



WELCOME

LEGISLATIVE ASSISTANTS 2024

SENATE CLERK'S OFFICE



Rose Ramsey, Assistant Clerk

OFFICE LOCATION, HOURS, AND PHONE NUMBERS

Central Clerk's Office is located on the third floor of the Capitol

Regular office hours during the session are 8:00 a.m. to 5:30 p.m. Regular hours during the interim are 8:30 a.m. to 5:00 p.m. The Clerk's Office has a toll-free number, 1-800-568-2135, 1-800-568-2135, for the exclusive use of members and their legislative assistants.

INVOCATIONS

The Clerk's Office will extend an invitation to members of the clergy upon the recommendation of members. Please contact the Clerk's Office to schedule a minister.

SOCIAL CALENDAR

A copy of the calendar will be sent immediately prior to session to your GAB office; an online version on the Senate portal will be updated daily throughout session.

SENATE CLERK'S OFFICE



COMMENDING AND MEMORIAL RESOLUTIONS:

Once commending, memorial, and congratulatory resolutions are agreed to by the Senate (Senate resolutions) or General Assembly (Senate joint resolutions), they are prepared in presentation form by the Clerk's Office.

COMMENDING AND MEMORIAL CERTIFICATES:

Interim

Flags (flown over the Capitol):

3x5 Virginia Flag

3x5 United States Flag



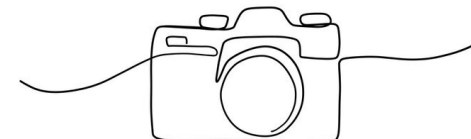
OFFICIAL SENATE PHOTOGRAPH (BY APPOINTMENT):

Dementi Studio

121 East Grace Street

Richmond, Virginia 23219

(804) 648-9003



SENATE SUPPORT SERVICES

Jennifer Welch, Deputy Clerk – Support Services

STATIONERY (LETTERHEAD AND ENVELOPES; BUSINESS CARDS)

Letterhead and envelopes

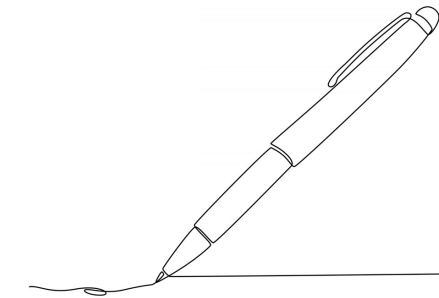
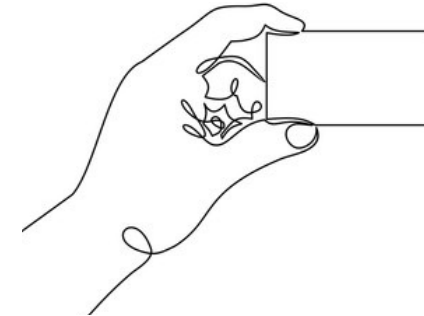
- 8 ½ x 11 Senate Seal and State Seal w/ matching envelopes
- Senate provides up to 5,000 sheets per fiscal year (July - June)
- You may purchase additional (sheets) once limit is reached
- You will be provided plain Senate seal stationery until the initial order is processed (after committee assignments are made)

Business cards - Senators

- The Senate provides 5,000 business cards with the gold state seal per member per fiscal year.
- All orders over 5,000 will be billed to the member.
- The Senate provides business cards with the blue state seal for the benefitted legislative assistant. Business cards can be purchased for additional legislative assistants.

OFFICE SUPPLIES

- Basic office supplies are provided to each member's office at the beginning of each session.
- The Senate provides supplies during session only.
- Supplies must be ordered through the Senate portal. If an item is not listed, it is not a stocked item.



SENATE SUPPORT SERVICES



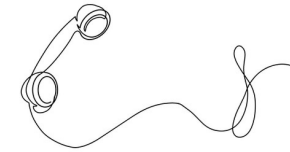
POST OFFICE

- Located on the 5th floor
- Hours are 8:00 a.m. to 5:00 p.m.
- Session postage is billed to the member
- Stamps can be purchased



TELEPHONES

- For phone training, please call Senate Support Services at 804-698-7460



OFFICE FURNITURE/EQUIPMENT/MAINTENANCE

- Furniture has been inventoried
- Only refrigerators and Keurigs are allowed
- Heaters, microwaves, and water coolers are **NOT allowed**
- Maintenance requests should be made with Senate Support Services
(Includes picture hanging, lighting issues, temperature issues)
- Signs, artwork, or any type of political/partisan paraphernalia is not allowed outside of your office
(hallway)



SENATE SUPPORT SERVICES



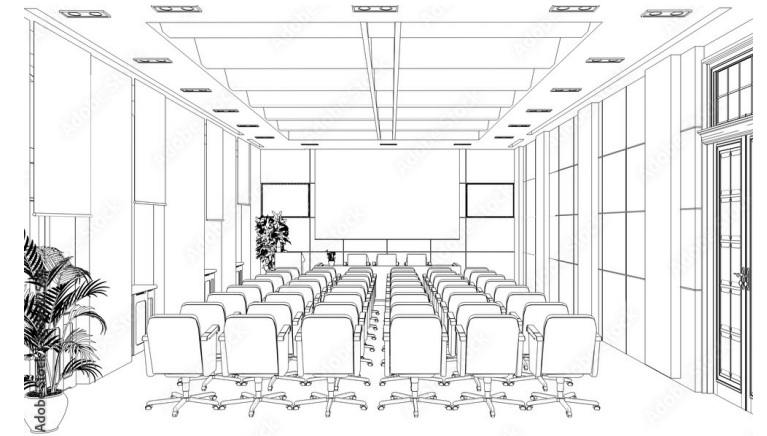
PARKING AND ID BADGES

- Parking is provided to the member in Lot 27 (9th & Broad Street)
- One parking space for a legislative assistant in Lot 22 (7th & Marshall Street)
- Cost is \$49 per month (\$147 for 2024). Spaces are limited and offered on a first-come, first-served basis.
- A Senate identification badge is required for all Senate employees.
- The badge gives you access to the parking deck, the Capitol, and General Assembly Building.
- It should be carried with you at all times. If lost, there is a \$15.00 replacement fee.
- Legislative assistants must be on the Senate payroll to obtain a badge.
- State-issued badges **MUST** be returned on the last day of staff's employment.
- Interns will receive a badge for identification purposes only. They must be enrolled in an accredited college, university, or graduate/law school.



CONFERENCE ROOM RESERVATIONS

- All committee rooms and subcommittee rooms (Capitol and GAB) must be reserved
 - Interim - Clerk's Office with Rose Ramsey
 - Session - Senate Support Services/Committee Operations for subcommittee rooms
 - Must be made through a Senator's office
 - One hour time limit per group, per day for non-legislative groups
 - Subcommittee meetings take priority
 - Furniture cannot be rearranged
 - No food or beverage unless approved by the Clerk



SENATE TECHNOLOGY



**Located on the 13th Floor General Assembly Building
804-698-7450**

Jonathan Palmore, Chief Technology Officer

LOGINS

Senator
Legislative Assistant

PUBLIC EMAIL ADDRESS

SenatorLastName@senate.virginia.gov

EQUIPMENT

Senator allowance

TRAINING

LIS training is available from DLAS



SENATE HUMAN RESOURCES / FISCAL



PEOPLE

PAYMENTS

PAYROLL



SENATE HUMAN RESOURCES / FISCAL



Michael Adams – Director of HR

Jan Waldrop – Senior Fiscal Officer

Geneva Tulasz – Assistant Fiscal Officer

Jeffrey Najarro – Fiscal Technician

Rhamsees Savage – HR Assistant



IMPORTANT NOTES



- Primary and Secondary LA Accounts cannot be combined or shared
- HR/Fiscal must have WRITTEN permission from the Senator before discussing the fund(s) with an LA
- All Non-Benefited LAs must complete a timesheet for each month
 - Tracking 1500 max hours annually (29 hours / week)
- Per Diem
 - Out of Town = \$213
 - In Town = \$75 (LA Training & Session Days ONLY)
- Mileage rate for Out of Town = \$0.655/mile (LA Training & Session Days ONLY)

NEW LAs

- Payroll Authorization Form
- Employment Forms (Portal)
 - In Richmond First 3 Days of Employment
- Detailed Benefits Information will be sent via Email, with Enrollment Form, late December

