

**CAPITOL OFFICE GUIDELINES – SENATOR SAM SLOM
2011 LEGISLATIVE SESSION**

As adopted December, 2010 and revised to January 1, 2011
State Capitol Room #214 Honolulu Hawaii 96813
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1. **Never, ever forget that we all are the servants of our constituents and taxpayers.** It is their Capitol and they pay us our salaries and materials. We must respect and serve them to the best of our abilities. Courtesy, respect, and assistance, always.
2. Come to work enthusiastic to do a good job, and to make a difference here! Take pride in your work. We intend to work hard and to project energy for what we do. Let everyone know they are truly welcome here and that they can depend on us for help. Be punctual and take pride in your appearance. We want to be known as the best office staff in the capitol.
3. Continue to learn and read. Discuss and research current local and national issues and become comfortable in explaining them to others. Be accurate and factual in any information or research given out. Proof carefully! Know the specific positions taken by the Senator, his voting record, and the rationale for those positions. Ask when in doubt! Extend courtesy and access to anyone who may disagree or offer another opinion.
4. Senator Slom will talk to anyone and will return all messages promptly. When in the office he will answer his own phone unless in conference. Make sure that all pertinent information is given to him, including telephone numbers of callers, and that any caller or visitor knows they can call him at anytime on his personal cell (808-349-5438) business (808-396-1724) or residence (808-396-7566). Remember, the Senator 's door is never closed.
5. Staff meetings will be held daily as time allows giving ample opportunity to participate, suggest, question, and call attention to a problem or issue. Initiative and creativity is valued. Do not repeat rumors.
6. We are a great team! Everyone has defined responsibilities in the office and if necessary, is expected to help one another or do what has to be done in order to complete a task professionally and on time.
7. Staff Communication. All staff should inform, or "back brief "each other of office and time -sensitive matters concerning the Senator to maximize the flow of information to him. Work cooperatively with other office staffs, the Senate and House Minority Caucuses, as well as the Research Staff.
8. Inform the Senator of everything involving this office in a timely manner because he is accountable and responsible for all actions and activities. Check for his signature or initials on all pertinent materials, communications and messages. Copies are required for all outgoing, written materials. Tell him and the office manager when assigned tasks have been completed.
9. SBH, personal, and non-Senate business will not be conducted from the office of Senator Slom. Personal oral testimony on issues at committee hearings are not allowed unless staff member is on vacation. Written testimony can be submitted for the record. The capitol office and staff are for legislative business only. No political campaign activities are allowed.
10. Report any illegal or unethical activity involving this office to the Senator or to an appropriate outside agency. All staff must attend and adhere to the Senate's Workplace Harassment Policy. Report violations to appropriate agencies.
11. If there are any personal problems, scheduling, conflicts, or unresolved issues, talk directly with the Senator. Office policy is flexible for personal/family needs and emergencies.
12. Be mindful of personal and office security. Report suspicious persons and activities to the proper authorities. Always keep the office locked if you are the last person out. You are responsible for the security of office keys, copy machine codes, computer passwords and data that are assigned to you from our office. These items are not to be shared with people outside of the office.
13. Use of the office television set is limited to viewing and recording of Senate or House floor sessions, public hearings and other legislative business. Events of newsworthy items (such as local and national emergencies, policy speeches, etc.) will be allowed on a case by case basis. No casual TV viewing or operation of the television set is allowed during regular business hours (Mon – Fri 8AM to 5PM).
14. Personal phone calls are not encouraged unless it is an emergency. Cell phone use for non-legislative business is allowed during breaks and lunch hour.
15. Capitol protocol: honor confidentiality of visitors. Address and refer to all legislators by their respective body, "Senator " or "Representative " except Senator Slom, who prefers to be called Sam.