



NATIONAL CONFERENCE *of* STATE LEGISLATURES

The Forum for America's Ideas

SUMMARY OF PERSONAL STAFF SURVEY

January, 2010

BACKGROUND

From June 2009 to January 2010, the National Conference of State Legislatures (NCSL) surveyed state legislative chambers in an effort to learn more about personal staff in state legislatures. Specifically, NCSL wanted to know what legislatures, or legislative chambers, employ personal staff and how these staff are hired, their responsibilities, their conditions of employment, and how they are trained.

NCSL defines personal staff as:

Staff that work directly for a state legislator or as part of a small team reporting directly to a legislator. The legislator provides supervision and direction of the staff's work product. Their workplace might be located at the capital or at a district office.

The survey was sent to a diverse group of respondents, including clerks, secretaries, human resource officers, staff directors, staff to presiding officers and staff to legislative caucuses. As a way to filter responses, and ensure that the information being provided is about personal staff, each respondent was given NCSL's definition and asked if "legislators serving in your chamber employ personal staff, according to NCSL's definition?" If the respondent answered no, no further questions were asked. If the respondent answered yes, additional questions were asked, including questions about:

- The personal staffing structure in their chamber or legislature (how many personal staff per member);
- Where personal staff conduct their work (the capitol, in the district, or both);
- Who gives initial, and final, approval for personal staff hires;
- A classification and salary system for personal staff, if utilized;
- Benefits, compensation and time-off for personal staff;
- Training and continuing education for personal staff; and
- Personal staff job titles and responsibilities.

The survey was sent to 99 chambers in 50 states. As of the writing of this summary, 61 chambers indicated that legislators serving in their chamber employ personal staff. 29 chambers indicated that legislators serving in their chamber do not employ personal staff. Nine chambers have not completed the survey. Table 1 lists the states responses.

GENERAL INFORMATION ABOUT PERSONAL STAFF

Staffing Structure and Hiring

Personal staff work for an individual member of the legislature and, in general, are hired by the member. Typically, one personal staff member works for one member. However, depending on the size of the member's district, two to three (or more) personal staff members can work for one member. Also, one personal staff member can work for two to three (or more) members. In other states, the personal staffing structure depends on how much money is allocated to the member to employ personal staff. In the Louisiana Senate, for example, each senator is provided with a set amount of money to hire their legislative assistants. They can choose to hire one legislative assistant or divide their allocation between two legislative assistants.

The most common personal staffing structure is one personal staff to one member. Seventeen chambers have this structure. In 11 chambers, two personal staff are assigned to one member. Nine chambers allocate money to members to hire personal staff. Below is a complete breakdown of the personal staffing structure:

- In seventeen chambers, one personal staff member is provided to one member;

- In eleven chambers, two personal staff are provided to one member;
- In nine chambers, members are allocated money to hire personal staff;
- In eight chambers, one personal staff member is provided to two members;
- In six chambers, one personal staff member is provided to three (or more) members;
- In four chambers, three (or more) personal staff are provided to one member.

Six chambers have a staffing structure that is unique, not constant per member or their members have staffing are outside of the perimeters of personal staff. For example, in the Colorado House, the personal staffing structure is dictated by the maximum number of hours personal staff are allowed to work. Colorado representatives can hire up to two legislative aides to work a total of 420 hours, per legislator, per legislative session. Table 2 list each states personal staffing structure.

Members in 39 chambers have primary responsibility for hiring their staff. In the remaining 22 chambers, legislative leaders, upper-level management staff, or an administrative committee has primary responsibility for hiring personal staff. The Alabama Senate and California Assembly allow the member to recommend staff they would like to hire; however, the secretary of the senate and the Assembly Rules Committee, respectively, are the hiring entities. Table 3 list each states hiring responsibility.

24 chambers allow members to give final approval in hiring their aides, while 37 chambers require legislative leaders, upper-level management staff or an administrative committee to give final approve for hiring personal staff. Table 4 list each states final approval for personal staff hires.

Year-round vs. session-employee

In 40 chambers, aides work year-around for the member. In nine chambers, personal staff are session-only staff, and personal staff in 12 chambers are year-around employees and session-only staff. In the Oregon Senate and House, Virginia Senate and Washington Senate, the personal staffing structure is two personal staff to one member; however, in each of these chambers, one aide is a year-around employee and the other is a session-only employee. Table 5 list each states length of employment.

Where Personal Staff conduct their work

Personal staff can work in a member's capitol office, a member's district office (if allowable) or both, depending of the member's preferences. Typically, a member's district office is supported by the Legislature, either through funding or oversight, and staffed by individuals that are paid by the Legislature.

Personal staff in 37 chambers work only in the member's capitol office, while in three chambers, personal staff work solely in the member's district office. Personal staff in 21 chambers can work in the member's capitol office or district office, depending on the member's preference. Table 6 list each states workplace for personal staff.

RESPONSIBILITIES

A defining characteristic of personal staff is that the member provides supervision and direction of the staff's work product. Among a diverse list of responsibilities, personal staff provide direct support to a member as they prepare for session, hearings or meetings and assist the member as they work with constituents. Of course, the duties and responsibilities of each personal staffer depends on the chamber they work in and the member, or members, they work for.

Survey respondents indicate that the most common responsibilities for personal staff are scheduling for the member, managing the member's office, constituent services and writing constituent correspondence. Editing and managing the member's website, on the other hand, was the least common responsibility for personal staff. The most common to least common responsibilities are ranked below:

1. Scheduling for the Member
2. Managing Member's Office;
3. Constituent Services (casework, congratulatory letters and resolutions, letters of recommendation, etc);
4. Writing Constituent Correspondence;
5. Tracking or monitoring legislation;
6. Managing or supervising other staff;
7. Writing newsletters, memos, talking points, speeches;
8. Coordinating Press for the Member (initiating press releases, scheduling press opportunities, etc);
9. Policy and Legislative Research;
10. Providing Strategic or Political Advice; and,
11. Editing and Managing Member's website

PAY & BENEFITS

Salary

While members seem to have significant control in hiring their staff, in many chambers, they have limited control in determining the salary of their staff. Seventeen chambers allow members to determine the salary of their staff; however, three of these chambers (Alaska Senate & House and Wisconsin Senate) require the member to follow a pre-determined salary schedule. Members of the California Assembly and Pennsylvania House can recommend salaries for their staff, but the Assembly Rules Committee and house leadership, respectively, must approve the salary.

In 26 chambers, presiding officers, legislative caucus leaders and upper-management legislative staff determine the salary of personal staff. Sixteen other chambers use various ways to determine the salaries of personal staff. Eight of these chambers use a legislative instrument (chamber rules, resolution, or legislation) to determine the salary of personal staff. In the Colorado House, an Executive Committee approves the aide program for members each year, including the aide(s) salary. Table 7 list who determines the salary for personal staff in each state.

Classification System

Thirty-four chambers indicate that a classification system exists for personal staff, and in nine of these chambers, the classification system is certified by the presiding officer or his/her designee. In three chambers, the chief clerk or secretary certifies the classification system, while the human resource officer certifies the classification system in six chambers. The classification system in the remaining sixteen chambers is certified by various individuals and methods. For example, all members serving in Iowa Senate & House and the Missouri House certify the personal staff classification system, by a vote of the entire body. Table 8 list each chambers classification system for personal staff.

Employee Benefits

Personal staff in 55 chambers are eligible to receive employee benefits and aides in 51 of these chambers have the same benefit package as other legislative staff. In the Iowa House and South Carolina House, member's personal staff do not receive any benefits, while aides in the Colorado House only have membership in the state's retirement plan. Only the primary legislative assistant to Louisiana Senators may receive the Senate's benefit package.

Personal staff in 48 chambers are eligible for annual leave and 49 chambers provide personal staff with paid sick leave. Table 9 list each chambers benefits and leave for personal staff.

TRAINING

New Employee Orientation and Training

Personal staff work in a challenging legislative environment where work place demands leave little time for staff to learn key strategies for making their office work smoothly and effectively. Furthermore, the fast-paced environment can prohibit long-serving personal staff from effectively mentoring new personal staff. Training can help to fill the void.

Thirty-eight chambers require personal staff to attend a new employee orientation and training session. Thirty-one of these chambers hold mandatory training sessions about the legislative process. Twenty-six chambers require new aides to learn more about their state's ethics laws and rules. Additional topics covered in new employee orientation and training sessions are:

- Thirty chambers require computer and information technology training;
- Sixteen chambers require personal staff to take a training course about office management;
- Fourteen chambers require personal staff to take a training course about constituent services and casework;
- Fourteen chambers require personal staff to take a training course about press and communications;
- Ten chambers require training about research techniques;
- Nine chambers require aides to attend a writing course; and
- Seven chambers hold mandatory trainings about their state's campaign finance laws.

In addition, seven chambers require new staff to attend orientation and training sessions that cover their own chamber's policies, procedures and protocols. The Michigan House, for example, holds weekly employee orientation sessions that include a review of the following House policies:

- Harassment training;
- Electronic Timecards;
- Benefits;
- Parking;
- Employment Status;
- Obtaining self-service payroll statements;
- 401(k) benefits; and
- Other office resources.

In general, most new employee training for aides are provided by the chamber's human resource office or the chamber's clerk or secretary. Human resource offices in fifteen chambers, and clerks and secretaries in seven chambers, administer new employee training. An Operations, Personnel, or Administration Committee in six chambers also has this function.

Continuing Education Sessions

Continuing education is one way to assist legislative staff in keeping their skills sharp and to enable them to learn new strategies and techniques to maintain an effective work environment. Twenty-two chambers provide continuing education courses for personal staff. Of those chambers that do offer continuing education for aides, ethics training (14 chambers), computer training (13 chambers) and training about the legislative process (12 chambers) are the most common topics taught. Other topics taught, include:

- Eleven chambers offer continuing education courses about constituent services and casework;
- Ten chambers teach staff about office management;
- Nine chambers provide training about press and communications;
- Six chambers offer writing courses; and
- Four chambers provide training about their state's campaign finance law.

JOB TITLES

Survey respondents were asked to list all titles that their chamber use for personal staff. Legislative Assistant, Administrative Assistant and Legislative Aide are the most common titles used for personal staff. The Legislative Assistant title, for personal staff, is used in 34 chambers. Constituent Services Aide, Receptionist, and District Aide, are the least used titles for personal staff. Below, personal staff titles are ranked, from most common to least common:

1. Legislative Assistant
2. Administrative Assistant
3. Legislative Aide
4. Executive Assistant
5. Chief of Staff
6. Communications Director
7. Research Assistant
8. Legislative Analyst
9. District Coordinator
10. Press Secretary
11. Constituent Services Aide
12. District Aide
13. Receptionist

Table 1: NCSL Personal Staff Survey Responses

State	Senate	House
Alabama	Y	N
Alaska	Y	Y
Arizona	N	Y
Arkansas	N	N
California	Y	Y
Colorado	Y	Y
Connecticut	Y	Y
Delaware	Y	Y
Florida		Y
Georgia	Y	Y
Hawaii	Y	Y
Idaho	Y	Y
Illinois	Y	Y
Indiana	Y	N
Iowa	Y	Y
Kansas	Y	Y
Kentucky	N	N
Louisiana	Y	Y
Maine	N	N
Maryland	Y	Y
Massachusetts		
Michigan	Y	Y
Minnesota	Y	
Mississippi	N	N
Missouri	Y	Y
Montana	N	N
Nebraska	Y	
Nevada	Y	Y
New Hampshire	N	N
New Jersey		
New Mexico	Y	N
New York		
North Carolina	Y	Y
North Dakota	N	N
Ohio	Y	Y
Oklahoma	Y	N
Oregon	Y	Y
Pennsylvania	Y	Y
Rhode Island	Y	Y
South Carolina	Y	Y
South Dakota	N	N

Table 1: NCSL Personal Staff Survey Responses, cont'd.

State	Senate	House
Tennessee	Y	Y
Texas	Y	
Utah	N	N
Vermont	N	N
Virginia	Y	Y
Washington	Y	Y
West Virginia	N	N
Wisconsin	Y	Y
Wyoming	N	N

Notes:

1. Y – chambers employs personal staff
2. N – chamber does not employ personal staff
3. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, and Texas House.

Table 2: Personal Staffing Structure

State	One personal staff per one member	One personal staff per two members	One personal staff per three or more members	Two personal staff per one member	Three personal staff per one member	Allocation of funds to employ personal staff	Other	Does not employ personal staff
Alabama							(2)	H
Alaska				B				
Arizona		(3)						S
Arkansas								B
California					S	(4)		
Colorado		S					(5)	
Connecticut			B					
Delaware							(6)	
Florida				H				
Georgia		(7)	H					
Hawaii	H			S				
Idaho			(8)				(9)	
Illinois				(10)		(11)		
Indiana		(12)						H
Iowa	B							
Kansas							(13)	
Kentucky								B
Louisiana						(14), (15)		
Maine								B
Maryland	B							
Massachusetts								
Michigan				H	S			
Minnesota	S							
Mississippi								B
Missouri	H					(16)		
Montana								B
Nebraska				S				
Nevada	(17)							
New Hampshire								B
New Jersey								
New Mexico							(18)	H
New York								
North Carolina	H, (19)							
North Dakota								B
Ohio	H			S				
Oklahoma	S							H
Oregon				B				
Pennsylvania					S	(20)		
Rhode Island			B					

Table 2: Personal Staffing Structure, cont'd

State	One personal staff per one member	One personal staff per two members	One personal staff per three or more members	Two personal staff per one member	Three personal staff per one member	Allocation of funds to employ personal staff	Other	Do not employ personal staff
South Carolina	H	S						
South Dakota								B
Tennessee	(21)							
Texas						(22)		
Utah								B
Vermont								B
Virginia						(23), (24)		
Washington	H			(25)				
West Virginia								B
Wisconsin	(27)				(26)			
Wyoming								B

Key:

H – House/Assembly

S – Senate

B – Both Senate & House

Notes:

1. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, Texas House.
2. Alabama Senate: some personal staff work for one Senator and some personal staff work for two Senators.
3. Arizona House: Rank-and-file members, not in leadership or committee chairs, have one personal staff member (and administrative assistant) per two members. Most members of leadership have one personal staff member (an administrative assistant) with the exception of the Speaker, who has two. Each committee chairmen have one administrative assistant.
4. California Assembly: members have a personal budget from which to hire staff. The number is reflective of the salaries paid and the impact on the budget.
5. Colorado House: legislators may hire up to two Legislative Aides to work a total of 420 hours, per legislator, during the legislative session.
6. Delaware Senate & House: most personal staff work with two to three members.
7. Georgia Senate: most are one personal staff member per two Senators. However, Senators in leadership and chairs of major committees are one to one.
8. Idaho Senate: ten committee chairmen have a secretary, which also acts as the secretary of the committee. Each member of leadership has a secretary. Other Senators share a pool of secretaries, and each pool works for three or more members.
9. Idaho House: fourteen committee chairpersons have a secretary, which also acts as the secretary to the committee. The chairpersons of less active committees share a secretary. The other 56 representatives share one pool secretary.
10. Illinois Senate: generally one staff per member in the Capitol and one or two in the district.
11. Illinois House: members receive \$69,409 in annual funding for district office, and may use all or part of this funding to hire staff. The clerk's office provides non-leadership members with a secretary at their Capitol offices (one secretary shared by two members). Leadership members have a secretary, which is provided by Speaker/Minority leader budgets.
12. Indiana Senate: majority of the Senators have one personal staff member per two members, but Leadership Senators have one personal staff members per one member.
13. Kansas Senate & House: the eight leadership offices have personal staff to help carry out their leadership duties. Rank and file legislators have session-only clerical assistance.

Table 2: Personal Staffing Structure, cont'd

14. Louisiana Senate: each Senator is provided with a set amount of funds (depending on their years of service) and they can use the money to hire a Legislative Assistant in their district office. Some choose to hire more than one – the funds are then divided among the assistants.
15. Louisiana House: members are given an allotment that can be used to employ legislative assistant(s). They can employ one or several but can't exceed their allotment.
16. Missouri Senate: the number of personal staff limited by annual dollar allowance.
17. Nevada Senate & Assembly: the Nevada Legislature is in session for four months every two years. There is no personal staff during the 20-month interim. During session, each legislator gets one secretary. Leaders will get two to three staff, and committee chairs have staff for their committee.
18. New Mexico Senate: only the leadership offices at the Capitol are staffed during the interim.
19. North Carolina Senate: each Senator has at least one personal staff member (known as a legislative assistant or administrative assistant). Some Senators also have research assistants and the leadership members might also have a staff counsel.
20. Pennsylvania House: members hire staff according to needs in district and financial allocation for payroll.
21. Tennessee Senate & House: each Senator has one personal staff. Non-committee House members have one personal staff, but a few personal staff serve two members. House members who are committee chairs have one personal staff. We are expanding staff as budget and space permits. The goal is for every member to have one personal staff.
22. Texas Senate: Senators are provided a monthly allotment for personal staff salaries and personal staff travel expenses. The number of staff members is determined by each Senator, limited only by the monthly allotment.
23. Virginia Senate: under the Appropriations Act, members are given an appropriation of \$37,871 annually to hire a legislative assistant (s). In addition, the clerk's office provides an administrative assistant to each member. This position is hired by the clerk's office and reports directly to the clerk of the Senate. The hours, salary, etc. for the AA position is set by the clerk. The AA works for the member they are assigned to, but reports to the clerk.
24. Virginia House: members share a secretary during session, but they are free to employ as many legislative assistants as they wish and pay them from their staff funds. Some hire more than one, but most only hire one. For additional funds, members may pay them from the nonlegislative funds.
25. Washington Senate: most Senators have one year-around personal assistant and one session-only aide. The four top leaders and two fiscal chairs are each allowed two year-around staff.
26. Wisconsin Senate: every Senator gets a baseline of three staff. Majority party Senators get a fourth aide. And the leadership offices each get other additional positions, with the most (8) being allocated to the Majority leader.
27. Wisconsin Assembly: freshman legislators are allotted one staff person, committee chairs are authorized two staff, leadership, including the co-chair of the Joint Finance Committee, are authorized more staff, depending on their leadership position.

Table 3: Primary Responsibility for Hiring Personal Staff

State	The member	Presiding Officer or his/her designee	Leader of Legislative Caucus or his/her designee	Chief Clerk or Secretary	Human Resource Officer	Other	Does not employ personal staff
Alabama				(2)			H
Alaska	B						
Arizona				H			S
Arkansas						(3)	B
California	S						
Colorado	H		S				
Connecticut			B				
Delaware		B					
Florida	H						S
Georgia				H	(4)		
Hawaii	B						
Idaho				S		(5)	
Illinois	H		S				
Indiana						(6)	H
Iowa	B						
Kansas		B					
Kentucky							B
Louisiana	B						
Maine							B
Maryland	B						
Massachusetts							
Michigan	B						
Minnesota	S						H
Mississippi							B
Missouri	B						
Montana							B
Nebraska	S						
Nevada				B			
New Hampshire							B
New Jersey							
New Mexico	S						H
New York							
North Carolina	(7), H						
North Dakota							B
Ohio	B						
Oklahoma	S						H
Oregon	B						
Pennsylvania	B						
Rhode Island		B					

Table 3: Primary Responsibility for Hiring Personal Staff

State	The member	Presiding Officer or his/her designee	Leader of Legislative Caucus or his/her designee	Chief Clerk or Secretary	Human Resource Officer	Other	Does not employ personal staff
South Carolina	S					(8)	
South Dakota							B
Tennessee		B					
Texas	S						
Utah							B
Vermont							B
Virginia	(9), H						
Washington	B						
West Virginia							B
Wisconsin	B						
Wyoming							B

Key:

H – House/Assembly

S – Senate

B – Both Senate & House

Notes:

1. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, Texas House.
2. Alabama Senate: the Secretary of the Senate hires and employs personal staff; however, the Senator may choose who they want to hire.
3. California Assembly: The member recommends, but the Assembly Rules Committee is the employer.
4. Georgia Senate: the Human Resources Director, in conjunction with Senators.
5. Idaho House: the Attaché Committee, appointed by the Speaker.
6. Indiana Senate: Majority Chief of Staff and Minority Chief of Staff.
7. North Carolina Senate: Director of Legislative Staff may screen applicants for the positions before the member interviews.
8. South Carolina House: Operations & Management Committee.
9. Virginia Senate: the member hires the legislative assistant, but administrative assistants are hired by the Clerk’s office.

Table 4: Final Approval for Personal Staff Hires

State	The member	Presiding Officer or his/her designee	Leader of Legislative Caucus or his/her designee	Chief Clerk or Secretary	Human Resource Officer	Other	Does not employ personal staff
Alabama				S			H
Alaska		(2)					
Arizona		H					S
Arkansas							B
California				(3)		(4)	
Colorado	H		S				
Connecticut			B				
Delaware		B					
Florida		H					
Georgia	S			H			
Hawaii	B						
Idaho		H				(5)	
Illinois	B						
Indiana						(6)	H
Iowa	B						
Kansas		B					
Kentucky							B
Louisiana	B						
Maine							B
Maryland	B						
Massachusetts							
Michigan			S			(7)	
Minnesota					S		
Mississippi							B
Missouri	S			H			
Montana							B
Nebraska	S						
Nevada				B			
New Hampshire							B
New Jersey							
New Mexico	S						H
New York							
North Carolina	(8), H						
North Dakota							B
Ohio		H				(9)	
Oklahoma	S						H
Oregon	B						
Pennsylvania			B				
Rhode Island		B					

Table 4: Final Approval for Personal Staff Hires

State	The member	Presiding Officer or his/her designee	Leader of Legislative Caucus or his/her designee	Chief Clerk or Secretary	Human Resource Officer	Other	Does not employ personal staff
South Carolina						(10)	
South Dakota							B
Tennessee		B					
Texas	S						
Utah							B
Vermont							B
Virginia	(11), H						
Washington				B			
West Virginia							B
Wisconsin	S			H			
Wyoming							B

Key:

S – Senate

H – House

B – Both Senate & House

Notes:

1. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, Texas House.
2. Alaska Senate & House: Presiding Officer during the interim, Rules Chairman during the session.
3. California Senate: the Senate Rules Committee, via the Secretary of the Senate.
4. California Assembly: the Assembly Rules Committee.
5. Idaho Senate: Committee consisting of members of leadership.
6. Indiana Senate: Majority Chief of Staff.
7. Michigan House: Caucus Leader and Speaker.
8. North Carolina Senate: the member makes the final hiring decision, but in some instances, the Pro Tem chief of staff may have to approve salaries.
9. Ohio Senate: Senate Chief of Staff.
10. South Carolina Senate & House: Operations & Management Committee.
11. Virginia Senate: the members hired the legislative assistant, but administrative assistants are hired by the clerk’s office.

Table 5: Length of Employment: Year-Around or Session-only employees

State	Year-Around	Session-Only	Both Year-Around & Session-Only	Does not employ personal staff
Alabama	S			H
Alaska			(2)	
Arizona			(3)	S
Arkansas				B
California	B			
Colorado		B		
Connecticut	B			
Delaware	B			
Florida	H			
Georgia	S		H	
Hawaii	B			
Idaho		B		
Illinois	B			
Indiana	S			H
Iowa		B		
Kansas	B			
Kentucky				B
Louisiana	B			
Maine				B
Maryland	B			
Massachusetts				
Michigan	B			
Minnesota	S			
Mississippi				B
Missouri	B			
Montana				B
Nebraska	S			
Nevada		B		
New Hampshire				B
New Jersey				
New Mexico	S			H
New York				
North Carolina			(4), (5)	
North Dakota				B
Ohio	B			
Oklahoma	S			H
Oregon			(6)	
Pennsylvania	B			
Rhode Island	B			

Table 5: Length of Employment: Year-Around or Session-only employees, cont'd

State	Year-Around	Session-Only	Both Year-Around & Session-Only	Does not employ personal staff
South Carolina	S	H		
South Dakota				B
Tennessee	B			
Texas			(7), H	
Utah				B
Vermont				B
Virginia			B	
Washington	H		(8)	
West Virginia				B
Wisconsin	B			
Wyoming				B

Key:

S – Senate

H – House

B – Both Senate and House

Notes:

1. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, and Texas House.
2. Alaska Senate & House: some personal staff work both (during the interim and session), and therefore become year-around, but they are hired for either the interim or the session.
3. Arizona House: most of the administrative assistants are year-around employees but there are a couple who are session-only employees.
4. North Carolina Senate: some personal staff are permanent positions and work year-around. Others may be approved to work a few days each week during the interim.
5. North Carolina House: Depends on the member.
6. Oregon Senate & House: for each member – one personal staff member is session-only and one personal staff member is year-around.
7. Texas Senate: all Senators have year-around employees, but hire additional session-only staff
8. Virginia Senate: legislative assistants vary, but administrative assistants are for session-only. Most legislative assistants are full-time.
9. Washington Senate: for each member – one personal staff member is session-only and one personal staff member is year-around.

Table 6: Where Personal Staff conduct their work

State	Capitol Office Only	District Office Only	Both, depending on member preferences	Does not employ personal staff
Alabama	S			H
Alaska			B	
Arizona			H	S
Arkansas				B
California			B	
Colorado	B			
Connecticut	B			
Delaware	(2)			
Florida			H	
Georgia	B			
Hawaii	B			
Idaho	B			
Illinois		H	S	
Indiana	S			H
Iowa	B			
Kansas	B			
Kentucky				B
Louisiana		B		
Maine				B
Maryland			B	
Massachusetts				
Michigan	H		S	
Minnesota	S			
Mississippi				B
Missouri	B			
Montana				B
Nebraska	S			
Nevada	B			
New Hampshire				B
New Jersey				
New Mexico	S			H
New York				
North Carolina	B			
North Dakota				B
Ohio	B			
Oklahoma	S			H
Oregon			B	
Pennsylvania			B	
Rhode Island	B			

Table 6: Where Personal Staff conduct their work, cont'd

State	Capitol Office Only	District Office Only	Both, depending on member preferences	Does not employ personal staff
South Carolina	S		H	
South Dakota				B
Tennessee	B			
Texas			S	
Utah				B
Vermont				B
Virginia			B	
Washington			B	
West Virginia				B
Wisconsin	H		S	
Wyoming				B

Key:

S – Senate

H – House

B – Both Senate & House

Notes:

1. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, and Texas House.
2. Delaware Senate & House: Personal staff can also work at state offices located in each county.

Table 7: Who determines the salary of Personal Staff

State	The member	Presiding Officer	Leader of Legislative Caucus	Chief Clerk or Secretary	Human Resource Officer	Other	Does not employ personal staff
Alabama						(2)	H
Alaska	(3)						
Arizona		H					B
Arkansas							B
California					S	(4)	
Colorado						(5), (6)	
Connecticut				B			
Delaware		B					
Florida		H					
Georgia				H	S		
Hawaii	S	H					
Idaho		H				(7)	
Illinois	H		S				
Indiana						(8)	H
Iowa						(9)	
Kansas	B						
Kentucky							B
Louisiana	B						
Maine							B
Maryland	B						
Massachusetts							
Michigan	B						
Minnesota					S		
Mississippi							B
Missouri					H	(10)	
Montana							B
Nebraska	S						
Nevada				B			
New Hampshire							B
New Jersey							
New Mexico						(11)	H
New York							
North Carolina		H				(12)	
North Dakota							B
Ohio		H				(13)	
Oklahoma		S					H
Oregon						(14)	
Pennsylvania	(15)		S				
Rhode Island						(16)	

Table 7: Who determines the salary of Personal Staff, cont'd

State	The member	Presiding Officer	Leader of Legislative Caucus	Chief Clerk or Secretary	Human Resource Officer	Other	Does not employ personal staff
South Carolina				S		(17)	
South Dakota							B
Tennessee					B		
Texas	S						
Utah							B
Vermont							B
Virginia	(18), H						
Washington				B			
West Virginia							B
Wisconsin				H		(19)	
Wyoming							B

Key:

S – Senate

H – House

B – Both Senate & House

Notes:

1. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, and Texas House.
2. Alabama Senate: has a formula that applies to all Senator’s staff based on years of service, leadership positions of their Senator, etc.
3. Alaska Senate & House: member must stay within the guidelines set by the Presiding Officer and the Rules Chairs.
4. California Assembly: the member recommends the salary; the Assembly Rules Committee approves the salary.
5. Colorado Senate: salary determined by resolution.
6. Colorado House: the Executive Committee (6 members: Speaker, Senate President, Majority Leaders and Minority Leaders) approve the Aide program each year and set hours and salary.
7. Idaho Senate: President Pro Tempore – he is not the Presiding Officer.
8. Indiana Senate: base salary is determined by Leadership.
9. Iowa Senate & House: adopts a joint pay resolution detailing pay scale.
10. Missouri Senate: based on annual dollar allowance.
11. New Mexico Senate: the member, in conjunction with the Legislative Council.
12. North Carolina Senate: follow a salary schedule.
13. Ohio Senate: Senate Chief of Staff.
14. Oregon Senate & House: set in Senate & House rules.
15. Pennsylvania House: member determines salary with leadership approval.
16. Rhode Island Senate & House: Executive Director of the Joint Committee on Legislative Services (JCLS), in conjunction with Presiding Officer
17. South Carolina House: budget provision sets pay for the personal staff.
18. Virginia Senate: the member within the allowance set by the Appropriations Act.
19. Wisconsin Senate: Organization committee adopts salary schedule and the clerk determines where the employee fits on the schedule. The member sets salary within that maximum.

Table 8: Classification System for Personal Staff

State	Classification/Pay Scale System	Who Certifies Classification System?	The member	Presiding Officer or his/her designee	Leader of Legislative Caucus or his/her designee	Chief Clerk or Secretary	Human Resource Officer	Other
Alabama Senate	Y							(3)
Alaska Senate & House	Y			(4)				
Arizona House	N							
California Senate	Y						*	
California Assembly	Y							(5)
Colorado Senate	N							
Colorado House	N							
Connecticut Senate & House	N							
Delaware Senate	Y			*				
Delaware House	Y			*				
Florida House	Y			*				
Georgia Senate	Y							(6)
Georgia House	Y					*		
Hawaii Senate	Y			*				
Hawaii House	N							
Idaho Senate	N							
Idaho House	N							
Illinois Senate	N							
Illinois House	N							
Indiana Senate	N							
Iowa Senate	Y							(7)
Iowa House	Y							(7)
Kansas Senate & House	N							
Louisiana Senate	N							
Louisiana House	N							
Maryland Senate & House	N							
Michigan Senate	N							
Michigan House	N							
Minnesota Senate	Y						*	
Missouri Senate	N							
Missouri House	Y							(8)
Nebraska Legislature	Y							(9)
Nevada Senate & Assembly	Y							(10)
New Mexico Senate	Y							(11)
North Carolina Senate	Y							(12)
North Carolina House	Y			*				
Ohio Senate	Y							(13)
Ohio House	Y			*				
Oklahoma Senate	Y			*				
Oregon Senate & House	Y						*	
Pennsylvania Senate	Y							(14)

Table 8: Classification System for Personal Staff

State	Classification/Pay Scale System	Who Certifies Classification System?	The member	Presiding Officer or his/her designee	Leader of Legislative Caucus or his/her designee	Chief Clerk or Secretary	Human Resource Officer	Other
Pennsylvania House	N							
Rhode Island Senate & House	N							
South Carolina Senate	Y					*		
South Carolina House	N							
Tennessee Senate & House	Y						*	
Texas Senate	N							
Virginia Senate	N							
Virginia House	N							
Washington Senate	Y							(15)
Washington House	Y					*		
Wisconsin Senate	Y							(16)
Wisconsin Assembly	Y							(17)

Key:

Y – Yes

N – No

Notes:

1. The following chambers do not employ personal staff: Alabama House, Arkansas Senate, Arkansas House, Arizona Senate, Indiana House, Kentucky Senate, Kentucky House, Maine Senate, Maine House, Mississippi Senate, Mississippi House, Montana Senate, Montana House, New Hampshire Senate, New Hampshire House, North Dakota Senate, North Dakota House, Oklahoma House, South Dakota Senate, South Dakota House, Utah Senate, Utah House, Vermont Senate, Vermont House, West Virginia Senate, West Virginia House, Wyoming Senate, Wyoming House.
2. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly, and Texas House.
3. Alabama Senate: the Legislative Council adopts the pay scale system and the accounting office makes sure that each employee’s pay is correct.
4. Alaska Senate & House: the Presiding Officer and Rules Chair certify the classification system for personal staff depending on session and interim.
5. California Assembly: the Assembly Rules Committee certifies the classification system for personal staff.
6. Georgia Senate: the Administrative Affairs Committee, comprised of the Lieutenant Governor and other appointed Senators, certifies the classification system for personal staff.
7. Iowa Senate & House: all members certify the classification system for personal staff, via legislation.
8. Missouri House: classification system for personal staff voted on by entire body.
9. Nebraska Legislature: the Legislative Council Executive Board certifies the classification system for personal staff.
10. Nevada Senate & Assembly: classification system is set in statute.
11. New Mexico Senate: Legislative Council certifies classification system for personal staff.
12. North Carolina Senate: no response given.
13. Ohio Senate: classification system for personal staff certified by Senate Chief of Staff.
14. Pennsylvania Senate: classification system for personal staff certified by Management Committee of the Senate.
15. Washington Senate: classification system for personal staff certified by Leadership Committee.
16. Wisconsin Senate: classification system is certified by Senate Organization Committee, but adjusted by the clerk as necessary.
17. Wisconsin Assembly: the Legislative Audit Bureau establishes the classification system for personal staff and it is certified by the Assembly Organization Committee.

Table 9: Benefits & Leave for Personal Staff

State	Eligible for employee benefits	Same benefit package as other legislative employees	Other	Eligible for Annual Leave	Eligible for Paid Sick Leave
Alabama Senate	Y	Y		Y	Y
Alaska Senate & House	Y	Y		Y	N
Arizona House	Y	Y		Y	Y
California Senate	Y	Y		Y	Y
California Assembly	Y	Y		Y	Y
Colorado Senate	Y	N	(3)	N	N
Colorado House	N			N	N
Connecticut Senate & House	Y	Y		Y	Y
Delaware Senate	Y	Y		Y	Y
Delaware House	Y	Y		Y	Y
Florida House	Y	Y		Y	Y
Georgia Senate	Y	Y		Y	Y
Georgia House	Y	Y		Y	Y
Hawaii Senate	Y	Y		Y	Y
Hawaii House	Y	Y		Y	Y
Idaho Senate	N		(4)	N	Y
Idaho House	N		(4)	N	Y
Illinois Senate	Y	Y		Y	Y
Illinois House	Y	Y		Y	Y
Indiana Senate	Y	Y		Y	Y
Iowa Senate	N			N	N
Iowa House	N		(5)	N	N
Kansas Senate & House	Y	N	(6)	Y	Y
Louisiana Senate	Y	N	(7)	N	N
Louisiana House	Y	Y		N	N
Maryland Senate & House	Y	Y		Y	Y
Michigan Senate	Y	Y		Y	N
Michigan House	Y	Y		Y	Y
Minnesota Senate	Y	Y		Y	Y
Missouri Senate	Y	Y		Y	Y
Missouri House	Y	Y		Y	Y
Nebraska Legislature	Y	Y		Y	Y
Nevada Senate & Assembly	Y	Y		N	Y
New Mexico Senate	Y	Y		Y	Y
North Carolina Senate	Y	Y		Y	Y
North Carolina House	Y	Y		Y	Y
Ohio Senate	Y	Y		Y	Y
Ohio House	Y	Y		Y	Y
Oklahoma Senate	Y	Y		Y	Y
Oregon Senate & House	Y	Y		Y	Y
Pennsylvania Senate	Y	Y		Y	Y

Table 9: Benefits & Leave for Personal Staff

State	Eligible for employee benefits	Same benefit package as other legislative employees	Other		Eligible for Annual Leave	Eligible for Paid Sick Leave
Pennsylvania House	Y	Y			Y	Y
Rhode Island Senate & House	Y	Y			Y	Y
South Carolina Senate	Y	Y			Y	Y
South Carolina House	N		(8)		N	N
Tennessee Senate & House	Y	Y			Y	Y
Texas Senate	Y	Y			Y	Y
Virginia Senate	Y	Y			N	N
Virginia House	Y	Y			N	N
Washington Senate	Y	Y			Y	Y
Washington House	Y	Y			Y	Y
Wisconsin Senate	Y	Y			Y	Y
Wisconsin Assembly	Y	Y			Y	Y

Key:

Y – Yes

N – No

Notes:

1. The following chambers do not employ personal staff: Alabama House, Arkansas Senate, Arkansas House, Arizona Senate, Indiana House, Kentucky Senate, Kentucky House, Maine Senate, Maine House, Mississippi Senate, Mississippi House, Montana Senate, Montana House, New Hampshire Senate, New Hampshire House, North Dakota Senate, North Dakota House, Oklahoma House, South Dakota Senate, South Dakota House, Utah Senate, Utah House, Vermont Senate, Vermont House, West Virginia Senate, West Virginia House, Wyoming Senate, Wyoming House.
2. The following chambers did not return a survey: Florida Senate, Massachusetts Senate, Massachusetts House, Minnesota House, New Jersey Senate, New Jersey Assembly, New York Senate, New York Assembly and Texas House.
3. Colorado Senate: only have membership in retirement plan.
4. Idaho Senate & House: each employee receives 3 days of sick leave/personal leave per session. If they don't use the 3 days, they receive compensation for those days at the end of session.
5. Iowa House: member's personal staff do not receive any benefits.
6. Kansas Senate & House: personal staff have a deferred compensation plan rather than the state pension plan.
7. Louisiana Senate: benefits only available for primary Legislative Assistant.
8. South Carolina House: personal staff are not offered a benefits package.