipment; basic
9 principles, methodology, and techniques of legislative
10 research; government programs and policies; and the
11 legislative process and operations.
12

13 In addition, the Legislative Office Manager shall
14 have the ability to plan, organize, and carry out a
15 broad range of functions, including preparing for
16 public hearings or informational briefings; preparing
17 correspondence, summaries, and congratulatory
18 certificates requiring judgment as to appropriate
19 format and conforming to all the rules of grammar and
20 style; communicating effectively and deal tactfully
21 with others; maintaining confidentiality; and, for
22 some positions, computer proficiency.
23

24 **B. Legislative Assistant**
25

26 **Duties.** Under the supervision of a Senator, answers
27 all inquiries of and provides assistance to the Senator's
28 constituents; compiles and maintains a file on legislative
29 measures introduced by the Senator; coordinates the
30 Senator's public relations; maintains the Senator's
31 appointment calendar; performs receptionist duties;
32 maintains correspondence files; provides typing and
33 clerical services; maintains office reference materials and
34 personnel records of the office; controls office equipment
35 and supplies; handles routine inquiries from the public;
36 and performs other duties as assigned by the Senator. A
37 legislative assistant shall maintain confidentiality. For
38 a majority party Senator who is a chair of a Senate
39 standing committee, it is recommended that the Senator's
40 Legislative Assistant also serve as the Senator's committee
41 clerk and be able to perform the duties and meet the
42 qualifications specified in section 1.5(A) of this chapter.
43



1 **Recommended minimum qualifications.** The ability to
2 handle personal and confidential matters; some familiarity
3 with the legislative process; the ability to communicate
4 with the public; knowledge of office procedures and
5 practices; the ability to deal with a variety of tasks and
6 to solve problems as they arise; and proficiency in the use
7 of personal computers.

8
9 **C. Other Support Staff**

10
11 In addition to the above position, each Senator may
12 employ additional support personnel during the session such
13 as clerk-typists and research assistants provided the
14 Senator does not exceed the daily dollar allotment for
15 staff salaries as authorized by the Senate. Thus, the size
16 and makeup of each Senator's personal staff varies from
17 Senator to Senator depending on the utilization pattern by
18 each Senator of the Senator's authorized daily allotment.

19
20 The term of employment of any employee hired under this
21 section shall co-terminate with the Senator's term of office if
22 the employee's employing Senator retires from the elective
23 office of Senator, is not re-elected, or otherwise leaves or is
24 removed from the elective office of Senator."

25
26 11. That Title 6, chapter 1, section 1.3, be amended to
27 read:

28
29 **"Sec. 1.3. Senate majority party support staff.** The
30 Senate majority party support staff consists of a director,
31 majority attorney, assistant director, attorneys, researchers,
32 secretaries and such other staff as may be authorized by the
33 President.

34
35 **A. Director**

36
37 Appointed by the President.

38
39 **Duties.** The administrative head of the Senate
40 Majority Research Office, manages the daily operations
41 of the Office; reviews the work of the Senate Majority
42 Research Office staff; assists in identifying issues,
43 trends, and problems of significance to the
44 Legislature; plans and coordinates a training program



1 for Senate staff; and performs other related duties as
2 directed by the President.

3
4 **Qualifications.** The minimum qualifications for
5 the Director shall include knowledge of government
6 policies and programs, familiarity with research and
7 statistical methodology, and familiarity with the
8 legislative process. The Director shall have
9 planning, supervisory, and organization skills, be
10 able to work effectively under pressure and meet
11 deadlines, communicate clearly, concisely, and
12 effectively, exercise tact and judgment, and maintain
13 confidentiality.

14
15 **B. Majority Attorney**

16
17 Appointed by the President to service the
18 majority membership of the Senate.

19
20 **Duties.** The chief legal counsel of the Senate,
21 renders legal advice, opinions, and counsel to members
22 of the Senate on matters pertaining to the performance
23 of their legislative duties, to legislative business,
24 and to such other legal matters as may affect the
25 Senate and its members; coordinates the legal research
26 conducted by Senate Majority Research Office attorneys
27 and reviews all legal memoranda resulting therefrom;
28 coordinates and conducts legal reviews of draft and
29 final legislation and committee reports; and performs
30 other related duties as directed by the President.

31
32 **Qualifications.** The minimum qualifications of
33 the Majority Attorney shall include a graduate degree
34 (J.D.) from an accredited law school and a license to
35 practice in the State of Hawaii and federal district
36 courts. The Majority Attorney shall be familiar with
37 the legislative process, bill drafting techniques, and
38 federal, state, and county laws, rules, organization,
39 functions, operations, policies, programs, and
40 procedures.

41
42 In addition, the Majority Attorney shall have the
43 ability to supervise subordinates, maintain
44 confidentiality, deal effectively with government



1 officials, apply ingenuity and inventiveness in
2 devising solutions to problems of unusual difficulty
3 and precedent establishing nature, work effectively
4 under pressure and meet deadlines, train and develop
5 the skills of legislative attorneys and other staff,
6 and write and communicate clearly, concisely,
7 persuasively, and effectively.
8

9 **C. Assistant Director/Assistant Majority Attorney**

10 Appointed by the President in consultation with
11 the Majority Attorney and Director.
12

13
14 **Duties.** Under the supervision of the Director or
15 Majority Attorney, as appropriate, assists the
16 Director with managing the daily operations of the
17 Office; assists the Majority Attorney in fulfilling
18 the Majority Attorney's duties; reviews the work of
19 the Senate Majority Research Office staff; assists in
20 identifying issues, trends, and problems of
21 significance to the Legislature; performs other
22 related duties as directed by the Director or the
23 Majority Attorney; and serves as the Acting Director
24 or Acting Majority Attorney, as appropriate, in their
25 absence.
26

27 **Qualifications.** The minimum qualifications for
28 the Assistant Director/Assistant Majority Attorney
29 shall include a graduate degree (J.D.) from an
30 accredited law school and a license to practice in the
31 State of Hawaii and federal district courts. The
32 Assistant Director/Assistant Majority Attorney shall
33 be familiar with the legislative process, bill
34 drafting techniques, and federal, state, and county
35 laws, rules, organization, functions, operations,
36 policies, programs, and procedures.
37

38 In addition, the Assistant Director/Assistant
39 Majority Attorney shall have the ability to supervise
40 subordinates, maintain confidentiality, work
41 effectively under pressure and meet deadlines, train
42 and develop the skills of legislative attorneys and
43 other staff, and write and communicate clearly,
44 concisely, persuasively, and effectively.



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~~[C-]~~ **D. Attorneys**

Appointed by the President in consultation with the Majority Attorney and Director.

Duties. Under the supervision of the Director, attorneys may be assigned to the Majority Attorney to conduct legal research, draft legal memoranda, and conduct legal review of legislation and committee reports. Attorneys who serve as attorney/researchers also perform duties of researchers described below under the supervision of the Director and perform other duties as may be assigned by the Majority Attorney or Director.

Qualifications. The minimum qualifications of Senate Attorneys shall include a graduate degree (J.D.) from an accredited law school. It is desirable, although not necessary, that an attorney has successfully completed the Hawaii Bar examination and is qualified to be licensed to practice law in Hawaii and federal courts. In addition, Senate Attorneys 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 impact on state and county government, maintain confidentiality, and the ability to write and communicate clearly, concisely, and effectively.

~~[D-]~~ **E. Researchers**

Appointed by the President in consultation with the Director.

Duties. Under the supervision of the Director, researchers draft legislation, committee reports, speeches, and congratulatory and other certificates of recognition; provide training and consultative assistance to session staff; conduct factfinding,



1 evaluative, and investigative research; analyze data;
2 and make recommendations in the form of research
3 memoranda, letters, information briefs, or reports.
4 Researchers also respond to inquiries from Senators
5 and their staff and other government agencies and
6 perform other duties as may be assigned by the
7 Director.

8
9 **Qualifications.** Experience in performing
10 research-related work for the legislature; knowledge
11 of State programs and of the legislative process; and
12 the ability to draft reports and legislation.

13
14 **[E-] F. Administrative Services Manager**

15
16 Appointed by the Director subject to the approval
17 of the President.

18
19 **Duties.** Serves as the executive secretary to the
20 Director. Under the supervision of the Director,
21 assists the Director in managing the daily operations
22 of the Senate Majority Research Office, maintains
23 internal office records, including personnel and
24 correspondence files; maintains reference materials
25 and report files; conducts and maintains an inventory
26 of office equipment and supplies; and assists the
27 Director in coordinating the Senate's reporting
28 requirements under the Uniform Information Practices
29 Act. Assists the Secretarial Pool Supervisor with
30 word processing duties. Performs other duties as may
31 be assigned by the Director.

32
33 **Qualifications.** The minimum qualifications of
34 the Administrative Services Manager shall include
35 knowledge of supervisory principles and practices,
36 general administrative principles and procedures
37 applicable to organizations, general office practices
38 and procedures, and the operation and maintenance of
39 various office appliances and equipment. In addition,
40 the Administrative Services Manager shall be able to
41 supervise, plan, and organize a broad range of
42 secretarial and office functions, develop a working
43 knowledge of the responsibilities and practices of the
44 Legislature and the Senate, comprehend and implement



1 the policies of the Senate Majority Research Office,
2 serves as the Senate Majority Research Office's
3 liaison on matters pertaining to the legislative
4 computer system, work effectively and meet deadlines,
5 proof and edit legislative documents, legal memoranda,
6 and complex correspondence requiring judgment as to
7 appropriate format and conformance to the rules of
8 grammar and style, communicate clearly, concisely, and
9 effectively, exercise tact and judgment, and maintain
10 confidentiality.

11
12 **[F.] G. Secretarial Pool Supervisor**

13
14 Appointed by the Director subject to the approval
15 of the President.

16
17 **Duties.** In addition to the duties of a secretary
18 as described below, under the direction of the
19 Administrative Services Manager, oversees and
20 coordinates the requests for service and the workload
21 of the secretarial pool, and trains and supervises any
22 temporary word processing staff hired during the
23 session.

24
25 **Qualifications.** The minimum qualifications of
26 the Secretarial Pool Supervisor shall include a
27 knowledge of grammar, spelling, general office
28 practices and procedures, the operation of various
29 office appliances and equipment, knowledge of the
30 legislative computer system and its applications,
31 proficiency in the use of personal computers, and
32 knowledge of secretarial principles and practices. In
33 addition, the Secretarial Pool Supervisor shall have
34 the ability to supervise, plan, organize, and carry
35 out a broad range of secretarial and clerical
36 functions; develop a working knowledge of legislative
37 procedures and practices, work effectively under
38 pressure and meet deadlines; type accurately at an
39 acceptable rate of speed, prepare and edit legislative
40 documents, legal memoranda, and complex correspondence
41 requiring judgment as to appropriate form and
42 conformance to the rules of grammar and style,
43 maintain confidentiality, and communicate effectively
44 and deal tactfully with others.



1
2 **[G-] H. Secretaries**
3

4 Appointed by the Director subject to the approval
5 of the President.
6

7 **Duties.** Under the supervision of the Director,
8 primarily responsible for the Senate Majority Research
9 Office's word processing needs with respect to
10 correspondence, legislative documents, reports, and
11 manuals drafted by the attorneys and researchers.
12 Maintains the request for service log and files.
13 Assists the Administrative Services Manager with the
14 office equipment, supplies, and receptionist duties.
15 Assists attorneys and researchers in performing
16 certain ministerial research tasks.
17

18 **Qualifications.** The minimum qualifications of a
19 Secretary shall include the ability to type accurately
20 at an acceptable rate of speed, proficiency in the use
21 of personal computers, knowledge of office procedures
22 and practices, and the ability to deal with a variety
23 of secretarial tasks and solve problems as they
24 arise."
25

26 12. That Title 6, chapter 1, section 1.5, be amended by
27 amending the position descriptions for committee clerks and
28 attorneys to read:
29

30 **"A. Committee Clerks**

31
32 Appointed by the respective committee
33 chairpersons [~~for the session~~].
34

35 **Duties.** Under the general direction of the
36 committee chairperson, coordinates committee hearings,
37 meetings, and field trips; processes all committee
38 correspondence; assembles and prepares bills and
39 testimonies for hearings; drafts resolutions and
40 committee reports; digests legislation referred to the
41 committee; reviews reports and recommends courses of
42 action to the committee chairperson; and performs
43 other related duties as required.
44



1 **Qualifications.** Familiarity with the legislative
2 process and operations; ability to deal with
3 government officials, legislators, and the general
4 public; proficient in the use of personal computer
5 systems of the Legislature; some knowledge of office
6 procedures and practices; and the ability to review
7 bills and draft committee reports.

8
9 **B. Attorneys**

10
11 Appointed by the respective committee
12 chairpersons for the session.

13
14 **Duties.** Under the supervision of the committee
15 chairperson, conducts legal research, drafts legal
16 memoranda, and conducts legal review of legislation
17 and committee reports.

18
19 **Qualifications.** The minimum qualifications of
20 attorneys shall include a graduate degree (J.D.) from
21 an accredited law school. It is desirable, although
22 not necessary, that an attorney has successfully
23 completed the Hawaii Bar examination and is qualified
24 to be licensed to practice law in Hawaii and federal
25 courts. In addition, attorneys shall demonstrate
26 familiarity with federal, state, and county laws,
27 rules, organization, functions, operations, policies,
28 programs, and procedures, knowledge of legislative
29 drafting techniques, familiarity with precedent
30 setting opinions rendered by courts that may have
31 impact on state and county government, maintain
32 confidentiality, and the ability to write and
33 communicate clearly, concisely, and effectively."

34
35 13. That Title 6, chapter 1, section 1.8, be amended to
36 read:

37
38 **"Sec. 1.8. Administrative Support Staff.** Administrative
39 support services for the Senate is provided by permanent and
40 session employees. Permanent employees include the Clerk,
41 Assistant Clerk, Sergeant-At-Arms, Assistant Sergeant-at-Arms,
42 Journal Clerk, Assistant Journal Clerk, [7] Administrative
43 Services Manager, Receptionist, Human Resources Specialist,
44 Data Systems Manager, Program Analysts, Accountant, Account



1 Clerks, Printshop Manager and Assistant Printshop Manager.
2 Session employees include such other personnel as required.

3
4 **A. Senate Clerk**

5
6 Permanent full-time position elected and removed
7 by a majority vote of the members of the Senate.

8
9 **Duties.** Under the general direction of the
10 President, is responsible for overseeing the
11 administrative and housekeeping operations of the
12 Senate; [-] keeps the President informed of matters
13 affecting Senate operations; maintains records and
14 minutes of Senate proceedings; provides data with
15 respect to the status of bills and resolutions;
16 ensures that the records of the various committees are
17 filed at the State archives at the end of each
18 legislative session; performs other duties specified
19 in the Rules of the Senate and the Administrative and
20 Financial Manual of the Senate; is responsible for the
21 publishing of the Senate Journal; participates in or
22 [~~coordinate~~] coordinates studies directed toward
23 improving legislative operations; [~~supervise~~]
24 supervises all permanent administrative support staff;
25 and performs other duties related to Senate
26 proceedings as requested by the President.

27
28 **Qualifications.** Substantial knowledge of the
29 legislative process and operations; ability to
30 supervise and manage other employees; proficiency in
31 the use of personal computers; and familiarity with
32 modern business practices and procedures.

33
34 **B. Assistant Clerk**

35
36 Permanent full-time position elected and removed
37 by a majority vote of the members of the Senate.

38
39 **Duties.** Under the supervision of the Clerk,
40 assists the Clerk in all duties charged to the Clerk.

41
42 **Qualifications.** Knowledge of the legislative
43 process and operations; ability to supervise and
44 manage other employees; proficiency in the use of



1 personal computers; and familiarity with modern
2 business practices and procedures.

3
4 **C. Sergeant-At-Arms**

5
6 Permanent full-time position elected and removed
7 by a majority vote of the members of the Senate.

8
9 **Duties.** Under the supervision of the [~~Clerk,~~
10 President, is responsible for property control and the
11 custodial, messenger, security, and postal services of
12 the Senate. Coordinates the assignment of office
13 space, purchase of office supplies, and inventory
14 control systems; establishes and maintains an
15 inventory control report; establishes and maintains an
16 operational manual for the Sergeant-at-Arms office;
17 performs other related duties specified in the Rules
18 of the Senate and Administrative and Financial Manual
19 of the Senate; and performs other duties as requested
20 by the [~~Senate~~] President.

21
22 **Qualifications.** Substantial knowledge of
23 legislative operations; ability to supervise and
24 manage other employees; proficiency in the use of
25 personal computers; experience and knowledge of
26 property management practices and office procedures.

27
28 **D. Assistant Sergeant-at-Arms**

29
30 Permanent full-time position elected and removed
31 by a majority vote of the members of the Senate.

32
33 **Duties.** Under the supervision of the Sergeant-
34 at-Arms, assists Sergeant-at-Arms in all duties
35 charged to the Sergeant-at-Arms.

36
37 **Qualifications.** Knowledge of legislative
38 operations; ability to supervise and manage other
39 employees; proficiency in the use of personal
40 computers; experience and knowledge of property
41 management practices and office procedures.

42
43 **E. Accountant**



1 Permanent full-time position appointed and
2 removed by the Clerk in consultation with the
3 President.
4

5 **Duties.** Under the supervision of the Clerk in
6 consultation with the President, assists in the
7 preparation of the Senate budget; maintains books of
8 accounts; prepares financial statements; processes
9 payroll and vendor payments; and performs other
10 related duties specified in the Rules of the Senate
11 and the Administrative and Financial Manual of the
12 Senate.
13

14 **Qualifications.** Accounting or auditing
15 experience; knowledge of State statutes and
16 regulations applicable to governmental accounting;
17 ability to supervise other employees; proficiency in
18 the use of personal computers; thorough knowledge of
19 legislative operations and office procedures and
20 methods; and ability to meet deadlines.
21

22 **F. Account Clerk**

23
24 Employees appointed by the Clerk subject to the
25 approval of the President.
26

27 **Duties.** Assists the Accountant in the
28 preparation of financial statements, the processing of
29 payroll and vendor payments, and in the performance of
30 other bookkeeping functions.
31

32 **Qualifications.** Bookkeeping experience;
33 knowledge of State and Senate procedures governing
34 payroll and purchasing; proficiency in the use of
35 personal computers; familiarity with office procedures
36 and methods; ability to meet deadlines.
37

38 **G. Journal Clerk**

39
40 Permanent full-time position appointed by the
41 Clerk subject to the approval of the President.
42

43 **Duties.** Under the supervision of the Clerk,
44 records the proceedings of each day's session; notes



1 all floor action taken on legislative measures,
2 deliberations, and floor speeches; transcribes each
3 day's proceedings; and after the session is completed,
4 prepares the final draft of the Senate Journal for
5 printing.

6
7 **Qualifications.** Knowledge of the legislative
8 process and procedures; ability to type and transcribe
9 with speed and accuracy; proficiency in grammar,
10 spelling, and office practices and procedures;
11 proficiency in the use of personal computers; ability
12 to supervise and manage employees; and the ability to
13 meet deadlines.

14
15 **H. Assistant Journal Clerk**

16
17 Permanent full-time position appointed by the
18 Clerk subject to the approval of the President.

19
20 **Duties.** Assists the Journal Clerk in recording
21 the proceedings of each day's session; notes all floor
22 action taken on legislative measures, deliberations,
23 and floor speeches; transcribes each day's
24 proceedings; and after the session is completed,
25 assists in the preparation of the final draft of the
26 Senate Journal for printing.

27
28 **Qualifications.** Ability to type and transcribe
29 with speed and accuracy; proficiency in the use of
30 personal computers; and the ability to meet deadlines.

31
32 **I. Administrative Services Manager**

33
34 Permanent full-time employee appointed by the
35 Clerk subject to the approval of the President.

36
37 **Duties.** Under the supervision of the Clerk,
38 manages and supervises the recording of floor actions,
39 prepares the Order of the Day and the Order of
40 Business for each legislative session; prepares
41 legislation for permanent recording; coordinates the
42 routing of bills and resolutions; assists in the
43 handling of floor amendments; prepares the bill



1 jackets; and performs other related duties as
2 required.

3
4 **Qualifications.** Considerable knowledge of the
5 management and supervisory techniques relating to the
6 clerical aspects of the legislative process; knowledge
7 of office procedures and methods; proficiency in the
8 use of personal computers; ability to supervise and
9 manage employees; and ability to meet deadlines.

10
11 **J. Receptionist**

12
13 Permanent full-time employee appointed by the
14 Clerk subject to approval of the President.

15
16 **Duties.** Provides general typing and clerical
17 services; provides receptionist services and exercises
18 good judgment in dealing with callers, visitors, other
19 employees, members of the Legislature, and members of
20 the public; provides general administrative office
21 support; performs related duties as directed by the
22 Clerk.

23
24 **Qualifications.** Knowledge of general office
25 procedures and practices; ability to type accurately
26 at an acceptable rate of speed; and ability to meet
27 deadlines.

28
29 **K. Office Manager**

30
31 Permanent full-time employee appointed by the
32 Clerk subject to the approval of the President.

33
34 **Duties.** Under the supervision of the Sergeant-
35 at-Arms, performs receptionist duties, maintains
36 office files, correspondence, equipment, and supplies.
37 Supervises and trains session staff; provides
38 administrative office support; performs related duties
39 as directed by the Sergeant-at-Arms.

40
41 **Qualifications.** Knowledge of general office
42 procedures and practices; ability to supervise and
43 manage employees; ability to meet deadlines.
44



1 **L. Engrossing Clerks**

2
3 Session employees appointed by the Clerk subject
4 to the approval of the President.

5
6 **Duties.** Under the supervision of the Clerk,
7 provides clerical and typing services; engrosses all
8 bills, resolutions, and related matters; performs
9 other related duties as required.

10
11 **Qualifications.** Excellent typing and
12 proofreading skills; proficiency in the use of
13 personal computers; and familiarity with office
14 procedures; ability to meet deadlines.

15
16 **M. Data Entry Clerks**

17
18 Session employees appointed by the Clerk in
19 consultation with the respective administrative
20 superior under whom the clerk-typists shall serve
21 subject to the approval of the President.

22
23 **Duties.** Provide data entry, typing, clerical and
24 receptionist services and perform other related duties
25 as required.

26
27 **Qualifications.** Ability to type; proficiency in
28 the use of personal computers; and knowledge of
29 general office procedures and practices; ability to
30 meet deadlines.

31
32 **N. Human Resources Specialist**

33
34 Permanent full-time employee appointed by the
35 Clerk subject to the approval of the President.

36
37 **Duties.** Under the supervision of the Clerk,
38 coordinates personnel and human resources activities
39 and programs of the Senate, including recruitment,
40 compensation, benefits, classification, training and
41 development, labor relations, affirmative action and
42 employee welfare programs; and performs other related
43 duties as directed.



1 Qualifications. A bachelor's degree in human
2 resources or labor and industrial relations or
3 comparable work experience in human resources.
4 Knowledge of state and federal labor laws and human
5 resources practices. Ability to work independently,
6 organize and plan programs and activities, speak,
7 write, and present effectively, and meet deadlines.
8 Excellent interpersonal and facilitation skills and
9 proficiency in personal computers and general office
10 procedures and practices.

11
12 [N-] O. Data Systems Manager

13
14 Permanent full-time employee appointed by the
15 Clerk subject to the approval of the President.

16
17 Duties. Under the supervision of the Clerk,
18 coordinates the planning and administration of
19 services relating to information systems in the
20 Senate. Directs and supervises programmer analysts;
21 assists users with hardware and software problems
22 encountered on the system; coordinates the
23 implementation of enhancements to the system; serves
24 as liaison between computer vendors and the Senate.
25 Maintains control over computer equipment, software,
26 and computer-related supplies and accessories; ensures
27 the security, integrity, and proper functioning of the
28 computer systems in the Senate; and performs other
29 related duties as directed.

30
31 Qualifications. A bachelor's degree in computer
32 sciences or management information systems; and
33 computer system and facility management experience.
34 Ability to plan, organize and manage all data systems
35 activities and supervise employees.

36
37 [O-] P. Programmer Analyst

38
39 Permanent full-time employee appointed by the
40 Clerk subject to the approval of the President.

41
42 Duties. Under the supervision of the Data
43 Systems Manager, analyzes, maintains, and creates
44 computer programs and provides user support services



1 to the agencies and offices of the Senate; assists in
2 the training of legislative staff; maintains the
3 Legislature's website; sets up and maintains computers
4 and servers used for ongoing operations and special
5 projects; and [~~perform~~] performs other duties as
6 directed by the Data Systems Manager.
7

8 **Qualifications.** A bachelor's degree in computer
9 science or management information systems or
10 comparable work experience involving technical support
11 or computer programming. [✓]
12

13 [~~P-~~] **Q. Supply Clerk**

14
15 Permanent full-time employee appointed by the
16 Clerk subject to approval by the President.
17

18 **Duties.** Under the supervision of the Sergeant-
19 At-Arms [~~Manages~~], manages and coordinates the
20 provision and inventory of material, equipment,
21 supplies, and distribution of services for the Senate;
22 and performs related duties as directed by the
23 Sergeant-At-Arms.
24

25 **Qualifications.** Knowledge of procurement and
26 supply practices; applicable state and county laws,
27 rules, and standards required in the execution of
28 assignments; principles, procedures, techniques, and
29 practices of inventory management and property
30 control; office and storekeeping practices and
31 procedures. Ability to supervise and manage
32 employees.
33

34 [~~Q-~~] **R. Printshop Manager**

35
36 Appointed by the Clerk in consultation with the
37 President.
38

39 **Duties.** Under the supervision of the Clerk,
40 plans, directs, and supervises all printshop
41 activities. Directs and supervises printshop
42 operators; ensures the quality standards or reproduced
43 material; supervises the collation and binding of
44 reproduced materials; develops and maintains a filing



1 system of reproduced material; requisitions and
2 maintains printshop inventory; and performs other
3 related duties as directed.

4
5 **Qualifications.** Knowledge of business practices
6 relating to procurement of supplies and equipment;
7 experience in the operation and maintenance of
8 printshop equipment; ability to plan, organize and
9 manage all printshop activities and employees; and
10 ability to meet deadlines.

11
12 **[R-] S. Assistant Printshop Manager**

13
14 Appointed by the Clerk in consultation with the
15 President.

16
17 **Duties.** Under the supervision of the Clerk and
18 the printshop manager, assists the printshop manager
19 in planning, directing and supervising all printshop
20 activities; performs other related duties as
21 required. [-]

22
23 **Qualifications.** Experience in the operation and
24 maintenance of printshop equipment; ability to
25 supervise other employees; and ability to meet
26 deadlines

27
28 **[S-] T. Printshop Operators**

29
30 Session employees appointed by the Clerk in
31 consultation with the President.

32
33 **Duties.** Under the supervision of the printshop
34 manager, assists in the reproduction of legislative
35 documents; operates paper-cutting and stapling
36 machines; collates reproduced materials; maintains
37 printing equipment in good operating condition; and
38 performs other related duties as directed.

39
40 **Qualifications.** Able to operate printshop
41 equipment; physically perform the duties assigned; and
42 meet deadlines.

43
44 **[T-] U. Service Aides**



1
2 Session employees appointed by the Clerk in
3 consultation with the President.
4

5 **Duties.** Under the supervision of the Sergeant-
6 at-Arms, provides custodial, messenger and copying
7 services; security for buildings and personnel;
8 traffic control; and other related services.
9

10 **Qualifications.** Able to perform the assigned
11 duties and meet deadlines."
12

13 14. That Title 7, chapter 1, section 1.1, be amended to
14 read:

15
16 **"Sec. 1.1. Scope of chapter.** This chapter describes the
17 process of appointing permanent, session, and temporary
18 employees."
19

20 15. That Title 7, chapter 1, section 1.2, be amended to
21 read:

22
23 **"Sec. 1.2. Appointments, general.** Appointments to
24 positions authorized in the budget shall be made by the
25 appointing authority designated in this manual. All newly
26 appointed permanent employees shall be subject to a six month
27 probation period commencing on the permanent employee's first
28 day of work; provided that an appointing authority may extend
29 the probation period for good cause. During the probation
30 period, an employee may be terminated at will and the amount of
31 advance notice given to a probationary employee shall be at the
32 discretion of the employee's appointing authority."
33

34 16. That Title 7, chapter 5, section 5.2, be amended to
35 read:

36
37 **"Sec. 5.2. Involuntary termination.** An appointing
38 authority may terminate the employment of an employee who is
39 insubordinate or is derelict in the performance of the
40 employee's duties or whose work has not met the standards of the
41 appointing authority. A permanent employee shall be given at
42 least [2] two weeks advance notice[.---The] or, at the discretion
43 of the employee's appointing authority, entitled to two weeks
44 severance pay at the rate of the terminated employee's



1 compensation in lieu of the two weeks notice; provided that, for
 2 a permanent employee who has not completed the probation period
 3 established under section 1.2 of chapter 1 of this title, the
 4 probationary employee's appointing authority shall not be
 5 required to provide two weeks advance notice or two weeks
 6 severance pay. Session and temporary employees may be
 7 terminated at will and the amount of advance notice given to a
 8 session or temporary employee shall be at the discretion of the
 9 employee's appointing authority."

10
 11 17. That Title 8, chapter 2, be amended by amending its
 12 title to read:

13
 14 **"Chapter 2. Office Supplies [~~Postage~~] and Copying Machines"**

15
 16 18. That Title 8, chapter 2, section 2.2, be amended to
 17 read:

18
 19 **"Sec. 2.2. General.** Office supplies [~~postage~~] and the
 20 use of copying machines are items which cannot be subjected to
 21 exact controls. This is because usage requirements may vary
 22 from legislator to legislator and from committee to committee.
 23 The use of supplies [~~postage~~] and copying machines shall be
 24 limited to purposes pursuant to the business of the Senate, a
 25 Senate committee, or the business of a legislator reasonably
 26 related to the legislator's exercise of the legislative
 27 functions. Office supplies [~~postage~~] and copying machines
 28 shall not be used by a legislator for:

- 29
 30 (1) Matters and activities related to election campaigns;
 31
 32 (2) General correspondence [~~and materials such as~~
 33 ~~newsletters~~];
 34
 35 (3) Distribution of materials to the public for survey
 36 purposes;
 37
 38 (4) Materials advocating a particular position or an issue
 39 before the legislature; and
 40
 41 (5) [~~For personal~~] Personal use.

42
 43 The use of copying machines in the second floor copying
 44 room and the Sergeant-at-Arms office by Senators and their staff



1 shall be limited to [~~10,000 copies per office, per month during~~
2 ~~the interim and 20,000 copies per office, per month, during~~
3 ~~session.] 150,000 copies per office, per year. Use of copying
4 machines shall relate directly to legislative business. Copying
5 of newsletters is permitted and may be performed by the Senate
6 Printshop. Copies of newsletters, by page, will be counted
7 against a members' copy allocation. Any copies made in excess
8 of these limits shall be charged against the Senator's annual
9 allowance under Title 1, section 1.3. The President and Vice
10 President may jointly waive the assessment of any copying
11 overages against a Senator's legislative allowance; provided
12 that the Senator provides written justification for the overage
13 and the President and Vice President approve. The Clerk's
14 office shall report monthly totals on a monthly basis to the
15 President and Vice President."~~

16
17 19. That Title 8, chapter 2, section 2.4, is repealed:

18
19 [~~"**Sec. 2.4. Postage machine.** The Sergeant at Arms shall~~
20 ~~be responsible for control of the postage machine. Only~~
21 ~~employees designated by the Sergeant at Arms shall have access~~
22 ~~to and operate the postage machine. The key for the postage~~
23 ~~machine shall be removed whenever the machine is not in use. A~~
24 ~~daily log of postage meter usage shall be maintained by the~~
25 ~~Sergeant at Arms. The President may request periodic reports on~~
26 ~~use of postage."]~~

27
28 20. That Title 8, chapter 5, section 5.2, be amended to
29 read:

30
31 "**Sec. 5.2. Policy.** The Hawaii State Senate, charged with
32 the Constitutional duty of making state laws, must serve as a
33 model of compliance with state and federal laws. Senate
34 employees are therefore admonished to exercise caution and
35 refrain from using unauthorized software and other unauthorized
36 resources.

37
38 Personal computer software purchased by the Hawaii State
39 Senate has licensing or copyright restrictions which prohibit
40 duplication. Courts have found organizations and their
41 executives liable for copyright infringement when the
42 organization supervised the activities of employees and
43 unauthorized copies of software were used to the organization's
44 benefit, even when the copying was done without the knowledge of



1 management. The Hawaii State Senate will therefore adhere to
 2 all licensing and copyright laws relating to the purchase and/or
 3 use of computer software and related documentation. Software or
 4 software documentation protected by copyright may be copied only
 5 with the written permission of the copyright holder. Any
 6 unauthorized reproduction of copyrighted material may subject
 7 the responsible employee to disciplinary action.

8
 9 To protect the integrity of the [~~Senate Computer System~~]
 10 legislative computer network Senate members and employees are
 11 also prohibited from [~~loading unauthorized~~] installing software
 12 not purchased by the Senate onto legislative computers and
 13 equipment not owned or leased by the Senate, including personal
 14 and laptop computers and personal digital assistants (PDAs), on
 15 the legislative network without the express written permission
 16 of the [~~manager of Senate Data Systems.~~] Senate Clerk.

17
 18 Senate members and employees shall not use State property
 19 for purposes other than the conduct of officially sanctioned
 20 legislative business. Under no circumstances are Senate
 21 [~~Employees~~] members and employees permitted to use Senate
 22 property for personal gain. [~~Employees may, however, make~~
 23 ~~incidental use of State facilities (as when placing a brief~~
 24 ~~personal telephone call or using a computer), as long as no~~
 25 ~~costs are incurred.~~]

26
 27 All members and staff shall comply with the Senate Computer
 28 and Technology Use Policy (exhibit) and Senate Technology
 29 Use Guidelines (exhibit), and sign the Acknowledgment
 30 (exhibit). Members and staff who are issued laptop
 31 computers shall sign and comply with the Senate Laptop Computer
 32 Use Agreement (exhibit)."

33
 34 21. That Title 8 be amended by adding a new chapter to be
 35 appropriately designated and to read:

36
 37 **"Chapter . Postage**

38
 39 **Sec. .1. Scope of chapter.** This postage and mailing
 40 policy is to establish a standard to guide the use of public
 41 funds for postage and mailing purposes. This policy seeks to
 42 maintain general flexibility for members of the Senate to
 43 accomplish their official functions and duties while providing
 44 accountability for this use of public funds by Senate members.



1
2 Sec. .2. Public funds for postage and mailing. Public
3 funds for postage and mailing shall be used solely for the
4 mailing of official material such as public notices and official
5 correspondence. The use of public funds for the mailing of
6 personal material not reasonably related to the legislator's
7 official legislative work is prohibited.

8
9 Sec. .3. Accounting. The Senate Sergeant-at-Arms Office
10 shall maintain records and accounts for each Senate member
11 listing the amounts of public funds spent by the members for
12 postage, subject to the following maximums, provided that such
13 maximums may be waived by the President:

14
15 (1) \$3,500 per year for the President, the Vice President,
16 and the chairs of the Committees on Ways and Means,
17 Judiciary, and Commerce, Consumer Protection and
18 Affordable Housing;

19
20 (2) \$2,500 per year for the Majority Leadership, the
21 Minority Leader, and the chairs of all other standing
22 committees; and

23
24 (3) \$1,500 per year for all other Senate Members.

25
26 For mailing over fifty pieces, a copy shall be left with the
27 Sergeant-at-Arms Office.

28
29 Sec. .4. Approval of President. Approval of the
30 President shall be required whenever a member seeks to use
31 public funds in excess of the ceiling established in section
32 3.3. Approval shall be given only where the legislative
33 business nature of the matter is well justified.

34
35 Sec. .5. Postage machine. The Sergeant-at-Arms shall be
36 responsible for control of the postage machine. Only employees
37 designated by the Sergeant-at-Arms shall have access to and
38 operate the postage machine. The key for the postage machine
39 shall be removed whenever the machine is not in use. A daily
40 log of postage meter usage shall be maintained by the Sergeant-
41 at-Arms. The President may request periodic reports on the use
42 of postage."
43



22. That Title 10, chapter 1, section 1.4, be amended to read:

"Sec. 1.4. Resolution process for harassment complaints.

An employee who feels victimized by any form of harassment may complain directly to the offender (verbally or in writing) about the action of harassment. If an employee does not wish to complain directly to the offender, or if the harassment continues even after a direct complaint, the employee may:

- (1) Complain to the employee's immediate supervisor;
- (2) Complain to a higher level supervisor, if the immediate supervisor is the offending person or to the President of the Senate or the Affirmative Action Officer designated by the President; or
- (3) Take action through the Hawaii Civil Rights Commission or go to court.

All harassment complaints shall be investigated promptly and in a confidential manner.

If a legislator or supervisor has reason to believe or has been provided information that an incident of harassment or potential harassment has occurred, the legislator or supervisor shall immediately report any incident of harassment or potential harassment to the President or the Affirmative Action Officer. It is not for a legislator or supervisor to determine the validity or veracity of the incident or potential incident of harassment prior to reporting of said incident. Upon notification of a harassment complaint, either directly or indirectly, the President of the Senate or the Affirmative Action Officer shall immediately begin the investigation. If a complaint is found to be valid, the President or the Affirmative Action Officer shall take the appropriate corrective action to discipline the offender, and to prevent recurrence of the harassment. Corrective action may range from informal counseling to termination of employment. Senate members shall be subject to the procedures and punishments outlined in the Rules of the Senate, Part IX, Rule 72."; and

BE IT FURTHER RESOLVED that Senate Administrative and Financial Manual material to be repealed is bracketed and



1 stricken and new Senate Administrative and Financial Manual
2 material is underscored; and

3
4 BE IT FURTHER RESOLVED that Senate Clerk is authorized to
5 insert the appropriate chapter and exhibit designations for the
6 new chapters and exhibits added to the Administrative and
7 Financial Manual by this Resolution; and

8
9 BE IT RESOLVED by the Senate of the Twenty-fourth
10 Legislature of the State of Hawaii, Regular Session of 2008,
11 that the Administrative and Financial Manual of the Senate, as
12 amended herein, is hereby adopted; and

13
14 BE IT FURTHER RESOLVED that the amendments made to the
15 Administrative and Financial Manual of the Senate by this
16 Resolution take effect upon the adoption of this Resolution.

17
18
19

OFFERED BY:

