

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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**Personnel, Business, and Administrative Operations**

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BE IT RESOLVED, by the Committee on Rules and Legislative Administration, that the

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following policies and procedures are adopted to govern the personnel, business, and

6

administrative operations of the House:

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# HOUSE EMPLOYEE POLICIES

## Service Award Program

A program is authorized to recognize the public service of regular employees of the Minnesota House of Representatives and of departing members of the Minnesota House of Representatives. The House Director of Human Resources shall administer the program in consultation with the Speaker, the chair of the Committee on Rules and Legislative Administration, and the Minority Leader.

A regular employee of the House may be given an award recognizing years of public service. An award may be given for the first two years of service, the first five years of service, and each additional five years of service. The House Director of Human Resources shall determine the years of public service of employees in accordance with the standards used to determine employee benefits in the Legislative Coordinating Commission Legislative Plan for Employee Benefits and Policies. Awards must not be in the form of compensation or monetary gift. Service recognition awards must be given to employees by department directors or managers at formal recognition ceremonies held annually or, for departing employees, at the time of departure. An eligible employee who leaves House service may be given the award recognizing the period being served by the employee at the time of departure.

A member of the Minnesota House of Representatives, upon leaving office, may be given an award that recognizes and thanks the member for serving the people of the State of Minnesota as a Representative. The award must not be in the form of compensation or monetary gift. If the eligible recipient is deceased, the award may be given to the appropriate family member.

## Donated Time

Employees of the Minnesota House of Representatives may donate up to forty (40) hours of accrued vacation or compensatory time per year to benefit another House employee. The House Director of Human Resources shall administer this policy. Employees donating time must notify the House Director of Human Resources of the amount of time being donated and the name of the House employee to whom the donation is being made.

To be eligible for the receipt of donated time, an employee must have been unable to work for at least six (6) consecutive weeks due to a serious illness or disability of the employee

1 or the employee's spouse or dependent (as shown by a written statement from a medical  
2 practitioner). The benefited employee must first exhaust the employee's vacation and sick leave  
3 balances before using donated time. An employee may not receive or use more than a total of  
4 1044 donated hours in a calendar year.

## 5 **Compensatory Time, Non-Exempt Overtime, and Timecard Policy**

### 6 **Work Hours**

7 The standard daily work schedule expected of full-time Minnesota House of  
8 Representatives employees is at least eight (8) hours of work, with a half-hour unpaid lunch  
9 period, per business day. Standard House work hours are from 8:00 to 4:30 or from 8:30 to 5:00.  
10 Planned regular work schedules of individuals may differ from this policy only with the approval  
11 of the Department Director.

12 The Department Director shall notify the House Director of Human Resources of any  
13 alternative work schedules. The Legislative Coordinating Commission (LCC) Legislative Plan  
14 for Employee Benefits and Policies provides that all "exempt employees are paid a salary to  
15 accomplish all available work and not for a set number of working hours each day, week, month,  
16 or year. Working hours in excess of a 40-hour week are to be expected; however, each  
17 appointing authority may establish compensatory time policies for its exempt and non-exempt  
18 employees as applicable."

### 19 **Accrual of Compensatory Time**

20 The annual period for the accrual of compensatory time starts November 1 and ends  
21 October 31 of the following calendar year. A regular exempt employee accrues compensatory  
22 time for hours that the employee works in any pay period that are: (a) in excess of the number of  
23 full-time hours of work required in that pay period; and (b) reported on timecards each pay  
24 period, along with other hours, in accordance with the House timecard policy below.  
25 Compensatory time is accrued at the rate of 1.5 times the number of hours recorded in excess of  
26 the hours in the pay period, excluding unpaid leave, compensatory time, and non-observed  
27 holiday makeup hours. The maximum amount of compensatory time that may be accrued during  
28 an annual period is 300 hours.



### Timecards

1  
2 Employees shall record their time accurately on a daily basis in the timecard system  
3 provided by Human Resources, indicating the hours worked, vacation time, sick time,  
4 compensatory time, non-exempt overtime, holiday(s), floating holiday(s), or other acceptable  
5 time subject to the provisions of the LCC Legislative Plan for Employee Benefits and Policies.  
6 Hours worked should not be recorded in advance. Time may not be recorded in less than one-  
7 quarter hour increments unless using a lesser fraction accrued in a remaining balance. The total  
8 of daily hours recorded for the payroll period must be at least equal to the number of work hours  
9 required for that period. The accrual of vacation, sick, non-exempt overtime, and compensatory  
10 time is based solely on these approved timecards, in accordance with the standards used to  
11 determine employee benefits in the LCC Legislative Plan for Employee Benefits and Policies  
12 and the House Compensatory Time and Non-Exempt Overtime policies above.

13 Employees shall record on the timecards all hours worked, including hours worked away  
14 from state offices or outside of standard House work hours. An employee may record hours  
15 worked away from state offices only if the employee and supervisor have determined that doing  
16 the work away from state offices is necessary to the proper and timely discharge of the  
17 employee's essential job duties. This is not a telecommuting policy; it does not allow an  
18 employee to engage in, or a supervisor to permit a regular schedule of work away from state  
19 offices, without the approval of both the Department Director and the Director of Human  
20 Resources. An employee may not record more than eight (8) hours of work per day for  
21 attendance at a conference or seminar away from state offices, without the prior approval of both  
22 the Department Director and the Director of Human Resources.

23 Supervisors are responsible for the administration of this policy. Supervisors shall  
24 require that employees be current in completing their timecards in accordance with this policy.  
25 Timecards must be approved by the employee's supervisor and signed by the supervisor or the  
26 supervisor's designee.

27 The timecard for a pay period must be completed in accordance with this policy and  
28 submitted to Human Resources within three business days. If a regular exempt employee's  
29 timecard is not received by Human Resources by this deadline, the employee is not in  
30 compliance with this mandatory requirement, and the employee may not accrue compensatory

1 time for the pay period for which the employee's timecard is not completed and submitted in  
2 accordance with this policy.

### 3 **Personnel Policies**

4 Personnel policies or Rules resolutions may be adopted as necessary which affect the  
5 work hours and/or work location outlined in this policy.

### 6 **Remote Work Policy**

7 The Minnesota House of Representatives adopts a policy on conducting remote work as  
8 follows:

9 (1) A Department Head, in consultation with the House Director of Human Resources,  
10 may approve a request by a supervised employee to work remotely during the 2025 interim, as  
11 provided under this policy. Approval of a remote work schedule is not guaranteed, and an  
12 employee's request will only be approved if the Department Head determines that a remote work  
13 schedule does not reasonably interfere with the employee's or department's ability to perform  
14 required job duties, or to serve the House of Representatives and members of the public in a  
15 professional and efficient manner.

16 (2) An interim remote work schedule may begin June 2, 2025. Staff will return to fully  
17 in-person work on December 1, 2025. The Speaker may also extend or suspend this policy based  
18 on House needs.

19 (3) The relevant Department Head, in consultation with the House Director of Human  
20 Resources, may suspend an employee's remote work schedule authorization if a business need of  
21 the House reasonably requires the employee to work in person. This may include, but is not  
22 limited to, if a committee hearing or special session is reasonably expected to occur, or other  
23 House business or departmental needs require in-person work. As applicable, a suspended  
24 remote work schedule authorization may be reinstated after the House business need or  
25 departmental need has been addressed, or after the committee hearing or special session has  
26 adjourned or recessed for a significant time.

1 (4) Staff must submit a remote work schedule for Department Head approval. Employees  
2 who are approved for an interim remote work schedule may work remotely on Monday,  
3 Thursdays, and Fridays during the interim remote work schedule. Tuesdays and Wednesdays  
4 will be reserved for in-person collaboration and team meetings, and Department Heads will set  
5 in-person attendance requirements for their staff based on departmental needs. Except as  
6 provided in paragraph (6), regular leave schedules of only Tuesdays and Wednesdays off will not  
7 be approved.

8 (5) Staff working remotely must be available for remote meetings and contacts in a  
9 reasonably prompt fashion similar to when they are in person. The Department Head may set  
10 work and performance expectations for their staff, including being reasonably available during  
11 certain hours or based on the remote work schedule approved by the Department Head. Remote  
12 work schedule privileges may be suspended by the Department Head or the House Director of  
13 Human Resources for repeated unavailability or other performance issues.

14 (6) If feasible, a Department Head may, in consultation with the House Director of  
15 Human Resources, approve other temporary remote work for an employee with exigent health,  
16 family, or safety circumstances. A request for a disability-related accommodation must be  
17 communicated to the House Director of Human Resources.

18 (7) Paragraphs 1 to 5 sunset November 30, 2025. Nothing in this policy is intended to  
19 create, nor is it construed to constitute, a contract with any employee or employees.

## MEMBER BUSINESS SERVICES

### Payment of Per Diem Living Expenses During Interims

Members may receive per diem living expense during interims for conducting legislative business and official duties of the office at a rate per calendar day authorized by the Committee, in any of the following situations:

- Chairs of committees for duties related to their committee or their office, including meeting with staff
- Members attending meetings of their committees or subcommittees or of task forces formed by the Speaker or committee chairs
- Committee members conducting committee business, upon the approval of the committee chair
- The Speaker, Majority Leader, or Minority Leader, for duties related to their offices
- Members, when conducting legislative business and official duties of the office, as approved by the Speaker or, for members of the minority caucus, by the Minority Leader
- Up to two days, as needed for travel to and from the place of business, when the business to be conducted is also eligible for per diem.

A request for the payment of per diem must be in writing. A request must be approved by the Speaker, by a committee chair, or by the Minority Leader for members of the minority caucus. For attendance at a committee, subcommittee, or committee task force meeting or for other committee business, the request must be approved by the chair of the appropriate committee.

In addition, members may request payment of per diem living expenses for up to twenty days during each interim, for the purpose of conducting legislative business and official duties of the office at the State Capitol or within the member's legislative district. Any per diem claimed from January 6 through January 13, 2025 shall be considered an interim per diem. If the member resides more than 50 miles from the State Capitol, the member also may receive up to one day of per diem for the round trip between his or her residence and the State Capitol for up to ten days. If the member resides more than 50 miles from the State Capitol, he or she may be reimbursed

1 for the expense of one night's lodging in the vicinity of the State Capitol or while in direct transit  
2 between his or her residence and the State Capitol up to a total of ten nights during each interim.  
3 A member must submit the request for payment of per diem living and other expenses for this  
4 purpose to House Budget and Accounting in writing on the form provided within 90 days from  
5 the date of the related activity.

### 6 **Leadership Compensation**

7 Pursuant to Minnesota Statutes 2024, section 3.099, subdivision 3, the following  
8 leadership positions are designated to receive the compensation indicated, effective January 14,  
9 2025.

10 The Speaker of the House, the Chair of the Committee on Rules and Legislative  
11 Administration, the House Minority Leader, the House Majority Whip, and the House Deputy  
12 Minority Leader are each designated to receive 140 percent of the compensation of other  
13 members.

### 14 **Expense Reimbursement**

15 The House Controller is authorized and directed to prepare and issue warrants in payment  
16 of living expenses to each member of the House each calendar day of the sessions of the 94th  
17 Legislature.

18 Each member of the House whose home is over 50 miles from the Capitol, as measured  
19 by the shortest of the more commonly traveled routes may be reimbursed up to \$2,200 per month  
20 for the member's actual lodging expenses of the 94th Legislature, but total reimbursement may  
21 not exceed \$39,600. The Speaker, Majority Leader, Majority Whip, Minority Leader, Deputy  
22 Minority Leader, and Committee Chairs, whose home is over 50 miles from the Capitol, as  
23 measured by the shortest of the more commonly traveled routes may be reimbursed up to \$2,200  
24 per month for the member's actual lodging expenses of the 94th Legislature. The term "lodging  
25 expenses" includes, in addition to rent, the following lodging-related expenses at the place of  
26 lodging: furniture rental, local telephone, internet access service, basic media service, utilities,  
27 renter's insurance, non-refundable fees, and parking. A member who is eligible for the monthly

1 lodging reimbursement and who enters into a lodging contract for the purpose of attending the  
2 2025 regular session of the 94th Legislature is eligible to receive the monthly lodging  
3 reimbursement beginning December 1, 2024 and ending December 31, 2026.

4 Each member requesting reimbursement must file the member’s housing and furniture  
5 rental contracts with House Budget and Accounting and must include a receipt or other  
6 verification of payment, with each monthly request for reimbursement. Each member requesting  
7 the lodging reimbursement must certify in writing to the House Controller, before the issuance of  
8 the first monthly warrant for each of the sessions of the 94th Legislature that he or she has  
9 moved from the usual place of lodging and is eligible for the lodging reimbursement authorized  
10 by this resolution. Members’ lodging leases are nonpublic data. Members shall pay no more  
11 than market rates when leasing commercial or noncommercial lodging units. Upon entering into  
12 an agreement, the House Budget and Accounting Office may make payments directly to lessors  
13 for session or interim lodging, furniture or parking for a member and direct payments are subject  
14 to all the limits or requirements that apply to reimbursement of the comparable expenses under  
15 this resolution.

16 During the sessions of the 94th Legislature, a member may be reimbursed for the expense  
17 of overnight lodging in the vicinity of the Capitol Complex on a night when the member is  
18 required to remain at the Capitol Complex to conduct legislative business or for reasons of  
19 safety. The reimbursement may not exceed \$175.00 per night. The reimbursement request must  
20 be in writing, accompanied by a receipt or other verification of payment, and approved by the  
21 Speaker. Members may request reimbursement by submitting the request in writing on the form  
22 provided to House Budget and Accounting within 90 days from the date of the expense.

23 A member whose home is over 50 miles from the Capitol may opt out of the monthly  
24 lodging reimbursements. Such a member is eligible to receive daily business to business mileage  
25 reimbursements. Mileage and overnight lodging reimbursements for members opting out may  
26 not exceed \$2,200 per month, nor exceed the 94th legislative limit of \$39,600.

27 Each member of the House whose home is over 50 miles from the State Capitol, as  
28 measured by the shortest of the more commonly traveled routes, may be reimbursed for travel to  
29 and from the member’s place of residence at the same rate per mile as the standard federal  
30 mileage rate. Each member of the House who resides more than 125 miles from the State

1 Capitol may be reimbursed for the lesser of actual expense of air travel between his or her place  
2 of residence and the State Capitol including costs of ground transportation to and from the  
3 respective airports or actual mileage for the travel. If the member travels in a personal aircraft,  
4 the travel reimbursement may not exceed the amount of reimbursement that would be payable  
5 for the trip by automobile. During sessions, a qualifying member is entitled to this travel  
6 reimbursement upon request for actual trips taken, not to exceed one round trip per week of a  
7 regular or special session. During interims, this reimbursement is available to a qualifying  
8 member only for business at the Capitol authorized and approved under the rules committee's  
9 Policy on the Payment of Per Diem Living Expenses during Interims.

10 When a member or employee is authorized to travel within the state on legislative  
11 business and official duties of the office, reimbursement for lodging may not exceed \$175.00 per  
12 night. However, when members or employees are attending a meeting or conference within the  
13 state, they may be reimbursed up to \$200.00 per night at the site of the meeting or conference.  
14 Members or employees may request reimbursement by submitting the request in writing on the  
15 form provided to House Budget and Accounting within 90 days from the date of the expense.

16 During the 2025 and 2026 interims of the 94th Legislature each member of the House  
17 may receive, upon written request, travel reimbursement for constituent service travel within the  
18 member's legislative district, within any county that is in any part of the member's legislative  
19 district, or within any county that is adjacent to a county that is in any part of the member's  
20 legislative district, up to a maximum amount based upon the actual size of the district. The  
21 maximum reimbursement must be computed at the standard federal mileage rate per square mile  
22 per month, with a minimum allowable amount of \$100 and a maximum allowable amount of  
23 \$850 per month times the number of interim months. Members may receive an additional \$100  
24 monthly travel reimbursement in excess of the maximum for each increment of 1,000 square  
25 miles for which their district size exceeds 1,000 square miles. Reimbursements must be for  
26 actual miles travelled and at the federal mileage rate. Members may request payment by  
27 submitting the request in writing in the form provided to House Budget and Accounting within  
28 90 days from the end of the month in which payment is requested.

1           During the 2025 and 2026 sessions and during the interims of the 94th Legislature, the  
2 Speaker's advance approval is required for per diem and reimbursement of expenses for all out-  
3 of-state travel by a member or employee.

4           During the 2025 and 2026 interims, a member of the House who is traveling away from  
5 the member's home to conduct business authorized and approved under the rules committee's  
6 Policy on the Payment of Per Diem Living Expenses During Interims may be reimbursed for  
7 actual expenses in the same manner as House employees, except as otherwise provided in this  
8 resolution. During the sessions of the 94th Legislature, a member may be reimbursed for actual  
9 expenses for authorized travel on legislative business away from the Capitol in the same manner  
10 as House employees, except as otherwise provided in this resolution. The manner of  
11 authorization is as provided in the Policy on the Payment of Per Diem Living Expenses during  
12 Interims. The reimbursement is in addition to per diem expense allowances.

13           During sessions and interims a member may not receive reimbursement for food  
14 expenses on any day that the member receives per diem. If the House provides or pays for a meal  
15 for the member, the cost of the meal must be deducted from the per diem paid to the member.

16           The members and members-elect who attended freshman orientation, organizational  
17 caucuses and retreats, legislative orientation programs, and caucus personnel committee  
18 meetings held in preparation for the 94th Legislative Session must be reimbursed for actual  
19 expenses, upon request, in the same manner and in the same amounts as legislators who attended  
20 interim meetings of legislative committees during the 93rd Session. Members-elect are not  
21 eligible for per diem allowances.

22           Each member of the House, upon their voluntary request, must be paid per diem living  
23 expenses in an amount up to \$86 for each calendar day during the sessions of the 94th  
24 Legislature and during the interims as authorized and approved under the rules committee's  
25 Policy on the Payment of Per Diem Living Expenses during Interims.

26           During the 94th Legislative Session, requests for reimbursements must be submitted in  
27 writing on the form provided to House Budget and Accounting within 90 days of the expense  
28 occurring.

### **Member's Personalized Stationery Allocation**

1  
2 The Controller may purchase personalized stationery for each member of the House of  
3 Representatives as provided by this resolution. The Controller must arrange for the bulk purchase  
4 of standard items of personalized stationery. The Controller may purchase the standard items in  
5 bulk for each member as directed by the member. Except as otherwise provided in this  
6 resolution, the total cost of the stationery purchased for a member may not exceed the cost of the  
7 following standard order under the bulk purchase arrangement: 4,000 letter-size letterheads and  
8 envelopes; 1,000 business cards; 500 informal note cards and matching envelopes or the  
9 equivalent in memo cards and envelopes.

10 The Controller must furnish the Speaker, the Majority Leader, and the Minority Leader  
11 additional amounts of this stationery, upon request.

12 The Controller must furnish the chair of a standing committee or division additional  
13 letterhead and envelopes, upon request.

14 New members are to be provided with temporary stationery upon assuming the duties of  
15 their office.

16 A member may request the Controller to purchase stationery costing more than the  
17 maximum authorized by this resolution, but the request must be made before the Controller  
18 submits the member's stationery order to the printer, and the member must pay the printer  
19 directly for the cost of the additional printing. After the Controller submits to the printer the print  
20 order for a member's stationery, a member must order directly from the printer and pay the  
21 printer directly for any additional stationery.

### **Postage and Digital Constituent Communications**

22  
23 Each member of the House of Representatives receives a postage and digital constituent  
24 communication allotment of \$2,112 for 2025 and \$1,056 for 2026. Members may elect to  
25 receive this allotment as 100% postage, 70% postage and 30% digital constituent  
26 communications, or 50% postage and 50% digital constituent communications. The Speaker,  
27 Majority Leader, and Minority Leader each receive an additional allotment of \$2,112 in postage  
28 for each year. (One who takes office after February 1 in any year receives a proportionate share

1 of the allotment for that year, calculated from the beginning of the month in which the member  
2 takes office.) Balances from 2025 carry over to 2026. Balances on December 31, 2026 are  
3 canceled.

4 In addition, mailings may be charged by the Speaker to the Speaker's account, by the  
5 Majority Leader to the budget of the Committee on Rules and Legislative Administration, by the  
6 Minority Leader to the minority caucus budget, and by a committee chair to the committee  
7 budget.

8 Members and staff must use the House's postage meter or the Department of  
9 Administration's Central Mail Services for all large or regular mailings. For convenience in  
10 handling correspondence in small numbers or when the House postage meter is unavailable,

11 (a) each member receives a portion of the postage allotment annually in the form of  
12 stamps (up to 800 first class stamps issued when the member takes office and up to 800 stamps  
13 issued in January 2026) with the amount being dependent on their postage and digital constituent  
14 communication allotment selection; and

15 (b) the Sergeant-at-Arms may provide 100 stamps to each of the Majority Caucus,  
16 Minority Caucus, Chief Clerk's Office, Fiscal Analysis Department, House Public Information  
17 Services Department, House Research Department, House Human Resources Department,  
18 Budget and Accounting Department and the Sergeant at Arms Department, upon written request  
19 of the director.

20 A member's digital constituent communication allotment may be used for costs  
21 associated with distribution of written materials in an electronic format for constituent  
22 communications, on a website or social media platforms as approved by the Speaker. To be  
23 eligible for the digital constituent communication allotment usage, the member must certify in  
24 writing that the materials distributed comply with all applicable policies of the House, including  
25 the House Campaign Activity Policy, and must provide a copy of the materials to the Sergeant-  
26 at-Arms. Materials submitted to the Sergeant-at-Arms are subject to review by the Speaker of  
27 the House, the Majority Leader, the Minority Leader or their designee at any time.

28 The House Sergeant-at-Arms must maintain a record of postage used, stamps distributed,  
29 and electronic materials submitted under this resolution. The Postmaster must inform members

1 of the status of their postage and digital constituent communication allotments in a timely  
2 manner.

3 Postage and digital constituent communications of the House of Representatives may not  
4 be used for any purpose other than legislative business.

5 **Reimbursement of Member Communications Expenses**

6 During the sessions and interims of the 94th Legislature each member of the House of  
7 Representatives may receive, upon written request, a communication expense allowance to  
8 efficiently conduct legislative business.

9 A Member may request an allowance up to \$125 per month for internet services, an  
10 additional residential telephone line, optional telephone services, wireless services; or any other  
11 communication expenses needed to maintain frequent and reliable communication with  
12 constituents, House staff and other government officials.

13 Members may request payment by submitting a signed, written request to House Budget  
14 and Accounting within 90 days from the end of the month or quarter in which payment is  
15 requested, and may at their discretion submit a receipt for actual costs up to the amount of the  
16 allowance.

**OTHER****Alcohol Consumption**

The Minnesota House of Representatives prohibits alcohol consumption in any House-controlled space of the Centennial Office Building.

**Drug Use**

The Minnesota House of Representatives prohibits employees from consuming any drug in any House-controlled space, except for over the counter, as prescribed by a health care provider, or unless the employee is a registry program patient.

**Legal Fees**

The Committee on Rules and Legislative Administration authorizes payment by the House of Representatives of reasonable legal fees and expenses incurred under the following circumstances by the individuals indicated.

1. When the vote in an election to the House is the subject of a publicly-funded recount under Minnesota Statutes, section 204C.35, subdivision 1, payment may be authorized for each candidate.

2. When the vote in an election to the House is the subject of a recount at a candidate's own expense under Minnesota Statutes, section 204C.35, subdivision 2, payment may be authorized for: (a) a candidate who is responding as a contestee to a recount paid by another candidate, and (b) a candidate who pays for a recount at the candidate's own expense and prevails.

3. When an election to the House is contested in a judicial proceeding under Minnesota Statutes, chapter 209, on the ground that deliberate, serious, and material violations of state election laws occurred, payment may be authorized for a member of the House whose election was contested if the member was exonerated in the judicial proceeding by virtue either of a dismissal or a judicial decision.

4. When an election to the House is contested in a judicial proceeding under Minnesota Statutes, chapter 209, on grounds other than that identified in item #3, payment may be

1 authorized for: (a) a candidate who is responding as a contestee in the judicial proceeding, and  
2 (b) a candidate who is a contestor and prevails in the judicial proceeding by virtue of a decision  
3 either that the election was invalid or that the contestee did not receive the largest number of  
4 votes legally cast.

5 5. When a county attorney conducts an investigation of alleged unfair campaign practices  
6 under Minnesota Statutes, section 211B.16, payment may be authorized for a member of the  
7 House who is subject to the investigation if the county attorney decides not to proceed with, an  
8 indictment, charge, or complaint on the matter, or if the grand jury returns no indictment.

9 The general policy of the Committee is to authorize payment of reasonable legal fees and  
10 expenses incurred by individuals in the circumstances enumerated above. However, all requests  
11 for payment will be evaluated individually. Before authorizing payment of legal fees and  
12 expenses, the Committee will require a detailed statement of all legal fees and expenses for  
13 which payment is requested, including the date, activity, and time of each item. (Committee on  
14 Rules and Legislative Administration, 2007-R9, approved 3/7/07.) The Committee may choose  
15 to set limits on payment in particular cases, including on the aggregate time or payment allowed.

16 This policy does not preclude the Committee from refusing to authorize a payment of  
17 legal fees and expenses, based on the facts and circumstances in a particular case, nor does the  
18 policy preclude the Committee from approving other reasonable requests for payment of legal  
19 fees and expenses.

## 20 **Photographs and Digital Images**

21 This policy applies to photographs and digital still images<sup>1</sup> taken by House employees  
22 using House equipment and for official House business. This policy does not apply to still or  
23 moving images created by House video production staff.

24 Official House member portraits are ones taken by the House photographers in the House  
25 photo studio.

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<sup>1</sup> A digital still image is an image of someone or something that is preserved in electronic form rather than on photographic film. A copy of a digital image can be made on photographic paper, as a print, or transferred electronically to other devices.

1 A copy of a photograph or digital image may be obtained, upon request, free of charge  
2 except as stated in this policy. The requester may ask for the copy either in the form of a print or  
3 as a digital image transferred electronically. Requests for print or digital copies should be  
4 submitted to House Public Information Services photographers. Up to ten printed copies may be  
5 provided upon request.

6 The requester must have the approval of each legislator clearly depicted, unless the  
7 photograph or image is publicly available. Except as stated in this policy, photographs and digital  
8 images taken by House employees using House equipment may be used for personal or nonprofit  
9 use. A photograph or digital image may not be sold or used in any way for profit or commercial  
10 purposes, including use on a website or printed materials.

11 A fee must be paid for a copy of a photograph or digital image used in a local or  
12 statewide campaign for public office. For a legislator, a photograph or image is considered both a  
13 campaign expenditure and a constituent service (half of each) when it is distributed within 60  
14 days after adjournment sine die in an election year for the House; it is considered entirely a  
15 campaign expenditure when it is distributed thereafter that year until the general election.

16  
17 The fees are as follows:

- 18 • For a print of a photograph or digital image:  
19 4x5 inches: \$4.00  
20 5x7 inches: \$6.00  
21 8x10 inches: \$8.00
- 22 • For a digital image only (without a print): \$4.00. A legislator may choose instead to pay a  
23 fee of \$50.00 annually (\$100.00 for the legislative biennium) for access to and use of all  
24 digital images of himself or herself. A one-year digital image access payment will  
25 authorize a legislator's access to photos for the year in which the payment was made or  
26 the year which the member specifies if different.

27 Checks must be made payable to the Minnesota House of Representatives and submitted  
28 to House Budget and Accounting, Third Floor, Centennial Office Building.

29 The House retains copyright in perpetuity to photographs and digital still images taken by  
30 House employees using House equipment.

**House Chaplain**

The compensation for the chaplain for the Sessions of the 94th Legislature is \$35.00 per legislative day and the Chaplain of the House, in addition, receives an honorarium of \$2,000.00 per year.

**Administration of Educational Programs****High School Page Program**

A High School Page Program administered by the Sergeant-at-Arms must conform to the following requirements: The maximum number of participants in the program during each year of the biennial legislative session is 100. If there are no applicants for the program from a house district, the Sergeant-at-Arms may, at the Sergeant's discretion, select another student. High school pages serve for a period of one week and receive a stipend of \$15.00 per day. High school pages may choose to stay in lodging arranged for and paid by the House. The Sergeant-at-Arms shall report to the House Budget and Accounting Office the names of all high school pages. The House of Representatives provides chaperoned supervision for high school pages outside of normal working hours, and the Sergeant-at-Arms shall so inform the parents or guardians of each high school page prior to the page's participation in the program.

**Undergraduate Internship Program**

An Undergraduate Internship Program administered by the Sergeant-at-Arms must conform to the following requirements:

- The maximum number of participants in the program during each year of the biennial legislative session is 40.
- Undergraduate Interns shall receive a stipend of \$125.00 for completing 6 hours of participation each week only during the 2025-26 legislative session.
- The Sergeant-at-Arms shall report attendance records to the House Budget and Accounting Office each week to authorize the stipend.

Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

HARRY NISKA, CHAIR