Legislative Coordinating Council

General Policies

Policy 1. Retroactive travel authorization; delegate changes. Retroactive approval will not be given for attendance by any legislator at a meeting or course of training but when prior approval by the LCC could not have been given at a previous meeting approval may be given in advance by the chairperson or vice-chairperson of the LCC with a report thereof to the next Council meeting. Whenever a legislator is authorized to attend a seminar or other meeting and is unable to do so, the officer who selected such legislator may select another legislator as a replacement. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Policy 2. Deductions from travel and subsistence expense reimbursements. In any case where all or any portion of the expenses of a legislator for attending any meeting is paid directly to the legislator by others than this state the amount of any such payment shall be deducted from the amount which would otherwise be reimbursable expense by this state. No legislator shall claim subsistence expenses or allowances more than once for the same day. Members of the legislature shall be billed for meals, the cost of which is paid for from state funds, received on any day for which such members receive expense allowances in amounts prescribed by law for attendance at meetings authorized by the LCC. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Note:

Legislators, expenses not to exceed actual, K.S.A. 75-3212(e), 75-3213.

Policy 3. ~~Charge of expenses~~. (Adopted May 4, 1991; revoked Nov. 4, 1991.)

Policy 4. Travel authorization. (a) Any member of the LCC is authorized to travel in-state, out-of-state, or internationally to Canada or Mexico, to perform duties determined necessary by such member. Staff members in the offices of individual members of the LCC and in the office of the vice-president of the senate are authorized to travel in-state, out-of-state, or internationally to Canada or Mexico, to perform duties specified by the member of the legislature in whose office the staff member is employed.

(b) On and after January 12, 1998, any officer of a political party caucus of the Kansas legislature is authorized to travel in-state to attend a meeting of the officers of such caucus called to consider matters of legislative interest. The authorization under this subsection is limited to four meeting days during any calendar year.

(c) The revisor of statutes and any member of the staff in the office of the revisor of statutes when authorized by the revisor, the director of the legislative research department and any member of the staff of the legislative research department when authorized by the director and the director of legislative administrative services and any member of the staff of the division of legislative administrative services when authorized by the director are authorized to travel in-state, out-of-state, or internationally to Canada or Mexico, to perform duties specified by any of such officers. Any officer authorizing travel pursuant to this policy shall report the same to the LCC.

(d) Legislators, legislative staff, employees of central staff agencies and leadership staff who are officers of, who serve as chair, co-chair, or vice chair of a committee of, or who serve on the executive committee of a legitimate, recognized legislative organization (i.e., NCSL, NBCSL,

CSG, CSG-Midwest, ALEC, NCOIL, the Energy Council, etc.) are permitted to travel to meetings of such organization at state expense.

(e) Legislators who are leaders in an organization described above may attend multiple meetings of the same organization without leadership approval.

(f) Legislators are permitted to travel at state expense when representing the state in their official capacity at the request of the Legislative Coordinating Council, President of the Senate, Speaker of the House of Representatives or Governor.

(g) Legislators who are not officers or executive committee members but are members of a committee or task force of an organization described above may have registration for meetings of such committee or task force paid by the state but are not eligible for reimbursement of any other travel expenses.

(h) Legislators who do not qualify for an exemption but want to attend an out-of-state meeting may legitimately use campaign funds to cover the associated travel expenses.

(i) Legislative staff, employees of central staff agencies and leadership staff are permitted to travel at state expense to meetings of organizations described above if they are attending for staff training. (Adopted May 4, 1976; amended Nov. 4, 1991; amended Nov. 24, 1997; amended February 16, 1998; amended December 19, 2019.)

Note:

LCC members, authorization and amounts, K.S.A. 46-1209(c), 75-3212.

Employees of legislative branch, K.S.A. 46-1209(c).

Legislative research, revisor, administrative services, K.S.A. 46-1209(c), 46-1210(a), 46-1211(a), 46-1211a, 46-1212a(a).

Policy 5. In-state travel expense. Members of the LCC and legislative staff designated in Policy 4 when traveling in-state shall be allowed their actual expenses for subsistence in amounts not to exceed the sum specified in subsection (b) of K.S.A. 46-137a, and amendments thereto, for any one calendar day, and in addition their mileage and other expenses as provided by law. (Adopted May 4, 1976; amended Nov. 4, 1983; amended Nov. 4, 1991.)

Note:

See Note following Policy 4.

Policy 6. ~~Legislative Coordinating Council minutes~~. (Adopted May 4, 1976; amended Sept. 10, 1976; revoked Nov. 4, 1991.)

Policy 7. ~~Furnishing enrolled bills~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 8. ~~Stationery~~. (Adopted May 4, 1976; amended Aug. 6, 1976; revoked Nov. 4, 1991.)

Policy 9. Filing of post audit reports. The LCC's copies of each post audit report of the legislature, office of revisor of statutes, legislative research department and LCC shall be permanently filed in the office of revisor of statutes. (Adopted May 4, 1976; amended Aug. 6, 1976.)

Policy 10. Facilities management services. Requests made by the director of legislative administrative services should be regarded by the director of the division of facilities management of the department of administration as equivalent to requests made by the LCC in relation to repair,

maintenance and upkeep of the state capitol. (Adopted May 4, 1976; amended Nov. 4, 1991; amended May 26, 1994.)

Note:
LCC authority over maintenance and repair in legislative areas of capitol, K.S.A. 75-3763.

Policy 11. ~~Study resolutions~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 12. Information and working papers. Information concerning bill requests and the working papers of bill drafters for bills which have not been introduced shall be regarded as confidential unless the legislator or chairperson of the committee requesting the bill gives permission for the contents thereof to be disclosed. Individual member files in the legislative research department relating to requests for information by members of the legislature shall be regarded as confidential unless the legislator gives permission for the contents thereof to be disclosed. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Policy 13. ~~Filling staff vacancies~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 14. Candidacy for political office. No officer or employee of the legislative research department, office of revisor of statutes or division of legislative administrative services shall become a candidate for partisan political office while employed in such office. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Policy 15. Estimate for appropriations for legislative expense. The director of legislative research, revisor of statutes and director of legislative administrative services shall prepare a draft of the estimate of general legislative expenses for submission to the LCC for its consideration and action and inclusion in the annual budget document for appropriations for legislative expenses. (Adopted May 4, 1976; amended Aug. 6, 1976; amended Nov. 4, 1991.)

Note:
Budget request for general legislative expenses, K.S.A. 46-1214(b).

Policy 16. Legislative Coordinating Council annual budget request. The LCC shall prepare and file its annual budget request in three parts; one for the office of revisor of statutes, one for the legislative research department and one for other expenses. Other accounts may be requested as needed. The revisor of statutes and the director of legislative research shall separately prepare the annual budget requests applicable to their respective office and department, and transmit the same to the LCC. The director of legislative administrative services shall prepare the annual budget request for the LCC--Other Expenses, and transmit the same to the LCC. Other LCC budget request items shall be prepared by the department, office or division affected. The LCC shall make any changes it desires in such budget requests and include the same, with any changes, in its annual budget request. Appropriations to the LCC for the office of revisor of statutes and for the legislative research department shall be made as separate items of appropriation. (Adopted May 4, 1976; amended Aug. 6, 1976.)

Note:
LCC budget request and duties of director of legislative research and revisor, K.S.A. 46-1214(a).

Policy 17. State library services for legislative branch of government. The revisor of statutes and the director of legislative research shall meet with the state librarian for and on behalf of the LCC, determine those books, pamphlets, documents and periodicals which are "essential and of singular importance in providing legislative research and legal and bill drafting services to the legislative research department, the office of the revisor of statutes, other offices of the legislative branch of government and to members of the legislature" as authorized and provided by K.S.A. 46-1212. Books, pamphlets, documents and periodicals so determined to be essential shall be acquired and maintained by the state librarian as provided by K.S.A. 46-1212. (Adopted May 4, 1976; amended May 11, 1977; amended Nov. 4, 1991.)

Policy 18. Meetings of special and select committees. Whenever a special committee or select committee is appointed, unless otherwise specifically directed by the LCC, the director of legislative research shall contact the chairperson, the vice-chairperson and the ranking minority member of the committee and inform them of such appointment and the need for scheduling both an initial planning meeting and such additional regular meetings of the committee as may be necessary. The director of legislative research shall inform such members that initial planning meetings of the chairperson, vice-chairperson and ranking minority member should be made by conference call if at all possible. All meetings of the committee shall be coordinated by the staff of the legislative research department and submitted to the LCC for authorization. (Adopted May 4, 1976; amended Aug. 6, 1976; amended Nov. 4, 1991.)

Policy 19. ~~Planning meeting times~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 20. Meeting authorization necessary. Special committees and select committees created by or made subject to the LCC by law shall meet only as authorized by the LCC. All such meetings shall be held in Topeka unless a different location is authorized by the LCC. The chairperson of the LCC, on behalf of the LCC, may authorize a committee meeting, when time does not permit authorization for the meeting to be obtained from the LCC. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Note:

Meeting authorization, K.S.A. 46-1207.
Meeting in Topeka, K.S.A. 46-1209(c).

Policy 21. ~~Meetings on weekends, when~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 22. Subjects of study must be authorized. No special committee or select committee shall be authorized to study any subject not specifically referred to it by the LCC. (Adopted May 4, 1976.)

Note:

Initiation of subjects of study, K.S.A. 46-1206.

Policy 23. Full-day committees; limitations on pay for short attendance; chairperson's responsibility. (a) Committee meetings shall be scheduled for full days of work. Legislators who fail to attend at least one-half of the committee meeting on any particular day should not claim compensation or expenses for that day.

(b) A committee chairperson shall not approve a voucher for compensation or expenses, or both, for a legislator's attendance at a committee meeting on a particular day if the legislator fails to attend at least one-half of the committee meeting on that day. (Adopted May 4, 1976; amended July 15, 2010.)

Policy 24. Committee conferees; invitations; expense limitations. No travel expenses or allowances shall be paid to any conferee, including any legislator not a member of such committee, unless there is prior authorization therefor by the LCC or by the chairperson or vice-chairperson of the LCC with report thereof to the LCC. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Policy 25. Subcommittees prohibited. No special committee or select committee shall establish a subcommittee or subcommittees other than a subcommittee or subcommittees meeting on the same day and as a part of an authorized meeting, except when specifically authorized by the LCC. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Policy 26. Committee minutes; secretaries. The director of legislative administrative services may employ secretaries to assist the legislative research department in the preparation of minutes for special committees, and such secretaries shall receive compensation at the current rate specified for them by the LCC. (Adopted May 4, 1976; amended May 21, 1982; amended Nov. 4, 1991; amended September 9, 1999.)

Policy 27. ~~Reporting deadlines~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 28. Copies of study committee bills and reports. The office of revisor of statutes and the legislative research department are authorized to provide single copies of proposed bills and committee reports to legislators and other interested persons when authorized by the chairperson of the committee sponsoring the same or when the same have been finally approved for transmittal to the LCC, if such office or department is of the opinion that the legislative process will be constructively aided and if such provision does not interfere with the work of such office or department. (Adopted May 4, 1976; amended Nov. 4, 1991.)

Policy 29. ~~Limitation on number of copies~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 30. ~~Location and distribution of copies of final reports and proposed bills~~. (Adopted May 4, 1976; amended Sept. 10, 1976; revoked Nov. 4, 1991.)

Policy 31. ~~Copies for legislative coordinating council members~~. (Adopted May 4, 1976; revoked Nov. 4, 1991.)

Policy 32. Deposit of legislative materials and provision of copies. (a) Except as otherwise provided in article 10 of chapter 46 of Kansas Statutes Annotated, the original copy of all legislative committee minutes, when approved by any study committee or standing committee shall be deposited with the division of legislative administrative services.

(b) Copies of the minutes of all meetings of the LCC, after approval by the council, shall be deposited with the division of legislative administrative services.

(c) A copy of the final report of each interim study committee and any proposed bills accompanying such report, after approval by the interim study committee shall be deposited with the division of legislative administrative services.

(d) Copies of all legislative materials and documents deposited with the division which are not available in published form in the document room shall be provided to members of the legislature and to interested state agencies without cost.

(e) Copies of all legislative materials and documents deposited with the division which are not available in published form in the document room shall be provided to members of the public by the division upon payment of a charge of 50¢ for the first page and 15¢ per page for all other pages plus a reasonable charge for staff time utilized in providing such service. (Adopted May 4, 1976; amended Sept. 10, 1976; amended Nov. 4, 1991.)

Policy 33. Communications by committees with state and federal officers and agencies. (a) Interim study committees and joint committees are not authorized to speak for the legislature or the committee except through reports and recommendations and shall not direct any communication to the President of the United States, any member of Congress or any federal agency or to the Governor or any agency of the state of Kansas making any recommendation for, or indicating approval or disapproval of, any action by any such officer or agency without the prior approval of the LCC. An interim committee or joint committee may direct a nonpolicy statement, inquiry or invitation to the President of the United States, any member of Congress or any federal agency, or to the Governor or any agency of the state of Kansas, at any time, subject to the approval of both the President of the Senate and the Speaker of the House of Representatives.

(b) Committees of the Senate and committees of the House of Representatives are not authorized to speak for the legislature or the committee except through reports and recommendations and shall not direct any communication to the President of the United States, any member of Congress or any federal agency or to the Governor or any agency of the state of Kansas making any recommendation for, or indicating approval or disapproval of, any action by any such officer or agency without the prior approval of the LCC. A committee of the Senate or a committee of the House of Representatives may direct a nonpolicy statement, inquiry or invitation to the President of the United States, any member of Congress or any federal agency, or to the Governor or any agency of the state of Kansas, at any time, subject to the approval of either the President of the Senate, in the case of a committee of the Senate, or the Speaker of the House of Representatives, in the case of a committee of the House of Representatives. (Adopted June 11, 1976; amended June 1, 1984; amended Nov. 4, 1991; amended June 30, 2011.)

Policy 34. Travel reimbursement. (a) When requesting reimbursement for expenses in making an authorized out-of-state, or international trip, legislators are required to supply receipts or invoices for the following: Airplane and other travel tickets, lodging, conference registration or dues, airport parking, individual meals above $10, rental vehicles and taxi/limousine service, and the director of legislative administrative services shall not process vouchers for any such reimbursement in the absence of appropriate receipt or invoice. Receipts are not required for tips or for meals of $10 or less. If an individual meal is furnished, no expenses for the meal is eligible for reimbursement. If a legislator should lose or inadvertently destroy a receipt, the division of legislative administrative services shall help prepare a certificate of nonavailability. Invoices will not be processed without either a receipt or certificate.

(b) Any legislator receiving reimbursement for subsistence allowances or travel expenses for travel out-of-state during any regular session of the legislature shall receive expenses actually incurred for transportation and lodging but shall not receive reimbursement for food for any day on which such member is receiving statutory allowances for such purpose.

(c) When expenses are incurred by legislators for meals while making authorized out-of-state, or international trips, legislators shall be reimbursed in an amount equal to either the actual

expenses for such meals or the amount equal to the maximum reimbursement allowable for meals at the same locations under the most current federal law, regulations and policies applicable to employees of the executive branch of the federal government, whichever is less.

(d) Any legislator who does not file for reelection by the filing deadline for their current office, who has publicly stated their intention to not seek reelection for their current office, or who was defeated in a primary or general election for their current office, is not entitled to receive reimbursement for expenses in making an out-of-state trip, except that any legislator who serves as an officer, chairperson or vice-chairperson of a committee of a legitimate, recognized legislative organization; or who serves on the executive committee of a legitimate, recognized legislative organization; or who is representing the state in their official capacity at the request of the LCC, may receive reimbursement for such expenses. (Adopted June 11, 1976; amended Nov. 4, 1991; amended June 16, 1999; amended July 18, 2005; amended September 27, 2005; amended December 18, 2013; amended December 19, 2019.)

Note:

Subsection (b) travel during legislative sessions, K.S.A. 75-3212(e).
International trips, as specified in Policy 4, include travel only to Canada or Mexico.

Policy 35. Compensation and expenses for in-state meetings. (a) Mileage should not be claimed unless a legislator actually makes the trip and incurs the expense in so doing.

(b) If a legislator attends a two-day committee meeting and returns home at the end of each day such legislator will be entitled to mileage for only one trip for the entire meeting.

(c) If a legislator attends two committee meetings held on two consecutive days such legislator shall be entitled to claim mileage for each meeting if such legislator did actually return home at the adjournment of the first committee meeting.

(d) No legislator shall be entitled to an additional day of enroute compensation unless such legislator in fact did spend the additional day in getting to or leaving the meeting. Although it is not required, good judgment indicates that a legislator should keep a copy of the hotel bill if claiming enroute compensation and expense.

(e) No more than one day of enroute compensation and expense will be paid for each committee meeting, unless the chairperson of the committee certifies that the additional day enroute was necessary to carry out the general purposes and business of the committee. In interpreting this paragraph, chairpersons are requested not to sign vouchers for enroute compensation and travel unless satisfied that the same were required. Example of an instance where an additional day enroute might be authorized would be where a member, because of the distance from Topeka, was required to come the night before the meeting started and where, because of the late hour of adjournment of the meeting and the distance of such legislator's home from Topeka or because of assignments given to such legislator by the committee or by the chairperson of the committee with reference to committee activities, such legislator could not complete committee work in time to return home at the end of the second day of meetings. In any event, the matter is left entirely to the judgment of the chairperson who is to exercise judgment with fairness and impartiality. (Adopted June 11, 1976.)

Note:

Day enroute, K.S.A. 75-3212(c).
Compensation, travel and expense allowances, K.S.A. 46-1209(a).

Policy 36. Legislative vouchers. All vouchers for expenditures from appropriations to the

legislature are to be prepared by the director of legislative administrative services, unless otherwise directed in any particular case by the president of the senate or the speaker of the house of representatives. (Adopted June 11, 1976.)

Note:

Preparation of meeting and travel expense vouchers, K.S.A. 46-1209(b).
Approval of vouchers, K.S.A. 46-153.

Policy 37. Kansas Legislative Intern Program. (a)The Kansas Legislative Intern Program shall be administered by the Kansas Legislative Intern Program Coordinator in the office of the Speaker Pro Tem who shall be appointed by the Speaker Pro Tem. A Legislative Intern Caucus Coordinator shall be appointed in the office of the Senate Vice-President by the Senate Vice-President; a Legislative Intern Caucus Coordinator shall be appointed in the office of the House Minority Leader by the House Minority Leader; and a Legislative Intern Caucus Coordinator shall be appointed in the office of the Senate Minority Leader by the Senate Minority Leader. The Kansas Legislative Intern Program shall be administered by the Kansas Legislative Intern Program Coordinator in cooperation with the House and Senate Legislative Intern Caucus Coordinators.

(b) Kansas Legislative Interns shall receive an intern allowance as provided by this policy upon satisfactory completion of the Kansas Legislative Intern Program during a legislative session. Satisfactory completion includes a minimum of 12 days recorded attendance, a completed Legislator evaluation form, an intern evaluation form, and final project submission. Each legislator shall have an Intern allowance under the program of up to $600 each regular session for Interns, except that the Intern allowance under the program for each of the following legislative leadership offices shall be up to $1,200 for Interns: (1) The office of the President, (2) the office of the Vice-President, (3) the office of the Majority Leader of the Senate, (4) the office of the Minority Leader of the Senate, (5) the office of the Speaker, (6) the office of the Speaker Pro Tem, (7) the office of the Majority Leader of the House, and (8) the office of the Minority Leader of the House. Each legislator or legislative officer who is assigned more than one Kansas Legislative Intern during a legislative session shall allocate the Intern allowance under the program for the reimbursements of such Interns.

(c) In order to be accepted into Kansas Legislative Intern Program, each applicant (1) must complete and submit the application form obtained through the Kansas Legislative Intern Program Coordinator in the office of the Speaker Pro Tem and (2)(A) must be enrolled at an accredited secondary school at the junior or senior level, or an equivalent level, (B) must be engaged in an alternate secondary level educational program at a level substantially equivalent to a junior or senior, or (C) be enrolled at an accredited post-secondary educational institution at any level, and (3) in any such case, must be making academic progress in their educational course of study. Only those persons who have applied and have been accepted into the Kansas Legislative Intern Program shall be known as Kansas Legislative Interns.

(d) Each legislator to whom a Kansas Legislative Intern is assigned shall prepare and discuss with the Intern the goals, expectations and responsibilities of the Kansas Legislative Intern and of the legislator under the program. After completing the Kansas Legislative Intern Program for a legislative session, each Kansas Legislative Intern and the legislator to whom the Intern is assigned, shall complete and submit a Kansas Legislative Intern Program evaluation form to the Kansas Legislative Intern Program Coordinator.

(e) A daily attendance record shall be maintained for Kansas Legislative Interns during the legislative session by the Kansas Legislative Intern Program Coordinator and the House and Senate Legislative Intern Caucus Coordinators. The Kansas Legislative Intern Program shall require a

minimum of 12 days of attendance at the capitol. Each Kansas Legislative Intern shall be issued and shall wear a name badge while in attendance at the capitol and serving as an Intern during a legislative session.

(f) The participation of each Kansas Legislative Intern in the Intern Program for a legislative session shall be completed and the program evaluations shall be submitted in accordance with this policy no later than the formal, sine die adjournment of the session.

(g) Except as otherwise provided under this policy, no amount shall be disbursed to a Kansas Legislative Intern by the director of legislative administrative services for allowance unless the Intern program evaluation form has been completed and submitted to the Kansas Legislative Intern Program Coordinator by the Kansas Legislative Intern and by the legislator to whom the Intern was assigned. If an extenuating situation occurs and either program evaluation form is not completed and submitted to the Kansas Legislative Intern Program Coordinator, this requirement may be waived upon the written request of the legislator to whom the Intern was assigned and approval by the chairperson or vice-chairperson of the Council. (Adopted June 11, 1976; amended Jan. 27, 1978; amended June 27, 2002; amended November 20, 2003; amended August 24, 2004, amended December 14, 2006; amended December 19, 2019.)

Policy 38. Correspondence and mailing. (a)(1) Only correspondence pertaining to constituent services shall be prepared or mailed at state expense. (2) Except as otherwise provided by this subsection, on and after July 1, 2024: Each representative will be allowed a maximum of $6,000 postage and newsletter printing allotment per calendar year; each senator will be allowed a maximum of $18,000 postage and newsletter printing allotment per calendar year, which may allow members of the legislature to send newsletters to every household in their district. The postage and newsletter printing allotment allowed by this subsection shall not be used by any legislator after May 31 in a calendar year during which a general election is to be held to elect the members of such legislator's house of the legislature. The maximum allotment amount established under this paragraph will change in relation to postage rate changes made by the U.S. Postal Service for letter-size, first-class mail, and printing costs established by the state printer. (3) Allotments not used are not cumulative from calendar year to calendar year and shall not be used in any other calendar year. (4) Mailings by legislators which exceed this allotment will be charged to the respective legislator at the same amount charged to the legislature by central mail or printing/mailing service businesses. Failure to pay for any overage in a timely manner will result in loss of legislative mailing privileges.

(b) The use of state postage in the mailing of personal correspondence is a misdemeanor. K.S.A. 21-6006 states in part: It shall be unlawful for any person to use for such person's personal use, or to allow any unauthorized person to use, any form of postage knowing such postage to have been paid for with state funds.

(c) Except as otherwise provided by law, questionnaires may be prepared, answered or mailed at state expense if: (1)The questionnaire is limited to soliciting opinions or facts relating to legislative issues or studies; (2) the questionnaire is specifically authorized by a legislator and the identity of the legislator sponsoring the questionnaire is disclosed on the questionnaire; (3) the questionnaire does not expressly advocate the nomination, election or defeat of a clearly identifiable candidate to state or local office; (4) the questionnaire has a return address other than an address at the state capitol; and (5) the questionnaire, including preparation and mailing or other distribution, is in compliance with all other applicable statutes, rules and policies, including postage and printing allotments and other limitations prescribed by the LCC.

(d) Petitions should not be answered at state expense, other than to the individual who submitted it.

(e) Exceptions to the above should be referred to the chairperson or vice-chairperson of the LCC for determination.

(f) Subject to the provisions of this subsection, a legislator may be reimbursed for the postage and newsletter printing expense of correspondence and other mailings authorized under this section which are mailed other than through central mail services. The claim for reimbursement shall be submitted to the director of legislative administrative services and shall be accompanied by the receipt or receipts for the postage and newsletter printing expense incurred and paid and by a sample of each item included in each mailing for which the claim is being submitted, which shall be kept on file by the director. A claim for reimbursement under this subsection may be submitted for more than one mailing. No claim for reimbursement shall be paid unless the aggregate claim is for reimbursement of the postage expense of mailing 500 pieces or more. The amount reimbursed for any such claim for postage and newsletter printing expense reimbursement shall not exceed the outstanding balance in the postage and newsletter printing allotment of the legislator for the calendar year in which the postage and newsletter printing expense was incurred and shall be credited against such balance. Postage and newsletter printing expenses shall be incurred on or before December 14, during each calendar year. A postage and newsletter printing expense reimbursement for postage and newsletter printing expense incurred during a calendar year, on or before the last day the postage allotment may be used during such calendar year under this section, may be submitted within 30 days after the last day the postage and newsletter printing allotment may be used in such calendar year, but shall be credited against the outstanding balance in the postage and newsletter printing allotment of the legislator for such calendar year. The provisions of this subsection are intended to facilitate the use of metered postage by legislators at local postal facilities or through mailing service businesses in lieu of using central mail services to mail correspondence pertaining to constituent services or to mail questionnaires or correspondence pertaining to questionnaires in compliance with all applicable provisions of this or other policies or rules of the Council and applicable statutes and rules and regulations. Reimbursement for the purchase of postage stamps under this section is prohibited. (Adopted June 11, 1976; amended Oct. 3, 1980; amended January 10, 1986; amended Nov. 4, 1991; amended July 24, 2001; amended November 16, 2001; amended November 20, 2003; amended June 1, 2012; amended December 19, 2019; amended December 18, 2023; amended January 8, 2026)

Note:

Allotments for postage and printing of newsletters combined effective July 1, 2024.

Printing allotments for newsletters previously contained in LCC Directive II.

Policy 39. Reports of meetings attended. Whenever a legislator or legislative branch staff person attends an out-of-state meeting and submits a voucher for reimbursement or payment of expenses or compensation, the voucher shall be accompanied by a report of the meeting attended using a format prepared and provided by the director of legislative administrative services. The format provided by the director of legislative administrative services shall be in such form and shall provide for the inclusion of such information as will be of assistance to other legislators or legislative staff persons interested in the subject matter of the meeting attended. In the case of legislators the division of legislative administrative services is directed not to transmit such vouchers to the chairperson or vice-chairperson for approval until such report is received, unless otherwise instructed by the LCC.

Reports filed by legislators and legislative branch staff persons shall be filed with the division of legislative administrative services.

In the case of legislative staff members of the legislative research department and the revisor

of statutes attending an out-of-state meeting, a report of the meeting attended shall be filed with the head of their respective agencies, in a format approved by the head of their respective agencies, and shall be available for inspection. Adopted Nov. 4, 1977; amended Nov. 4, 1991; amended Dec. 13, 2001.)

Policy 40. Lost or stolen property. Legislators and legislative employees responsible for legislative property should maintain the security of such property to the extent practicable. When it is clearly established, in the opinion of the director of legislative administrative services, that property has been stolen or inadvertently destroyed, the individual in charge of the legislative property shall not have fiscal responsibility therefor; when legislative property is determined to have been lost or destroyed through negligence, the individual in charge of such property shall reimburse the state for the value of such property. The director of legislative administrative services may check out legislative property to legislators for reasonable periods, but such property shall be returned at the time specified by the director of legislative administrative services and not later than the end of the legislator's state service. (Adopted May 4, 1979.)

Policy 41. Payment of tuition and educational training costs for legislative staff members. As provided in this policy, legislative agencies are authorized to pay the expense of tuition and books for work-related courses attended by full-time members of their staff. The expenses of tuition and books may be paid for courses which are not related to work assignments but which are required for a degree in an amount not to exceed 50% of the cost of such tuition and books. Staff members should be encouraged to enroll in courses held after normal office hours. Such courses shall be approved in advance by the appropriate legislative agency heads. Staff members, who wish to have their agency pay for a course, shall submit for approval to their agency head a written proposal detailing their expected coursework.

Allowable costs will be paid upon successful completion of the approved course with a grade of B or better and submission of appropriate receipts to the agency head or in the case of an employee of a legislative leadership office to Legislative Administrative Services.
(Adopted June 1, 1979; amended Nov. 4, 1991; amended Nov. 10, 1999.)

Note:

Payment of tuition and other educational expenses, K.S.A. 75-5519.

Policy 42. Legislative agency personnel; dual compensation; second employment. (a) Regular, full-time, permanent employees of the office of revisor of statutes, the legislative research department, the division of legislative administrative services and the division of post audit may receive compensation from any other state agency, or any entity which is not a state agency, only when such compensation and the employment to which it relates are specifically approved in writing by the head of the legislative agency in which the person is employed, and then only subject to the following limitations:

(1) In the case of the head of each of the above named legislative agencies, prior approval of the LCC shall be necessary, and in the case of the post auditor, approval of the legislative post audit committee shall be necessary before application for approval is made to the LCC.

(2) The head of any such legislative agency may prohibit all such compensation and second employments that are the subject of this policy, except reimbursement or allowances for actual expenses and fees for duties required by law. (See also, paragraphs (5) and (6).)

(3) No such second employment or compensation shall be approved which would result in a conflict of interest for the person employed.

(4) No such second employment or compensation shall be approved that would impair, disrupt or in any way detract from the work assignment of such employee or the activities of the legislative agency in which the person is employed.

(5) Nothing in this policy shall be construed to prohibit any employee from providing services to or for members of the employee's family, except when specified by the legislative agency head.

(6) Nothing in this policy shall be construed to prohibit any employee from performing gratuitous services, except when specified by the legislative agency head.

(b) All compensation and the employment to which it relates which is approved by the head of any legislative agency pursuant to this policy shall be reported to the LCC. (Adopted July 12, 1979.)

Policy 43. Use of house and senate chambers, committee rooms, rooms 212-N and 212A-N statehouse and capitol grounds by other than the legislature. (a) The following restrictions apply to consumption and the presence of food and beverage in the house and senate chambers and capitol committee rooms:

1. During legislative sessions and during interims between sessions, food and beverages are allowed in the house of representatives chamber and the senate chamber as determined by the speaker of the house and the president of the senate, respectively, or in accordance with rules of the respective chamber, or both.

2. During committee hearings in capitol committee rooms, committee members and legislative staff may consume food and beverages as determined by the committee chairperson but no food or beverage is allowed in the audience area.

3. When no committee hearing is being held in a capitol committee room, there are no restrictions on food and beverages consumed in the room by legislators or legislative staff. Consumption of food or beverages by persons other than legislators or legislative staff, whether with or without legislators present, is restricted to box-style meals only and buffet-style meals involving filling of a plate are prohibited.

4. Serving vessels, carts and other objects with food, beverage or other related items are not allowed in capitol committee rooms and must remain in the hallway or foyer.

5. The organization, caterer, host or sponsoring legislator is responsible for cleaning up all food, beverages and related items in the capitol committee room, hallway or foyer in a timely fashion so the room is ready for the next committee meeting.

6. The organization, caterer, host or sponsoring legislator is responsible for immediately notifying housekeeping or legislative administrative services of any spill or mess needing clean up attention.

(b) The house of representatives and senate chambers, legislative committee rooms, their common areas, and rooms 212-N and 212A-N, are available for use by other than legislators, the house and senate and committees thereof, including special and select committees, subject to the following limitations:

1. Use of the chambers and committee rooms by the senate and house of representatives and legislative committees take priority over all other usage.

2. State political party committees organized in accordance with Article 38 of Chapter 25 of the Kansas Statutes Annotated and other committees of such parties may be granted permission to use the chambers and committee rooms.

3. State agencies may be granted permission to use the chambers and committee rooms for ceremonial purposes, for conduct of educational programs or examinations, or for other activities in the conduct of state business. Other governmental agencies may be granted permission to use

the chambers and committee rooms in the conduct of educational programs or in discharging their governmental duties.

4. Private nonprofit organizations may be granted permission to use the chambers or committee rooms for programs designed for education in the state legislative process. No such organization shall be granted permission to use such chambers or committee rooms for the conduct of programs in which participation is limited or restricted on the basis of race, color, religion, sex, age, handicap, cultural heritage or national origin or ancestry, except that permission may be granted for the use of such chambers or committee rooms by youth groups consisting only of either boys or girls.

5. Rooms 212-N and 212A-N are reserved for use by state officials for special ceremonial and other official business uses in accordance with the provisions of K.S.A. 75-3765a and amendments thereto.

(c) The statehouse common areas and capitol grounds are available for use by members of the public, subject to the following:

1. No organization or individual or individuals shall be granted permission to meet or gather when participation is limited or restricted on the basis of race, color, religion, sex, age, handicap, cultural heritage or national origin or ancestry.

2. No organization or individual or individuals shall be granted permission to meet or gather or meet or gather without permission if such organization or a member or representative of such organization has made a threat against the governor, a member of the legislature or other public official as verified as presenting a current, credible threat to the safety of such official by the Kansas highway patrol, capitol police or the Kansas bureau of investigation.

3. No organization or individual or individuals shall be granted permission to meet or gather or meet or gather without permission if such organization or a member or representative of such organization has stated explicitly that the meeting or gathering will involve a violation of law.

(d) Any disruptive activity or a violation of this policy will result in immediate revocation of the privilege of any organization, state agency or other governmental agency using the chambers or committee rooms and may result in such organization or agency being expelled and ejected from the chambers or committee rooms.

(e) Requests for the use of the chambers or committee rooms shall be made to the director of legislative administrative services. Requests for the use of committee rooms made under (b)(4) shall be made on forms provided by the director. The director shall maintain a record of all applications for use of the chambers and committee rooms and the disposition thereof. Committee rooms authorized for use in accordance with this policy shall be assigned by the director.

(f) The director of legislative administrative services shall submit requests for use of the house of representatives chamber to the speaker, majority leader and minority leader of the house for determination thereof by majority vote of such officers. The speaker pro tem of the house shall act for the speaker when the speaker is unavailable.

(g) The director of legislative administrative services shall submit requests for use of the senate chamber to the president, majority leader and minority leader of the senate for determination thereof by majority vote of such officers. The vice president of the senate shall act for the president when the president is unavailable.

(h) Requests for use of committee rooms submitted under subsection (d) of this policy shall be approved or denied by the director in accordance with the provisions of this policy.

(i) The director shall submit a recommendation with each request for use of the house of representatives or senate chambers and shall provide such information as may be useful for making the above determinations. (Adopted Sept. 10, 1979; amended February 16, 1998; amended August 5, 1998; amended November 13, 2012; amended March 18, 2025.)

Policy 44. Employment of legislative employees upon basis of qualifications. The director of legislative administrative services shall, in accordance with K.S.A. 46-1212a, employ such persons to provide staff services to the legislature as may be directed by the LCC. The employment of such persons shall be based solely upon their qualification to provide the services required and such employment or denial of employment shall not be based upon the person's eligibility for retirement benefits authorized under Section 14 of Chapter 318 of the Laws of 1984. The director of legislative administrative services shall document all inquiries regarding eligibility for retirement benefits pursuant to Section 14 of Chapter 318 of the Laws of 1984 made by persons seeking employment by the legislature and shall report the same to the LCC at its meeting next following the receipt of such inquiry. (Adopted Sept. 7, 1984.)

Policy 45. ~~Smoking in legislative areas of capitol.~~ (Adopted June 8, 1987; revoked June 26, 1995.)

Policy 46. Compensation for overtime work by temporary legislative employees. It is the policy of the LCC that work assignment of temporary legislative employees be performed during the normal 40-hour work week of such employees. Except as otherwise specifically authorized in accordance with the provisions of this policy no temporary legislative employee shall be compensated for working overtime. Payment of compensation for overtime work by temporary legislative employees shall be paid only in extreme work load situations for which a written request describing such work and justifying the need therefor has been submitted to and been approved by the unanimous approval of the LCC subcommittee on salaries prior to the performance of such work. (Adopted December 4, 1990.)

Policy 47. Distribution of newspaper clippings. Not more than three sets of the daily newspaper clippings will be distributed to the office of each member of the LCC. Distribution can be made to legislative staff offices but no further distribution will be made of such clippings except two copies can be distributed to the state library, if requested by such agency. (Adopted Jan. 12, 1981; amended Nov. 4, 1991.)

Policy 48. Distribution of KARs. Members of the joint committee on administration rules and regulations will be issued full sets of KARs w/supplements for use in their committee deliberations. Application for yearly supplements will be made to the director of legislative administrative services. (Adopted July 2, 1981.)

Policy 49. Adjunct speakers to the house and senate sound systems. Installation of adjunct speakers (orators) to the house and senate sound systems will be limited to leadership offices of the legislature and nonlegislative offices having a need therefor as determined by the LCC. Applications for additions to the system will be made to the director of legislative administrative services who will investigate and make recommendations to the LCC. If the installation is approved, nonlegislative agencies will be responsible for payment of installation and equipment costs as well as any ongoing monthly charges. (Adopted Nov. 4, 1991.)

Policy 50. Nepotism. It is LCC policy that members of the immediate family of members of the legislature will not be employed in the house or senate or by any legislative staff agency. A member of the immediate family of an employee of a legislative staff agency will not be employed in any capacity where it is likely that they will be supervised by a relative. The provisions of this policy do not apply to persons employed by the house or senate prior to November 4, 1991, or to

pages in the senate or house of representatives. (Adopted Nov. 4, 1991; amended June 16, 1999.)

Note:

Nepotism statutory restrictions, 46-246a.

"Immediate family" was defined in K.A.R. 1-9-21, at the time Policy 50 was adopted, to mean spouse, parent, child, sister or brother.

Policy 51. Computerization of the legislature. For legislative policies on information technology in the Legislature, see "Kansas Legislature Information Technology Policies," adopted by the Council December 16, 2003. (Adopted Oct. 5, 1990, Nov. 2, 1990, May 28, 1991; amended Nov. 4, 1991; amended November 24, 1997; amended September 9, 1999; amended November 15, 2000; amended December 16, 2003.)

Policy 52. Charges for certain documents transmitted by facsimile (FAX) machine. In addition to any charge assessed under LCC Policy 32, a charge shall be assessed for any document transmitted by facsimile (FAX) machine for members of the public by the division of legislative administrative services, the legislative research department and the revisor of statutes office. The charge shall be $1 per page with a maximum of 10 pages allowed for transmittal. Documents transmitted by facsimile (FAX) machine by the division of legislative administrative services, legislative research department and revisor of statutes office at the request of members of the legislature or state agencies shall be transmitted without charge under this Policy 52. All moneys collected for such charges shall be remitted by the director of legislative administrative services and shall be deposited in the legislative special revenue fund. (Adopted August 11, 1992.)

Policy 53. Sexual harassment prohibited. (a) Sexual harassment of any legislative employee will not be tolerated. Complaints of sexual harassment involving legislative members or employees shall be reported and investigated pursuant to this policy.

(b) As used in this policy:

(1) "Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (A) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or placement in a legislative program; or (B) submission to or rejection of such conduct is used as the basis for decisions involving employment or placement in a legislative program affecting such individual; or (C) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

(2) "Legislative member or employee" means: (1) any member of the House of Representatives or the Senate; (2) permanent, full-time, part-time, temporary or any other employee of the House of Representatives or the Senate, legislative interns, legislative pages, employees of legislative leadership offices; and (3) employees of legislative staff agencies under the jurisdiction of the Legislative Coordinating Council.

(c) (1) An employee of the House of Representatives or the Senate may file a complaint of sexual harassment with the immediate supervisor of such employee or the Director of Legislative Administrative Services.

(2) An employee of a legislative leadership office may file a complaint of sexual harassment with the legislator in charge of such office or the Director of Legislative Administrative Services.

(3) An employee of a legislative staff agency may file a complaint of sexual harassment with the head of such legislative staff agency, the Director of Legislative Administrative

Services, or in accordance with the staff agencies own policies regarding sexual harassment.

(4) Legislative interns may file a complaint of sexual harassment with the Director of Legislative Administrative Services, the intern coordinator, caucus intern coordinator or the faculty member coordinating the interns at the university the intern attends.

(5) Members of the Legislature may file a complaint of sexual harassment with the Director of Legislative Administrative Services, the Speaker, the Majority Leader or the Minority Leader of the House of Representatives, if the member is a representative, or the President, the Majority Leader or the Minority Leader of the Senate, if the member is a senator.

(6) Legislative pages may file a complaint of sexual harassment with the Director of Legislative Administrative Services or a legislative page coordinator.

(d) All complaints of sexual harassment shall be promptly, thoroughly and respectfully handled and investigated. Investigations shall be conducted by the person with whom the complaint is filed as provided in subsection (c) or by the Director of Legislative Administrative Services, except that investigations of complaints which are alleged to involve a legislator shall be investigated by the Director of Legislative Administrative Services or the designee of the Director. Complaints will be investigated and handled as discreetly as possible and in accordance with legal obligations. All information will be maintained confidentially, giving consideration to the preference of the individual making the complaint. Only people necessary to the investigation of the complaint shall be provided with information regarding the allegation. Prompt and effective corrective action shall be taken to remedy all well-founded complaints. Any employee found to have violated this policy will be subject to discipline which may include immediate termination from employment. All well-founded complaints that determine a member has been found to have violated this policy shall be reported to the Speaker of the House of Representatives, if the member is a Representative or the President of the Senate, if the member is a Senator, for consideration of misconduct pursuant to the rules of the House of Representatives or the rules of the Senate, as appropriate.

(e) Retaliation against any person for the good-faith filing of a complaint of sexual harassment or retaliation for giving information relating to a complaint is prohibited. Knowingly filing a false complaint of sexual harassment is prohibited and may subject the person filing such complaint to disciplinary action.

(f) Legislative members or employees have the right to file a formal complaint at any time with the Kansas Human Rights Commission or the federal Equal Employment Opportunity Commission.

(g) The Director of Legislative Administrative Services shall make available training on sexual harassment to all legislators and legislative employees. Agency heads of legislative staff agencies and legislators in charge of legislative leadership offices shall require, at least once every two years, training on sexual harassment for legislative employees employed within such agencies and offices.

(h) As appropriate, this policy shall be posted in work areas, copies provided to legislative members and employees of the legislature and the provisions of this policy otherwise made known to all legislative members and employees. (Adopted May 26, 1994; amended February 9, 2018.)

Policy 54. Interim supplies and facilities. K.S.A. 46-137a and amendments thereto provides an interim monthly allowance for miscellaneous office supplies and expenses to legislators, therefore no supplies, facilities or support will be provided for any staff other than those authorized by the Legislative Coordinating Council. Any supplies used or expenses incurred will be billed to the individual legislator. This policy does not apply to the occasional request of a legislator. (Adopted July 10, 1996.)

Policy 55. Capitol Restoration Commission. (a) For the purpose of advising the Legislative Coordinating Council concerning matters relating to the Capitol, the Capitol Restoration Commission (CRC) is hereby established. The Capitol Restoration Commission shall be composed of members as prescribed by this policy. Except as otherwise provided by this policy, the CRC shall have 16 members as follows: Each member of the Legislative Coordinating Council or a designee of such member; the chairperson, vice-chairperson and ranking minority member of the Joint Committee on State Building Construction; the chairperson and ranking minority member of the Committee on Appropriations of the House of Representatives; the chairperson and ranking minority member of the Committee on Ways and Means of the Senate; the state treasurer and the secretary of administration or the designee of the secretary. If any legislator member of the Capitol Restoration Commission, other than a Legislative Coordinating Council member, declines to serve on the Commission, such member shall be replaced as a member of the Commission by appointment by the president of the senate if the member to be replaced is a member of the majority party of the senate, by the speaker of the house of representatives if the member to be replaced is a member of the majority party of the house of representatives, by the minority leader of the senate if the member to be replaced is a member of the minority party of the senate or by the minority leader of the house of representatives if the member to be replaced is a member of the minority party of the house of representatives. The chairperson of the Legislative Coordinating Council shall be chairperson of the CRC, and the vice-chairperson of the Legislative Coordinating Council shall be vice-chairperson of the CRC.

(b) The CRC shall be staffed by the Capitol architect, the director of the division of facilities management, or a designee of the director, the division of legislative administrative services, the legislative research department and such other persons as the Legislative Coordinating Council may specify. The secretary of the state historical society shall act as advisory staff to the CRC upon call of the CRC.

(c) The CRC may meet upon the call of the chairperson or of a majority of the members of the CRC. The CRC shall advise the Legislative Coordinating Council on matters relating to the restoration, renovation, physical organization and use of the Capitol and grounds and such other matters relating to the Capitol as the CRC deems appropriate.

(d) In addition, the CRC shall have three non-legislator members appointed by the Legislative Coordinating Council who have expertise and professional background in industry, building trades and technical professions. Members of the CRC appointed in accordance with this subsection shall receive subsistence allowances, mileage and other expenses for expenses incurred for attendance at CRC meetings, or a subcommittee meeting thereof authorized by the CRC, as provided in K.S.A. 75-3212, and amendments thereto, for members of the legislature, and in accordance with the provisions of appropriation acts. (Adopted February 16, 1998; amended December 16, 1998; amended October 14, 1999; amended October 28, 2003; amended December 16, 2003; amended June 23, 2004; amended September 17, 2007.)

Policy 56. ~~Use of rooms or other facilities of the Hiram Price Dillon House.~~ (Adopted September 16, 1998; amended January 28, 1999; revoked December 19, 2019.)

Policy 57. Disposition of Donations, Gifts and Bequests. Donations, gifts or bequests of money for the legislative branch of government which are received by the legislature or the legislative coordinating council shall be deposited in the state treasury and credited to an account of the legislative special revenue fund unless such donation, gift or bequest is rejected by the legislative coordinating council. If the accepted donation, gift or bequest is for a specified purpose,

it shall be expended for the purpose specified. (Adopted October 14, 1998.)

Policy 58. ~~Dillon House Advisory Commission~~. (Adopted December 16, 1998; amended January 28, 1999; revoked December 19, 2019.)

Policy 59. Use of Legislative Counsel. Legislative counsel employed by the Legislative Coordinating Council shall advise and represent the Legislature, or the Council on behalf of the Legislature, in litigation or potential litigation only at the direction of the Council. Legislative counsel shall not advise or represent any individual legislator or group of legislators unless specifically authorized by the Council. (Adopted October 13, 2008.)

Policy 60. Paid parental leave for legislative employees. (a) All employees of the Legislative branch in a benefits-eligible, full time position shall be eligible to receive paid parental leave following the birth or adoption of a child that occurs on or after August 5, 2021. Births or adoptions that occurred prior to August 5, 2021, are subject to the provisions of this policy as this policy existed prior to August 5, 2021, except that the amendments to this policy that are effective on August 5, 2021, shall be applicable to all employees of the Legislative branch on paid parental leave on August 5, 2021.

(b) Every parent who is designated as the primary caregiver shall receive eight weeks of paid parental leave and every parent who is designated as the secondary caregiver shall receive four weeks of parental leave.

(1) If both parents are State of Kansas employees, irrespective of the branch of government, eligible for paid parental leave one employee must be designated the primary caregiver and one employee must be designated the secondary caregiver.

(2) In such instances, both parents may utilize paid parental leave concurrently, consecutively, or at different times, in accordance with the provisions of this policy.

(c) Paid parental leave covers 100% of an eligible employee's regular rate of pay and while using such leave, employees continue to accrue vacation and sick leave in accordance with applicable rules, regulations, and statutes.

(d) Official and observed holidays, approved by the Legislative Coordinating Council, do not count against paid parental leave. Employees utilizing paid parental leave on an official or observed holiday shall receive holiday credit pursuant to K.A.R. 1-9-2.

(e) Paid parental leave must be taken within the 26 weeks immediately following the birth or adoption of a child.

(f) Paid parental leave cannot be donated through the State of Kansas Shared Leave program or in any other way, and any amount of leave not utilized by the eligible employee in the above referenced 26-week period shall be forfeited.

(g) Nothing in this policy regarding paid parental leave for legislative employees shall have any adverse effect on an eligible employee's KPERS retirement benefits, including, but not limited to, the employee's final average salary calculation, when utilizing the paid parental leave provisions of this policy. (Adopted May 29, 2019; amended August 5, 2021.)

ADDENDUM—LEGISLATIVE COORDINATING COUNCIL DIRECTIVES

I. Implementation of Boeing Study—Legislative Computerization.

For legislative policies on information technology in the Legislature see "Kansas Legislature Information Technology Policies" adopted by the Legislative Coordinating Council December 16, 2003.

II. Stationery.

A. Stationery printed by the state should not be used for campaign purposes. (May 7, 1992)

B. Limitations on printing of legislator documents: Legislators shall be allotted $750 for stationery, envelopes, business cards, postcards, etc. (November 4, 1991; amended July 24, 2001; amended December 14, 2004; amended December 19, 2019; amended December 18, 2023).

C. Note: Under K.S.A. 46-1207a the Legislative Coordinating Council "may provide for additional legislative stationery or other printed material supplies for members of the legislature to be provided at cost as determined by the council."

D. Note: Removal of newsletter allotment due to change in Policy 38-Correspondence and Mailing. Allotments for postage and printing of newsletters combined in Policy 38, effective July 1, 2024.

III. Meetings.

A. The Capitol Restoration Commission, the Steering Committee for Capitol Restoration, the Systems Review Team and the Information Systems Steering Committee are authorized to meet as needed. (May 19, 1998; September 28, 2001)

B. Governor's task forces: Legislators appointed to task forces created by the governor are authorized from moneys appropriated to the legislature "their usual reimbursement for attending meetings of such task forces less any such reimbursement otherwise provided by the governor for such attendance. . . ." (September 16, 1998)

C. Any member of the legislature who has been assigned as a participant on a committee or task force of the Council of State Governments may attend such committee meeting held in conjunction with the national meeting of the Council of State Governments and may attend the full national meeting of the Council of State Governments. (October 12, 2000)

D. Legislators who change their flight reservations will be reimbursed for those changes only if the change was necessary due to legislative business or because of an emergency or event cancellation, all other charges incurred due to changes in flight plans will be paid by the legislator. (June 21, 2001) However, fees or penalties for changing air travel itineraries would be reimbursed if the changes were the result of a national emergency or event cancellation. (September 28, 2001)

E. Legislators selected to attend the Bowhay Institute for Legislative Leadership and

legislators selected to attend the Toll Fellows Program are to receive as reimbursement travel expenses. (October 22, 2001)

IV. Room Usage.

Because of prior violations of Legislative Coordinating Council Policy 43, refusal to comply with Policy 43 reservation requirements for the privilege of using rooms under the jurisdiction of the Legislative Coordinating Council and failure to meet the requirements of Policy 43 for the privilege of using rooms under the jurisdiction of the Legislative Coordinating Council, the Kansas Territorial Agricultural Society, the Mark Kline Drake's Christian Court, the Constitutional Court and the alleged chief notarial officer of the Kansas state are to be excluded from use of any rooms under the jurisdiction of the Legislative Coordinating Council. (September 16, 1998)

V. Steering Committee for Capitol Restoration.

The Legislative Coordinating Council on September 28, 2001, created a steering committee for capitol restoration to be composed of six members as follows: The President of the Senate, the Speaker of the House of Representatives, a member from the Legislative Coordinating Council designated by the chairperson of the steering committee from the chamber of the legislature of which the chairperson of the steering committee is a member, the Minority Leader of the Senate, the Minority Leader of the House of Representatives and the Secretary of Administration. The chairperson of the steering committee for capitol restoration would be the chairperson of the Legislative Coordinating Council. The guidelines for policy decisions to be made at the Legislative Coordinating Council and steering committee levels are as follows:

LCC:

Major change in scope of work.

- Project cost changes (major in scope).
- Schedule of work (major changes).
- Ground memorials.
- Site restoration scope and design.

Steering Committee:

- Small space changes such as relocating offices and special features.
- Assignment of offices.
- Temporary office relocation plans.
- Parking assignment (permanent & temporary relocation).
- Furnishing selections (scope).
- Teleconferencing (location and scope).
- Special arts.
- Private fund raising review.
- Construction cost review.

- Site plan development review.
- Grounds and memorial review.
- Periodic status reports.
- Review project status with the Capitol Restoration Commission and appropriate committees and subcommittees of the legislature.
- Minor project cost changes and minor scope of work changes.

The steering committee was granted authority to meet as needed upon the call of the chairperson of the steering committee. (September 28, 2001)

VI. LCC Computer Technology Contract Procedure.

LCC COMPUTER TECHNOLOGY CONTRACTS

- Any contracts relating to the strategic computing plan shall be signed by the chairperson of the Legislative Coordinating Council following approval of the Systems Review Team and Information systems Steering Committee. (1.1.4)

- All contract language shall be reviewed and approved by the Revisor of Statutes. (2.1.4)

- Any proposal by the Information Systems Team to acquire goods or services shall first be approved by the Systems Review Team and project approval secured. (2.1.12)

- Any draft RFP or statement of work developed for information technology products or services will be first reviewed and approved by the Legislative Chief Information Technology Officer (LCITO). (2.1.12)

- After proposals or bids have been received and evaluated, the Information Systems team will prepare a draft contract. The draft contract will be submitted for review and approval to both the Revisor of Statutes and the LCITO both of whom should be involved in final contract negotiations to the extent required. (2.1.12)

- When the contract is approved by both the LCITO and the Revisor, the Systems Review Team will then review it. If approved, the Review Team will recommend to the Steering Committee that the contract be signed. (2.1.12)

- All change orders, requests for personal services, development of additional deliverables or work products, or any change that affects the cost, project schedule, or terms of a contract shall be made in writing to the Information Systems Team. The Information Systems Team, after a thorough review, consultation and analysis of impact and risk, will forward a recommendation to the Systems Review Team within 20 days of receipt of such request. The Systems Review Team shall act upon the recommendation within 10 days of receipt of the recommendation. If the request is approved, the request will be signed by the contract coordinator and the contractor's project manager. (2.1.12)

- The Director of Legislative Administrative Services is authorized to sign for payment of

bills and purchase of materials and services approved by the systems review team relating to the strategic computing plan. (1.1.4) All invoices for information technology products or services will be reviewed and verified by the legislative Director of Computer Services before they are submitted to legislative administrative services for payment. (2.1.4)

VII. ~~Out-of-State Travel.~~ (December 8, 2008; June 6, 2009; revoked December 19, 2019.)