

Wyoming Legislative Service Office Personnel Manual

Prepared by
Management Council
Legislative Service Office

November 2024



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PERSONNEL MANUAL

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WYOMING LEGISLATIVE SERVICE OFFICE

PERSONNEL MANUAL

[November 2024]

WELCOME TO NEW EMPLOYEES

On behalf of the Management Council of the Wyoming Legislature, welcome to the Legislative Service Office. You have joined an organization that has a long tradition of providing quality service to the Wyoming State Legislature. We hope that you will contribute to that tradition and that you will find your service to the Legislature and the State of Wyoming to be both professionally challenging and personally rewarding.

This Personnel Manual outlines policies in effect for the Legislative Service Office and contains valuable information for you as an employee. If you have questions about the material in this manual, please feel free to speak with the Director.

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EMPLOYMENT-AT-WILL

EMPLOYMENT WITH THE LEGISLATIVE SERVICE OFFICE (LSO) IS EMPLOYMENT-AT-WILL. PURSUANT TO W.S. 28-8-103, ALL PROFESSIONAL, TECHNICAL AND CLERICAL STAFF ARE HIRED BY THE DIRECTOR AND SERVE AT THE DIRECTOR'S PLEASURE. THIS MEANS THAT THE DIRECTOR RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY EMPLOYEE, AT ANY TIME, WITH OR WITHOUT CAUSE, EXCEPT FOR A CAUSE THAT VIOLATES APPLICABLE FEDERAL OR STATE LAW.

THE POLICIES AND STATEMENTS CONTAINED IN THIS MANUAL ARE PRESENTED AS A MATTER OF INFORMATION ONLY AND ARE INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR EMPLOYMENT.

NOTHING IN THIS MANUAL SHALL BE CONSTRUED TO BE A CONTRACT OF EMPLOYMENT BETWEEN THE LEGISLATIVE SERVICE OFFICE AND THE EMPLOYEE.

ADDITIONALLY, THIS MANUAL IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. NEITHER THE DIRECTOR, NOR ANY OTHER PERSON REPRESENTING THE WYOMING LEGISLATURE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT WITH AN EMPLOYEE THAT IS CONTRARY TO AT-WILL-EMPLOYMENT AND NO EMPLOYEE IS ENTITLED TO RELY UPON ANY ORAL OR WRITTEN STATEMENTS TO THE CONTRARY.

NOTHING IN THE REMAINDER OF THIS MANUAL IS MEANT TO MODIFY THIS AT-WILL EMPLOYMENT RELATIONSHIP.

FURTHER, THE MANAGEMENT COUNCIL RESERVES THE RIGHT TO MODIFY THIS MANUAL AT ANY TIME, WITH OR WITHOUT NOTICE TO LEGISLATIVE SERVICE OFFICE EMPLOYEES.

I. THE LEGISLATIVE SERVICE OFFICE (LSO)

A. History and Overview of the LSO

The Legislative Service Office (LSO) was created by Act of the Forty-First Legislature, Chapter 113, Session Laws of Wyoming 1971. It commenced operations on March 1, 1971. Policies, rules and regulations governing the general operations of the Office and its relationship to legislative committees and individual legislators are made by the Management Council. Prior to February 2022, the Council was composed of 13 members consisting of the Senate and House leadership, plus 2 at large members from the Senate and 2 from the House selected by party caucus, and 1 additional at large member. After February 2022, the Management Council is composed of 10 members, five members from the Senate and House composed of leadership and an at-large member from each house. The LSO Director is employed by and subject to the direction of the Management Council. Other employees of the office are employed by and serve at-will at the pleasure of the Director. The staff is selected and services are performed on a nonpartisan basis. The most recent office organizational chart has been inserted at the back of this Manual. [Attach most recent Org Chart]

Legislators in Wyoming do not have individual staff. Rather, staff services are provided by the LSO acting as a central nonpartisan staff agency. Staff of the LSO help members of the Legislature identify and articulate issues, develop information related to those issues, help identify possible solutions and provide information about the pros and cons of those solutions.

The LSO provides research and bill drafting services, contracts for printing and publication of the statutes, and accounts for all expenditures and property of the Legislature. In addition, members of the staff prepare administrative rule reviews, conduct oversight evaluations of executive agency programs, conduct fiscal studies and budget analyses, coordinate legislative activities related to school finance, maintain the Legislature's technology systems, conduct general research for the Legislature and provide public information services, including visitor services in the Wyoming State Capitol Building.

B. Mission Statement

The Legislative Service Office provides high-quality, professional and nonpartisan staff support to exercise the constitutional duties of the Wyoming Legislature.

II. GENERAL EMPLOYMENT POLICIES

A. LSO Exempt from Executive Branch Policies

LSO staff are subject only to those policies, manuals, rules and statutory provisions governing employees of the Legislature and are specifically exempt from laws and personnel rules relating to employees of the Executive branch of Wyoming state government including the Executive branch compensation plan, job classifications and personnel rules governing employee discipline, grievances and appeals.

B. Equal Employment Opportunity

The LSO is an equal opportunity employer and it adheres to all federal, state and local laws and regulations related to equal employment opportunity. The LSO does not discriminate against any individual based on race, color, creed, religion, sex, national origin, age, political affiliation, disability, or other protected status, with respect to hiring or any other term or condition of employment.

C. Americans with Disabilities Act

In accordance with the Americans with Disabilities Act, upon request by an employee and upon approval of the Director, the office will provide reasonable accommodations to a qualified employee with a disability unless it will result in an undue hardship for the office, or compromise the ability of the office to perform its statutory mandates.

D. Immigration Compliance

Under the federal Immigration Reform and Control Act, employers are required to verify that all new employees are either United States citizens or aliens authorized to work in the United States. Employment with the LSO is subject to compliance with this federal law including the requirement that employees complete an I-9 form.

E. Hiring Preferences

Preference shall be given veterans of military service in accordance with W.S. 19-14-102(a).

F. Anti-Discrimination and Sexual Harassment Policy

I. Statement of Policy and Applicability

The Wyoming State Legislature strongly disapproves of and does not tolerate discrimination or harassment. Any form of discrimination or harassment is a violation of this policy. All complaints or reports of discrimination or harassment shall be promptly investigated. If a complaint or report is found to constitute discrimination or harassment in violation of this policy, appropriate corrective action shall be taken.

Except as provided herein, this policy applies to members and employees of the Legislature and covers their interactions when in session and at all other times they are acting in their official capacity as a member or employee of the Legislature, including at interim committee meetings across the State and legislative conferences across the country. This policy also applies to complaints or reports of discrimination or harassment made by third parties who are observing in person or doing business with the Legislature.

This policy does not apply to legislator conduct which would qualify for protection under Article 3, Section 16 or similar protection contained in the Constitution of the United States.

This policy does not create or extend legal rights, classes or causes of action not established by federal or state of Wyoming law.

II. Definitions

- (a) "Complaint" means an account of conduct which may violate this policy and for which corrective action is appropriate against a person who committed discrimination or harassment, if substantiated.
- (b) "Employee" includes LSO staff, session staff, interns and pages.
- (c) "Member" means a current Wyoming state legislator and includes any appointee or person newly elected in a general election to the Legislature.
- (d) "Report" means the reporting of an incident or conduct by a person to either seek guidance on whether the incident or conduct violates this policy or to document the incident or conduct for the purpose of creating a record in the event the conduct or incidents continue or the reported behavior becomes more egregious or demonstrates a repeated pattern of conduct.
- (e) "Third party" includes any elected official, or employee of the Executive or Judicial branches of state government, member of the media, lobbyist and member of the public.

III. Prohibited Conduct

The following conduct is prohibited under this policy:

- (a) Discrimination or harassment:
 - (1) Discrimination or harassment means any conduct that violates state or federal law by:
 - (i) Substantially interfering with or affecting an individual's work performance, employment, term or condition of an individual's employment or business with the Legislature; or
 - (ii) Creating an intimidating, hostile or offensive environment in the Legislature.

- (2) Civil discussion of controversial topics within the public discourse does not constitute discrimination or harassment.
- (b) Sexual Harassment:
 - (1) Sexual harassment is a form of sex discrimination.
 - (2) Sexual harassment means any unwelcome sexual advances, requests for sexual favors, comments of a sexual nature, unwelcome touching and other conduct of a sexual nature when:
 - (i) Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or ability to conduct business with the Legislature; or
 - (ii) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
 - (iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive environment.
- (c) Retaliation against any member, employee or third party who has lodged a complaint, filed a report, testified, assisted or participated in any manner in an investigation under this policy.
- (d) Any other conduct that violates applicable federal or state anti-discrimination law.

IV. Procedures to Lodge a Complaint or File a Report

Any member, employee or third party may lodge a complaint or file a report as provided in this section. Complaints and reports may be provided in written form or may be verbally communicated. Complaints and reports shall include as much information as possible about the offending conduct, including the nature of the conduct, the date, time and location where the conduct occurred, frequency of the conduct and information about persons who may have witnessed the conduct. The person responsible for investigating the complaint or report under section V. of this policy, shall document receipt of the complaint or report by providing written acknowledgement to the person lodging the complaint or filing the report.

Before or in addition to lodging a complaint or filing a report, a member, employee or third party may, if he or she desires, notify the person of the unwelcome conduct and request that the conduct stop immediately.

- (a) Complaints or reports against a member or an employee.
 - (1) Any member, employee or third party who believes that he or she has been discriminated against or harassed by a member or an employee should lodge a complaint or file a report. The person may lodge a complaint or file a report with the person's supervisor, the House or Senate chief clerk, the presiding officer of the House or Senate, or to the LSO director or the director's designee.
 - (2) Any person listed in IV. A. 1. receiving a complaint or a report against a member or an employee, or any other person who suspects discrimination or harassment by a member or an employee, shall immediately report the conduct to the person responsible for investigating the complaint or report under section V. of this policy.
- (b) Any member, employee or third party who believes that he or she has been discriminated against or harassed in the legislative setting by a non-member or non-employee should report the conduct to the person's supervisor, the House or Senate chief clerk, the presiding officer of the House or Senate, or to the LSO director or the director's designee.
- (c) The LSO director or the director's designee shall maintain a confidential file of all complaints and reports under this policy.

V. Investigations

All complaints or reports of discrimination or harassment prohibited by this policy shall be investigated as soon as possible after the conduct is reported or suspected.

- (a) Complaints or reports against a member shall be investigated as follows:
 - (1) The presiding officer of the house of the member alleged to have committed discrimination or harassment, or that presiding officer's designee, shall communicate with the person who lodged the complaint or filed the report to explain the procedures for investigations under this policy and for investigations under Joint Rule 22-1 of the Joint Rules of the House and Senate. The presiding officer or designee shall ask whether the person would like the complaint to be addressed under this policy or under Joint Rule 22-1.
 - (2) Deference shall be given to the person's preference regarding how the complaint should be addressed unless it is determined by the presiding officer, after consultation with the majority and minority floor leaders, that the conduct of the member arises to the level of

legislative misconduct as defined in Joint Rule 22-1 and that an investigation under that joint rule is required.

- (3) Investigations under this policy against a member shall be conducted by the presiding officer of the house of the member alleged to have committed discrimination or harassment. Three members of the Senate or three members of the House, as applicable, may be designated by the presiding officer to participate in the investigation.
- (4) If a complaint is against a presiding officer, then the duties of the presiding officer under this subsection shall be the duties of the Senate Vice-President or the House Speaker Pro Tem.
- (b) Complaints and reports against an LSO employee shall be investigated by the LSO director. Complaints and reports against a House employee shall be investigated by the chief clerk of the House. Complaints and reports against a Senate employee shall be investigated by the chief clerk of the Senate. If a complaint is against the LSO director or the House or Senate chief clerk, then the duties of the director or chief clerk under this subsection shall be the duties of the presiding officer of the House or Senate.
- (c) Investigations may include interviews with the person making the complaint or report, the person alleged to have committed discrimination or harassment and any witnesses who may have relevant information.
- (d) At the request of the person responsible for investigating the complaint or report, Management Council or the House or Senate when in session, may approve use of an outside individual or entity to investigate complaints and make recommendations. The person lodging the complaint may specify their preference for an internal or outside investigation.
- (e) During the pendency of an investigation, a presiding officer, the LSO director or House or Senate chief clerk may take steps necessary to separate or limit the interaction of the person making the complaint or report and the person alleged to have committed discrimination or harassment.
- (f) The person responsible for the investigation shall report the findings of the investigation in writing to the person lodging the complaint or filing the report and the person alleged to have committed discrimination or harassment.

VI. Corrective Action

If the person responsible for investigating a complaint determines that discrimination or

harassment occurred, action shall be taken immediately to reasonably ensure that the discrimination or harassment is stopped and does not reoccur.

- (a) Corrective action for members may include written reprimand, mandatory increased anti-discrimination or sexual harassment training, reassignment of duties, loss of legislative responsibilities or assignments, censure, expulsion or other corrective action in accordance with rules of the Legislature, the Wyoming Constitution and Wyoming statutes.
- (b) Corrective action for employees may include counseling, increased training, written reprimand, suspension, demotion or termination of employment.
- (c) Corrective action may be taken against any person whose conduct was found to violate this policy as provided by law, the rules of the Legislature, and the inherent authority of the presiding officers and chairmen to regulate the conduct and behavior of persons associating with their respective bodies.
- (d) If the person conducting an investigation under this policy determines that the complaint or report alleges criminal activity, further investigation or corrective action under this policy may be held in abeyance pending completion of any criminal investigation.

VII. Confidentiality

All persons investigating a complaint or report shall keep confidential all aspects of the complaint, report and investigation unless all parties to the complaint or report waive confidentiality. Absent a waiver, any disclosure will be limited to only that which is necessary to investigate the complaint or report properly, to take corrective action or to report a potential violation of state or federal criminal law. If an investigation determines that corrective action is required against a member, the identity of the person lodging the complaint or filing the report shall remain confidential, but the identity of the member shall be made available to the public if the appropriate corrective action requires the vote of the entire body as provided by the rules of the Legislature, the Wyoming Constitution and Wyoming statutes.

In response to a request, the LSO director may release information on the number of complaints and reports received under this policy and other information to the extent the information does not allow for identification of any person and does not violate rules of the Legislature, Management Council Policy, the Wyoming Public Records Act or other applicable laws.

VIII. Implementation

The Legislature will ensure that this policy is disseminated and posted on the Legislature's

website, included in the appropriate employee handbooks and is made available to interested parties through the LSO. All members and employees shall receive training on this policy at least annually.

III. POSITION CLASSIFICATIONS

The LSO is a relatively flat organization and the unique environment of legislative staffing requires a good deal of flexibility. The pace and workload, especially during legislative sessions, will often require staff to take on new responsibilities and learn new skills. When hired, employees are assigned specific areas of primary responsibility, but all employees of the LSO may be required to perform other duties and services as the exigencies of the Legislature may demand.

The director and division administrators will periodically evaluate the core duties, responsibilities, scope, and complexity of positions to determine progressive job descriptions, position titles, and position levels. (Examples of position titles are: Associate Analyst, Analyst, Senior Analyst. Examples of position levels are: Associate Analyst I, Associate Analyst II, etc.) The director and the division administrators may adopt a policy outlining the competencies and experience required to advance within this position architecture, subject to Management Council approval. An employee may receive additional compensation with or without a title change. Any policy adopted shall recommend that an employee spend at least two years in a position title and at least one year in a position level prior to advancement to the next position title or position level. Subject to employee performance, available funding and Management Council approval, any policy adopted shall recommend a five to fifteen percent compensation increase between position titles and a two to ten percent compensation increase between position levels. (Management Council email ballot January 6, 2022.)

IV. WORK SCHEDULE AND HOLIDAYS

A. Work Schedule

The standard hours of operation for LSO are 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour off for lunch. However, legislative work frequently requires employees to work well beyond standard business hours, especially during the months leading up to and during the legislative session. Since it is sometimes impossible to know the type and scope of requests made by legislators, good staff support requires availability. Employees should be aware of the culture of the legislative environment and that additional work hours are frequently required of staff.

B. Alternate Work Schedule

LSO employees may be eligible for an individualized alternate work schedule, contingent upon the approval of the director and the employee's administrator and dependent upon the employee's workload, assigned duties, and ensuring adequate staff coverage in the employee's division during

the standard hours of operation for LSO. An alternate work schedule should require the employee to work at a minimum the same number of hours per week as employees working a standard schedule. An alternative work schedule shall be agreed upon in advance and may only be changed with the director's approval. (Management Council email ballot January 6, 2022.)

C. *Remote Work*

LSO employees are generally expected to report to the Wyoming State Capitol Building for work or other location where the Legislature or a committee thereof is meeting. The director retains the discretion to authorize LSO employees to perform their job duties at an alternate work location (remote work) based upon the employee's proven reliability, work performance, the availability of adequate technology at the remote work location and if the director determines remote work to be necessary or convenient for the best functioning of the LSO in carrying out its mission. (Management Council email ballot January 6, 2022.)

D. *Holidays*

Holidays shall be observed in accordance with W.S. 8-4-101, and as amended from time to time hereafter, except for holidays which fall on the days when the legislature is in session. (Management Council minutes, May 2 & 3, 1975.)

V. COMPENSATION AND BENEFITS

A. *Compensation Generally*

1. The director may establish the initial compensation to be paid a new employee consistent with their education, experience, competency and other qualifications, within a range approved by the Management Council.
2. An employee must have served a minimum of six (6) months at the salary last received before being eligible for a salary increase; provided, a salary increase may be awarded in a shorter period of time to compensate for a promotion or change to fill a vacancy in a position of greater responsibility. A new employee's salary is evaluated for the first time at the end of one (1) full year of service.
3. Except for new employees, LSO staff salaries are reviewed annually, normally in the month of December. Recommended salary adjustments are developed by the director in consultation with the chairman and vice chairman of the Management Council. Final action on salary adjustments is made by the full Management Council.

B. Compensation Philosophy

Management Council has adopted the following compensation philosophy:

1. As the Legislature's professional staff, LSO should continue to be compensated separately from the executive branch compensation plan, but should remain subject to Council policies, including this manual.
2. LSO staff compensation may be comparable to that for executive branch positions with similar responsibilities but should also reflect the additional skills required and the conditions and limitations under which LSO staff operate.
3. LSO staff compensation should be performance based.
4. Recognizing the benefits of retaining quality staff long term and given the limited opportunities for advancement to supervisory positions within the LSO, the Council may consider periodic salary adjustments for long term staff with outstanding performance regardless of whether the individual is serving in a supervisory position or changing position titles or position levels.
5. It is recognized that economic conditions and other practical considerations will necessarily affect the extent to which these principles can be applied. (Management Council email ballot January 6, 2022.)

C. Overtime Compensation; Compensatory Leave

State legislative employees are generally exempt from the overtime compensation provisions of the Fair Labor Standards Act. However, the Management Council allows overtime pay or compensatory leave for personnel who work over forty (40) hours per week as follows:

1. During the period from November 1 through March 31, and during the period two (2) weeks prior to and through one (1) week after a special session, LSO administrative support personnel who work over forty (40) hours per week at the request of the director, shall be paid for overtime at the rate of one and one-half (1 1/2) times their regular hourly pay. Except during the periods stated, administrative support personnel who work overtime shall be given compensatory time off at the rate of one and one-half (1 1/2) times the overtime worked. Regardless of the time period when a holiday occurs, LSO administrative support personnel who work on a holiday at the request of the director shall be paid at the rate of one and one-half (1 1/2) times their regular hourly rate per one (1) hour worked. At the request of an administrative support staff employee, the director may allow compensatory leave in lieu of payment in money for some or all of the hours worked during the periods stated. The determination shall be at the sole discretion of the director. (Management Council minutes, August 26, 1987; May 19, 2016; December 4-5, 2018.)

2. During the period from November 1 through March 31, and during the period two (2) weeks prior to and through one (1) week after a special session, legislative editors who work over forty (40) hours per week at the request of the director, shall be paid for overtime at the rate of their regular hourly pay. Except during the periods stated, legislative editors who work overtime shall be given compensatory time off at the rate of one-half (1/2) times the overtime hours worked. Regardless of the time period when a holiday occurs, legislative editors who work on a holiday at the request of the director shall receive compensatory time off at the rate of one (1) hour per one (1) hour worked. At the request of the legislative editor, the director may allow compensatory leave at a rate of one (1) hour per one (1) of overtime worked in lieu of any payment in money for some or all of the overtime worked. The determination shall be at the sole discretion of the director. (Management Council minutes, December 4-5, 2018.)
3. Temporary or hourly support personnel shall be compensated on the basis of an eight (8) hour work day and shall be paid for overtime at the rate of one and one-half (1 1/2) times their hourly rate of pay. (Management Council minutes, August 26, 1987.)
4. Except as otherwise noted herein, the professional staff of the LSO are expected to work the hours necessary to complete all assignments within deadlines and are not entitled to overtime compensation or compensatory leave. The professional staff consists of all staff not designated as administrative support personnel, including the director, assistant directors, administrators, section and other managers, staff attorneys, research analysts and associates, legislative and school finance analysts, legislative information officer and associates, program evaluators, computer programmers, and senior information technology staff. (Management Council minutes, May 19, 2016.)
5. With Management Council approval, and except as provided in this paragraph, the director may authorize professional staff employees paid compensatory leave days or hours in recognition of extraordinary time and effort, e.g., in preparing for and working during the legislative session and for staffing interim committee meetings and traveling to interim committee meetings. The director shall annually report to Council the director's recommendations for granting professional staff compensatory leave and provide uniform reporting of the number of hours worked by each employee from November 1 through the end of the most recently completed general or budget session and for hours worked staffing committees during the immediately preceding interim. If the director recommends compensatory leave for work related to a special session the director shall report the number of hours worked during the period two (2) weeks prior to through one (1) week after a special session. No employee is entitled to compensatory leave under this paragraph. Compensatory leave may be granted on an individual or other basis and at a rate or rates as determined in the sole discretion of Management Council. Professional staff who separate from Legislative employment shall not be paid for unused compensatory leave. The director, assistant director and administrators are not eligible for an award of compensatory time under this paragraph.

(Management Council minutes, May 19, 2016; Management Council email ballot January 6 & 7, 2022; Management Council October 24, 2022.)

6. At the direction of Management Council the director may purchase up to one hundred percent (100%) of compensatory leave awarded under paragraph 5 of this subsection or under previous Management Council policies or rules, as determined by the Council to be necessary or convenient for the best functioning of the Legislative Service Office. The purchase of compensatory leave under this paragraph may be determined on an individual or other basis and no employee shall be entitled to the purchase of compensatory leave. The rate of payment for compensatory leave purchased under this paragraph shall be based upon the employee's calculated daily rate of pay at the time of work attributable to the compensatory leave awarded. (Management Council minutes, May 19, 2016.)

D. Longevity Compensation

1. An employee shall have a minimum of five (5) years of satisfactory service with the LSO or with another agency of Wyoming state government in order to be eligible for longevity payments. An employee who transfers from a position with another agency of Wyoming state government to a position with the Legislative Service Office without an intervening break in service to the state shall be deemed to have continuous service with the Legislative Service Office for the purpose of longevity payments. An employee, who has previous service with Wyoming state government and who has not otherwise received credit for that service, but who has experienced an intervening break in state employment before being employed by the LSO, shall receive credit for that service from and after completion of twenty-four (24) continuous months of service with the Legislative Service Office.
2. For each five (5) years of satisfactory service, an employee shall be entitled to longevity pay in the amount provided for other state employees. The first increment for longevity pay shall be made the month in which falls the anniversary date of five (5) years of employment. Subsequent longevity increments shall be made the month in which falls the date of each subsequent five (5) year period of employment.
3. Only regular full-time LSO employees shall be granted longevity pay, and, notwithstanding subsection (1) of this section, only regular full-time service with the Legislative Service Office will count as legislative service toward longevity. (Management Council minutes, September 21, 1998.)

E. Retention Compensation Plan

1. The director may implement and administer a retention compensation plan to encourage retention of key employees throughout a legislative biennium. The plan shall be developed with and approved by the chairman and vice chairman of the

Management Council and is subject to the final approval of the Management Council. The retention compensation plan shall recognize: 1) the extraordinary demands legislative sessions place on LSO staff; 2) the challenging nature of employment in a legislative setting; 3) the disparity of staff to legislator ratio in the Wyoming Legislature compared to the legislatures of neighboring states; and 4) the need for retention of highly qualified employees who possess institutional knowledge of the Wyoming Legislature and the legislative process and whose loss during the biennium would negatively impact the ability of LSO to complete its statutory and other assigned duties.

2. Retention compensation earned in any fiscal year shall be paid over a biennium as follows: on April 30 in the year in which the general session is held; and on November 30 of the year in which the budget session is held. The retention compensation plan shall be expressed as a percentage of an employee's base salary for each year of the biennium and include mandatory benefits. The retention plan is unlikely to include every employee in the LSO. The percentage awarded in retention compensation is likely to vary from year to year and from employee to employee.
3. The retention compensation plan shall be approved by Management Council and articulated to the employee in December of the year preceding the year in which the general session is held, except in the first year in which this section is adopted in which the plan shall be approved prior to the start of the 2022 budget session. The plan shall be limited to at-will employees. All outstanding retention compensation shall be forfeited by an employee upon termination of employment with the LSO for any reason except for death or disability. Compensation awarded under this section shall be awarded in addition to all other compensation and benefits awarded to an employee under this personnel manual. No employee shall be entitled to compensation under this section unless awarded by Management Council. All retention and compensation plans adopted under this section are subject to available funding. (Management Council email ballot January 6, 2022.)

F. Travel Reimbursement for Official Business

Travel on legislative business, e.g., out of town committee meetings, is sometimes required as a condition of employment with the LSO. When traveling in-state, a vehicle may be checked out from the state motor pool or the employee may elect to use their own vehicle in which case they will receive a mileage allowance. The LSO will reimburse employees for actual travel expenses when engaged in legislative business. Employees should choose economical options relating to meals, lodging and transportation. Out-of-state travel requires prior approval by the director. Information on reimbursement rates and requirements for travel vouchers are available from the LSO fiscal officer.

G. *Miscellaneous Employee Benefits*

1. LSO employees participate in the state retirement, life and health insurance programs. Information regarding these programs can be obtained from the LSO fiscal officer.
2. Federal Public Law 99-272, commonly called "COBRA," requires that employees and dependents covered under the Uniform Group Insurance Program (UGIP) be offered the opportunity for a temporary extension of their health and dental coverage at the group rates upon termination of employment. Additional information regarding "COBRA" benefits can be obtained from the LSO fiscal officer.

H. *Training/Professional Development (TPD)*

The LSO encourages all employees to pursue training and personal development opportunities to the fullest extent possible. All TPD must be authorized by the supervisor and director prior to attendance. Authorization is subject to budget, training needs of other staff and the status of the employee's current workload.

VI. LEAVE POLICIES

A. *Types of Leave*

1. Leave is any authorized absence during regularly scheduled working hours that has been approved by the director. Please consult with your supervisor and then advise the front office or place the dates of your leave on the leave calendar when taking annual, compensatory or administrative leave, or planned sick leave. A statement of used and accrued leave is provided to each staff member monthly.
2. The following types of leave are established and will be in effect until amended or changed by the Management Council:
 - (a) Vacation leave;
 - (b) Sick leave;
 - (c) Administrative leave;
 - (d) Military leave;
 - (e) Leave without pay;
 - (f) Compensatory leave;

- (g) Family and Medical Leave;
- (h) Bereavement leave;
- (j) Newly hired employee leave.

B. *Vacation leave.*

1. Twelve (12) working days vacation shall be allowed each year for the first four (4) years of service. Fifteen (15) working days vacation will be allowed for the fifth through the ninth year of service. Eighteen (18) working days vacation will be allowed for the tenth through the fourteenth year of continuous service and twenty-four (24) working days vacation will be allowed for each year of service thereafter. In recognition of the fact that they are ineligible for the award of compensatory leave under section V.C.5 of this manual, a person serving as director, deputy director or administrator shall immediately begin to accrue twenty-four (24) working days vacation per year upon their appointment.
2. Vacation leave may be accumulated not to exceed thirty (30) days during the first five (5) years of service, and not to exceed forty-eight (48) days thereafter. Vacation leave accumulated in excess of the maximum allowed will be forfeited as of June 30 each year, with no entitlement to pay for forfeited time. (Management Council minutes, May 19, 2016; Management Council email ballot January 6, 2022.)
3. In order to be paid for any earned vacation, sick or compensatory leave, an employee must be employed by the Legislative Service Office on a regular full-time basis for at least three (3) full months prior to resignation or termination. (Management Council minutes, May 19, 2016.)
4. The director may grant periods of leave at the request of employees, and shall grant leave on the basis of work requirements of the Legislative Service Office after conferring with employees and recognizing their wishes when possible. Preference in scheduling leave shall be given to employees in order of their total length of employment with the Legislative Service Office. Regardless of the amount of leave accumulated, not more than twenty (20) days vacation or compensatory leave may be taken consecutively without the consent of the Management Council, except when used to supplement sick leave. (Management Council minutes, May 19, 2016.)
5. Upon resignation, retirement or dismissal from the Legislative Service Office, an employee's unused or accumulated vacation leave shall be computed on a work day basis to the effective termination date. An employee shall not be entitled to pay for unused or accumulated compensatory leave granted under V. C. 5 of this manual. (Management Council minutes, May 19, 2016.)

6. Vacation leave shall not accrue or accumulate during a leave of absence without pay.
7. Payment for vacation leave accrued to the credit of a deceased employee, computed to the time of death, shall be paid to a beneficiary previously designated by the employee.
8. Regular full-time employees of the Legislative Service Office, who have previous service with Wyoming state government and who have not otherwise received credit for that service with respect to the rate at which vacation leave is earned, shall receive credit for that service from and after completion of twenty-four (24) continuous months of service with the Legislative Service Office. (Management Council minutes, September 21, 1998.)

C. Sick leave.

1. Sick leave with pay will accumulate to the credit of each regular full-time employee of the Legislative Service Office at the rate of one (1) working day per month. (Management Council minutes, September 21, 1998.)
2. Sick leave may be used during scheduled work hours when an employee is incapacitated by sickness or injury; for pregnancy, childbirth, or related medical conditions, or by a parent of a newborn or recently adopted child for purposes associated with the birth or adoption of the child; for medical, dental or optical examinations or treatment; for death or illness of a member of the employee's or the employee's spouse's immediate family and such other persons as approved by the director; or when an employee is exposed to a contagious disease and his attendance at work might jeopardize the health of others.
3. The employee shall give notification of absence on account of illness to the director as soon as possible on the first day of absence. If such notification is not made in accordance with this policy, such absence may be charged to vacation leave, compensatory leave or leave without pay. (Management Council minutes, May 19, 2016.)
4. An extension of sick leave may be granted at the discretion of the director based upon years of service of the employee and upon advice of a physician. When all sick leave, compensatory and vacation leave have been used, additional sick leave may be granted at the rate of ten (10) working days for each year of service. Additional sick leave thus granted shall be repaid by the employee upon his return to duty by crediting his vacation and sick leave thereafter accrued at the rate of two (2) working days per month until the additional leave has been paid in full. (Management Council minutes, May 19, 2016.)

5. Sick leave credits will be paid employees upon resigning, termination, retirement from service, or death as follows: The employee will be paid for one-half (1/2) the total number of days sick leave accrued at the time of resignation, termination retirement, or death or a total of sixty (60) days of sick leave, whichever is less.

D. Administrative Leave.

The director may grant an employee administrative leave with pay to participate in meetings, institutes and other activities directly related to his employment.

E. Military Leave.

1. Military leave shall be granted in accordance with the provisions of W.S. 19-11-108(a) through (e).
2. Compensation Differential. An employee on extended unpaid military leave without pay shall be eligible to receive an amount equal to the difference between the employee's monthly base pay, including longevity pay, in Legislative Service Office employment at the time the employee left Legislative Service Office employment and the employee's monthly base pay in the uniformed services.
 - (a) Military raises while deployed are not taken into consideration in calculating the differential.
 - (b) The compensation differential calculation is completed using the military earnings statement provided by the employee. (Management Council minutes, November 7, 2024)

F. Leave without Pay.

Leave without pay may be granted to an employee for a reasonable cause with the approval of the director. Leave without pay will not be approved for any period exceeding two (2) months. Leave without pay will be computed on a consecutive day basis and will not be counted toward continuous service.

G. Transfer of Leave.

Employees of the executive or judicial branch of state government who accept employment with the Legislative Service Office without an intervening break in service to the state may transfer accrued vacation and sick leave credits for which they have not been paid.

An employee of the executive or judicial branch of state government who accepts employment with the Legislative Service office without an intervening break in service to the state and who has been paid for, or tendered payment for, accrued vacation or sick leave at the time of transfer, shall be

credited with the amount of vacation and sick leave accrued prior to the transfer if the employee either declines acceptance of such payment, or fully reimburses the state for all payments received for the accumulated vacation or sick leave, upon employment with the Legislative Service Office.

Employees who have transferred leave under this paragraph shall continue to accrue leave credits in accordance with the rules established for the Legislative Service Office. (Management Council minutes, January 20, 2012)

H. Accrual of Vacation and Sick Leave.

Regular employees of the Legislative Service Office who work on a less than full-time basis shall accrue vacation and sick leave at the applicable rate in the same proportion as the fractional level of their part-time position, e.g. 1/2, 3/4, etc. (Management Council minutes, September 21, 1998.)

I. Family and Medical Leave. (Management Council minutes, October 8, 2002)

While the Legislative Service Office (LSO) is not covered under the federal Family and Medical Leave Act [FMLA] of 1993, the Wyoming Management Council adopts the following family and medical leave policy for LSO employees:

1. During any twelve month period commencing on the date leave is first taken, eligible LSO employees will be allowed up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. To be eligible, an employee shall have worked for the LSO a total of twelve (12) months and have worked at least 1250 hours over the previous twelve (12) months prior to the use of family and medical leave.
2. An eligible employee may be granted unpaid family and medical leave for any of the following reasons:
 - (a) To care for the employee's newborn or newly placed child after birth, adoption or foster care;
 - (b) To care for an immediate family member who has a serious health condition; or
 - (c) For a serious health condition or pregnancy of the employee.
3. If one of the foregoing qualifying reasons for family and medical leave exist:
 - (a) An employee may elect to use accrued paid leave in place of unpaid leave;
 - (b) Subject to the approval of the director, an employee may take paid or unpaid leave on an intermittent basis or work on a reduced leave schedule.

4. An employee requesting unpaid family and medical leave shall:
 - (a) Provide thirty (30) days advance notice to the LSO when the leave is foreseeable;
 - (b) Provide medical certification satisfactory to the director to support the request; and
 - (c) Provide additional medical certification if the employee is unable to return to work after an authorized period of leave.
5. For purposes of maintaining group health insurance, time elapsed while an employee is on approved family medical leave shall be considered hours worked and the LSO shall continue to contribute the employer's share of the cost of group health insurance for that employee.

J. *Donation of Sick Leave.* (Management Council minutes, July 7, 2005; June 2, 2006)

1. **Donation of Sick Leave.** An employee who has accrued a minimum of eighty (80) hours of sick leave may donate a maximum of sixteen (16) hours of sick leave per calendar year to another employee of the Legislative Service Office who has an immediate and reasonable need for such assistance. Donations between immediate family members who are employees of the Legislative Service Office are not subject to the sixteen (16) hour maximum. Donors shall give the director, who shall approve or disapprove the donation, a written statement specifying the number of hours donated and the name of the employee to whom the donation is being made.
 - (a) Employees shall have depleted all of their sick and annual leave prior to use of donated sick leave.
 - (b) The director shall ensure that all donated but unused sick leave shall be credited back to the original donor(s) when the recipient returns to work or no longer has an immediate and reasonable need for the leave; or if the recipient dies.
2. **Interbranch Donation of Sick Leave.** An employee of the Legislative Service Office may donate accrued sick leave to, or may be credited with sick leave donated by, an employee of another entity participating in the state health insurance program, provided:
 - (a) The requirements in subsection 1 of this policy shall apply as they relate to:
 - (i) The maximum number of hours to be donated by a Legislative

Service Office employee; and

- (ii) Requirements for depletion of sick and annual leave and credit back of donated but unused sick leave, if the recipient of the donated leave is a Legislative Service Office employee.
- (b) The director shall determine that the entity employing a recipient of sick leave to be donated by an employee of the Legislative Service Office has in effect a substantially similar reciprocal policy allowing its employees to donate accrued sick leave to employees of the Legislative Service Office.

K. *Compensatory Leave.* (Management Council minutes, May 19, 2016.)

Compensatory leave granted under V. C.5 of this manual shall be used prior to accrued vacation leave. Compensatory leave not used prior to May 15 of the year following the award of compensatory leave shall be forfeited as of that date with no entitlement to pay for forfeited time.

L. *Bereavement Leave.* (Management Council minutes, May 2, 2017.)

Permanent employees who have been employed for six (6) continuous months of employment shall be granted three (3) regularly scheduled work days not to exceed a maximum of twenty-four (24) hours of bereavement leave upon the death of an immediate family member. This leave shall be for the purposes associated with the death of the family.

M. *Newly Hired Employee Leave.* (Management Council October 24, 2022.)

New LSO employees who start their employment with LSO with less than forty hours (40) of transferrable accrued vacation and sick leave, shall be awarded an amount not to exceed forty (40) hours of both annual leave and sick leave upon the employee's start date. Leave time awarded under this subsection is in addition to all other leave an employee is eligible to receive under this manual.

VII. STAFF CONDUCT

A. *Conduct Expected of LSO Employees*

It is the duty of every employee of the Legislative Service Office to so conduct himself inside and outside the office as to be worthy of the confidence, respect and esteem due the legislature, the government and public servants of Wyoming.

B. *Confidentiality*

LSO staff must observe the confidential nature of the research and drafting requests received from legislators. Responses to research requests, draft legislation and other written material prepared for an individual legislator are treated as confidential until or unless the legislator chooses to make public the information. Similarly, oral responses to questions and research requests from individual legislators are treated as confidential. All staff will read and be familiar with the confidentiality provisions contained in W.S. 28-8-116.

C. Dress Code

Business attire is expected during legislative sessions and when legislative committees are meeting. During the interim between sessions, business casual attire is acceptable. More casual attire, within the limits of good taste, may be worn on Fridays during the interim or when traveling to and from committee meetings.

D. Outside Employment; Conflicting Interests

1. No employee of the Legislative Service Office shall engage in any outside business activities, however remote from the functions of his position, which may in any way prejudice or interfere with the performance of his regularly assigned duties, or bring discredit to or reflect unfavorably upon the legislature, the Legislative Service Office or the state of Wyoming.
2. No employee of the Legislative Service Office shall be employed by or have any interest in any company, firm, corporation or association selling equipment, supplies or services to the Legislative Service Office.
3. An attorney employed by the LSO may not maintain a private law practice.

E. Political Activities

Political neutrality is imperative so staff can maintain the confidence of all members of the Legislature. While LSO staff are free to belong to the political party of their choice, contribute to the candidate or party of their choice and vote for the candidate of their choice, they may not participate in any partisan political activity that compromises the ability of that person to discharge with neutrality, efficiency and integrity, their duties and obligations to the Legislature.¹

1. Any employee of the Legislative Service Office who is desirous of seeking election to a partisan public office shall resign immediately upon filing a certificate of nomination. (Management Council minutes, May 2 & 3, 1975.)
2. No employee of the Legislative Service Office shall become actively engaged in nor work for the election of a candidate for a partisan public office.

¹ Attached as Appendix 1 is further guidance from Management Council on the implication of this provision to activities of LSO staff members (April, 2018).

VIII. Employee Recruitment, Retention and Wellness Program

A. Purpose

1. The number of staff employed at LSO has generally been a fraction of the total nonpartisan staff working for neighboring state legislatures, resulting in a significant savings to operate the Wyoming legislative branch. The recruitment of quality candidates and the retention of high-performing staff are critical to the continued, effective operation of the LSO in this manner.
2. In order to continue to recruit and retain quality candidates and high-performing staff, Management Council may authorize funding for an employee recruitment, retention, and wellness program. In creating this program, Management Council recognizes that establishing an environment within the LSO and legislative branch where employees feel valued, appreciated and have a sense that the office is investing in the employee, is likely to increase job performance, longevity of service to the Legislature and instances of employees returning to LSO after separating from employment or retiring. Funds under the program shall only be expended for a public purpose and in furtherance of the mission of the LSO. This program will allow the LSO to remain smaller than legislative staff in neighboring states, resulting in a cost savings to the State of Wyoming, while providing high quality staffing to enable the Wyoming Legislature to function as a co-equal branch of government.
3. With the approval of Management Council, the program authorized under this section shall provide monetary and nonmonetary benefits to LSO staff, including but are not limited to: staff recognition and appreciation awards, food and beverage, excluding alcoholic beverages for staff functions, relocation stipends, recruitment incentives, stipends for gym memberships and other wellness activities, employee retention incentives such as the retention compensation plan authorized in section V.E of this manual, tuition reimbursement, student loan repayment assistance, increased training and professional development opportunities, and employee session assistance, including such benefits as on-site peak legislative time childcare. LSO shall provide a report of the expenditures under the program to Management Council at the end of each calendar year. (Management Council email ballot January 6, 2022.)

APPENDIX 1

Interpretive Guidance – Staff Conduct and Political Activities

Section VII. E. of the Wyoming Legislative Service Office Personnel Manual requires LSO staff to remain politically neutral so that staff may maintain the confidence and trust of all members of the Legislature. The section shares similarities to the federal Hatch Act, which governs the political activity of many federal employees. *See generally* 5 U.S.C. §§ 7321-7326. The Hatch Act holds certain "further restricted federal employees" to rules that preclude active participation in political management of partisan political campaigns, even off-duty. Management Council has determined that because of the essential requirement that LSO staff remain nonpartisan, it is appropriate that all LSO staff are held to a standard similar to "further restricted federal employees" under the federal Hatch Act.

To help LSO staff interpret Section VII. E. to determine what activities are appropriate for staff, Management Council has adopted interpretive guidance that is modeled on the guidelines issued by the United States Office of Special Counsel and the provisions of 5 CFR 734.405. While this guidance provides for a wide range of permissive political activities and expression of beliefs, LSO staff should always use discretion and avoid situations that may cause a legislator to question the objectivity or neutrality of the LSO staff member.

General Guidance

While not at the workplace or on duty, LSO staff *may* engage in the following:

- May serve on nonpartisan boards and commissions with the approval of the director.
- May register and vote as they choose.
- May contribute money to partisan groups and candidates in partisan elections.
- May assist in nonpartisan voter registration drives.
- May attend political rallies, meetings, and fundraisers.
- May join partisan groups.
- May sign petitions.
- May participate in campaigns where none of the candidates represent a political party.
- May campaign for or against municipal ordinances or county regulations.
- May express opinions about political issues.
- May express opinions about partisan groups and candidates while not at work or using official authority.
- May wear or display partisan materials or items, excluding those related to campaigns for Wyoming state legislative office. For example, a LSO staff member may display a yard sign for a non-legislative partisan election but may not park a vehicle displaying any partisan bumper sticker in the LSO parking lot.

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Interpretive Guidance – Staff Conduct and Political Activities

- For LSO staff whose spouse or immediate family member is a candidate for a partisan public office or political party office:
 - May appear in photographs of the candidate's family that might appear in a political advertisement, a broadcast, campaign literature, or similar material.
 - May attend political functions with a candidate. However, the staff member may not distribute campaign literature or solicit, accept, or receive political contributions.

LSO staff *shall not* engage in the following:

- Shall not be candidates in partisan elections.
- Shall not use official authority to interfere with an election or while engaged in political activity.
- Shall not invite other LSO staff to political events or otherwise suggest that they engage in political activity.
- Shall not knowingly solicit or discourage the political activity of any person with business before the legislature.
- Shall not be active in partisan political management. For example:
 - Shall not hold office in partisan groups.
 - Shall not organize or manage partisan political rallies or meetings.
 - Shall not assist in partisan voter registration drives.
- Shall not be active in partisan political campaigns. For example:
 - Shall not make campaign speeches or otherwise campaign for or against candidates.
 - Shall not distribute campaign materials, including via email or social media.
 - Shall not circulate nominating petitions.
 - Shall not solicit, accept, or receive political contributions (including hosting or inviting others to political fundraisers) for partisan groups and candidates. While LSO staff shall not host or invite others to partisan political fundraisers, this does not prohibit the spouse or immediate family member of a staff member from hosting a fundraiser in a home the staff member shares with his or her spouse or immediate family member.

Social Media Guidance

- As general guidance for LSO staff conduct on social media and elsewhere outside of the workplace or while not on duty with LSO, a staff member *may* assert their own position on a partisan political issue, campaign or topic which does not directly involve the Wyoming Legislature, but *shall not* attempt to influence the position of another on any partisan political issue, campaign or topic.
- LSO staff *shall not* share or retweet posts from, or the page of, a political party, candidate in a partisan race, or partisan political group, even if they are not on duty or in the workplace.
 - *Example 1:* You are at home using your personal cell phone to look at Facebook.

APPENDIX 1

Interpretive Guidance – Staff Conduct and Political Activities

You see that a political party has posted a message about voting on Election Day. You may not share that post.

- *Example 2:* You may like the campaign Facebook page of a candidate in a partisan race, but you may not share that page.
- *Example 3:* A friend has shared a Facebook post from the campaign of a Presidential candidate. You may not share that post.
- LSO staff *shall not* link to campaign or other partisan material of a political party, candidate in a partisan race, or partisan political group, even if they are not on duty or in the workplace.
 - *Example 1:* You shall not include in your Facebook profile the link to the website of a candidate in a partisan race.
 - *Example 2:* You shall not tweet a message in support of a candidate in a partisan race that includes a link to that candidate's Twitter account.
- LSO staff *may* post to or like the social media accounts or messages of a political party, candidate in a partisan race, excluding a race for Wyoming state legislative office, or partisan political group, provided they are not on duty or in the workplace.
 - *Example 1:* Your friend is running for Congress. You may like her campaign Facebook page or post a message of support on her page, provided you are not on duty or in the workplace.
- While not on duty or in the workplace, LSO staff *may* engage in political activity on social media, provided it does not involve a Wyoming state legislative office and is not done in concert with or on behalf of a political party, candidate in a partisan race, or partisan political group.
 - *Example 1:* You may tweet your own message advocating the defeat of a Presidential candidate, provided you are not on duty or in the workplace.

Guidance from the Director

While the guidance provided in this appendix is intended to help address common situations an LSO staff member may face, a staff member who wishes to participate in partisan political activity should disclose their intentions to the director. If the director reasonably decides a staff member's involvement may compromise the staff member or the office, then the director will review the situation and make a determination as to whether the involvement in partisan political activity is appropriate.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

EMPLOYMENT-AT-WILL

EMPLOYMENT WITH THE LEGISLATIVE SERVICE OFFICE (LSO) IS EMPLOYMENT-AT-WILL. PURSUANT TO W.S. 28-8-103, ALL PROFESSIONAL, TECHNICAL AND CLERICAL STAFF ARE HIRED BY THE DIRECTOR AND SERVE AT THE DIRECTOR'S PLEASURE. THIS MEANS THAT THE DIRECTOR RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY EMPLOYEE, AT ANY TIME, WITH OR WITHOUT CAUSE, EXCEPT FOR A CAUSE THAT VIOLATES APPLICABLE FEDERAL OR STATE LAW.

THE POLICIES AND STATEMENTS CONTAINED IN THIS MANUAL ARE PRESENTED AS A MATTER OF INFORMATION ONLY AND ARE INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR EMPLOYMENT.

NOTHING IN THIS MANUAL SHALL BE CONSTRUED TO BE A CONTRACT OF EMPLOYMENT BETWEEN THE LEGISLATIVE SERVICE OFFICE AND THE EMPLOYEE.

ADDITIONALLY, THIS MANUAL IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. NEITHER THE DIRECTOR, NOR ANY OTHER PERSON REPRESENTING THE WYOMING LEGISLATURE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT WITH AN EMPLOYEE THAT IS CONTRARY TO AT-WILL-EMPLOYMENT AND NO EMPLOYEE IS ENTITLED TO RELY UPON ANY ORAL OR WRITTEN STATEMENTS TO THE CONTRARY.

NOTHING IN THE REMAINDER OF THIS MANUAL IS MEANT TO MODIFY THIS AT-WILL EMPLOYMENT RELATIONSHIP.

FURTHER, THE MANAGEMENT COUNCIL RESERVES THE RIGHT TO MODIFY THIS MANUAL AT ANY TIME, WITH OR WITHOUT NOTICE TO LEGISLATIVE SERVICE OFFICE EMPLOYEES.

This is to acknowledge that I have received a copy of the Legislative Service Office Personnel Manual dated _____, and understand that it provides guidelines and general information regarding my employment with the LSO and the Wyoming Legislature.

I understand that it is my responsibility to read and familiarize myself with all information in the Manual.

I understand and acknowledge that the information, policies and benefits described in this Manual are subject to change by the Management Council of the Wyoming Legislature in its sole and absolute discretion.

I have read the foregoing information on at-will employment and I understand that this Manual is not a contract of employment, either express or implied, and that **employment with the Legislative Service Office is at-will**. I further understand that "at-will" employment means that either the employer or the employee may terminate the employment relationship at any time, for any reason or for no reason at all, with or without notice.

Employee's Name (Printed)

Employee's Signature

Date