

This Report Should Be Filed With:

The Secretary of the Senate  
Office of Public Records  
Hart Building, Suite 232  
Washington, D.C. 20510

**SELECT COMMITTEE ON ETHICS**

**AGREEMENT TO COMPLY WITH THE SENATE CODE OF OFFICIAL CONDUCT**

Report Pursuant to Rule 41, Paragraph 4, for Individuals Who Perform Full-Time Services Who Are Compensated From Sources Other Than The United States Senate.

**PART I - To Be Completed By Supervisor (Senate Member or Officer)**

\_\_\_\_\_  
(1) Name of Supervisor (Senate Member or Officer)

\_\_\_\_\_  
(2) Name of individual

\_\_\_\_\_  
(3) Office in which service is provided

\_\_\_\_\_  
(4) Date service began

\_\_\_\_\_  
(5) Date on which individual had served 90 days in this calendar year

\_\_\_\_\_  
(6) Compensation for services from other than the U.S. Senate

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**PART II - To Be Completed By Individual Whose Services Are Utilized**

I have familiarized myself with the Senate Code of Official Conduct (Senate Rules 34 thru 42) and agree to comply with it in the same manner and to the same extent as an employee of the Senate.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Date

NOTE: See next page for meaning of terms "Supervisor" and "Full-Time."

This report will be made available to the Senate and the public by the Senate Office of Public Records.

SEE INSTRUCTIONS ON NEXT PAGE

*File this report if you are a Senator or officer of the Senate and are the supervisor of an individual who:*

- Performs full-time Senate services for any Member, committee, or office of the Senate; and
- Has performed such services for more than 90 days in a calendar year; and
- Receives compensation therefore from any source other than the United States Senate.

*How to report:*

Use a separate form for each individual and return the form to the Senate Office of Public Records.

*When to report:*

Immediately after the individual has completed 90 days of full-time Senate service in a calendar year.

## **DEFINITION OF SUPERVISOR**

For purposes of this report:

- (a) a Senator or the Vice President is the supervisor of his administrative, clerical, or other assistants;
- (b) a Senator who is the chairman of a committee is the supervisor of the professional, clerical, or other assistants to the committee except that minority staff members shall be under the supervision of the ranking minority Senator on the committee;
- (c) a Senator who is a chairman of a subcommittee which has its own staff and financial authorization is the supervisor of the professional, clerical, or other assistants to the subcommittee except that minority staff members shall be under the supervision of the ranking minority Senator on the subcommittee;
- (d) the President pro tempore is the supervisor of the Secretary of the Senate, Sergeant at Arms and Doorkeeper, the Chaplain, the Legislative Counsel, and the employees of the Office of the Legislative Counsel;
- (e) the Secretary of the Senate is the supervisor of the employees of his office;
- (f) the Sergeant at Arms and Doorkeeper is the supervisor of the employees of his office;
- (g) the Majority and Minority Leaders and the Majority and Minority Whips are the supervisors of the research, clerical, or other assistants assigned to their respective offices;
- (h) the Majority Leader is the supervisor of the Secretary for the Majority and the Secretary for the Majority is the supervisor of the employees of his office; and
- (j) the Minority Leader is the supervisor of the Secretary for the Minority and the Secretary for the Minority is the supervisor of the employees of his office.

## **WHAT ARE FULL-TIME SERVICES?**

"The term full-time services refers to the nature of the services the person is providing to the committee and not whether that person is providing services only for the committee and not doing other personal services in his spare time. For example, a person who performs substantially the same amount of services and puts in substantially the same amount of time as full-time employees on the staff of a committee paid for by the Secretary of the Senate should be considered to be providing full-time services. This would be true even if the individual had another source of outside income such as a job at night or on the weekend. The committee intends a rule of reason to apply in determining what full-time services are and not a literal interpretation which would circumvent the purpose of this rule. Thus, if a person works one-half hour a day less than any other employee on a committee's staff and is, therefore, working 95 percent of full time, the intent of the committee is that such a person is substantially providing full-time services and should, therefore, be covered." (Cong. Rec., Mar. 17, 1977, p. 8042)

## **RULE 41 - POLITICAL FUND ACTIVITY; DEFINITIONS**

4. No Member, officer, or employee of the Senate shall utilize the full-time services of an individual for more than ninety days in a calendar year in the conduct of official duties of any committee or office of the Senate (including a Member's office) unless such individual-

- (a) is an officer or employee of the Senate;
- (b) is an officer or employee of the Government (other than the Senate), or
- (c) agrees in writing to comply with the Senate Code of Official Conduct in the same manner and to the same extent as an employee of the Senate.

Any individual to whom subparagraph (c) applies shall, for purposes of such Code, be treated as an employee of the Senate receiving compensation disbursed by the Secretary of the Senate in an amount equal to the amount of compensation which such individual is receiving from any source for performing such services.