



WELCOME

SENATE CLASS OF 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



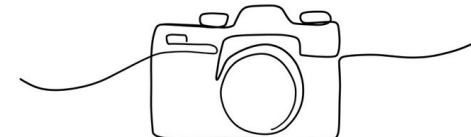
OFFICIAL SENATE PHOTOGRAPH (BY APPOINTMENT):

Dementi Studio

121 East Grace Street

Richmond, Virginia 23219

(804) 648-9003



SENATE 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



SENATOR COMPENSATION



- **SALARY** = \$18,000 annually (\$1,500 monthly)
- **OFFICE ALLOWANCE** = \$15,000 annually (\$1,250 monthly)
- **ADDITIONAL COMPENSATION** = maximum \$400 per day
- **PER DIEM** (Session Only) = \$213 / day
- **MILEAGE** = \$.655
- **EXEMPT FROM SOCIAL SECURITY** except Medicare

LEGISLATIVE ASSISTANT COMPENSATION



PRIMARY ACCOUNT

Salary = \$71,641

Must receive 60% of base fund
(\$35,168) for benefits

ONLY ONE benefited LA

Must be employed for 12 consecutive
months (Full-Time)

SECONDARY ACCOUNT

Salary = \$57,783

Semi-monthly earnings may vary

Can have multiple non-benefited
employees, with restrictions

Does not have to be employed on a
continuing basis

May not pay for benefits, bonuses, or
be combined with primary account

BENEFITS



- Virginia Retirement System Retirement Benefits
 - Defined Benefit
 - Defined Contribution
- Health Insurance
- Flexible Spending Account
- Basic Group and Optional Group Life Insurance
- DETAILED BENEFITS INFORMATION WILL BE SENT VIA EMAIL WITH ENROLLMENT FORM IN DECEMBER

SENATE TECHNOLOGY



Jonathan Palmore, Chief Technology Officer

LOGINS

Senator
Legislative Assistant

PUBLIC EMAIL ADDRESS

SenatorLastName@senate.virginia.gov

EQUIPMENT

Senator allowance

TRAINING

Schedule a time that you and your team can meet with Senate Technology



SENATE SUPPORT SERVICES



Jennifer Welch, Deputy Clerk – Support Services

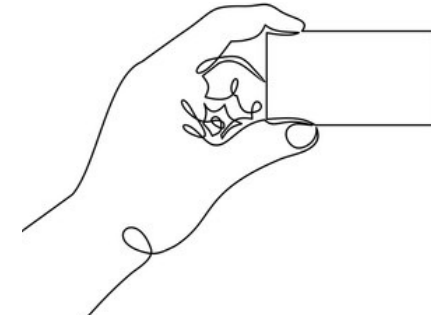
STATIONERY (LETTERHEAD AND ENVELOPES; BUSINESS CARDS)

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)

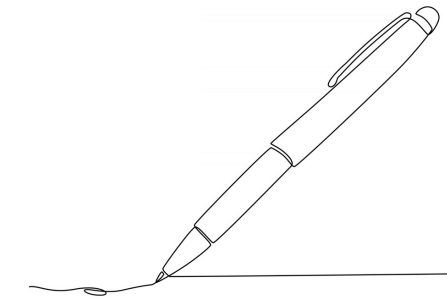
Business cards - Senators

- 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

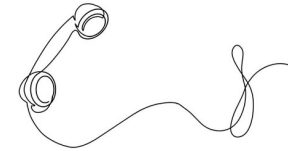
- Each member's office has a landline.
- For phone training, please call Senate Support Services at 804-698-7460

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)

ADMINISTRATIVE ASSISTANTS

- Hired by the Clerk of the Senate
- Assignments and hours of employment are determined by the Clerk



SENATE SUPPORT SERVICES



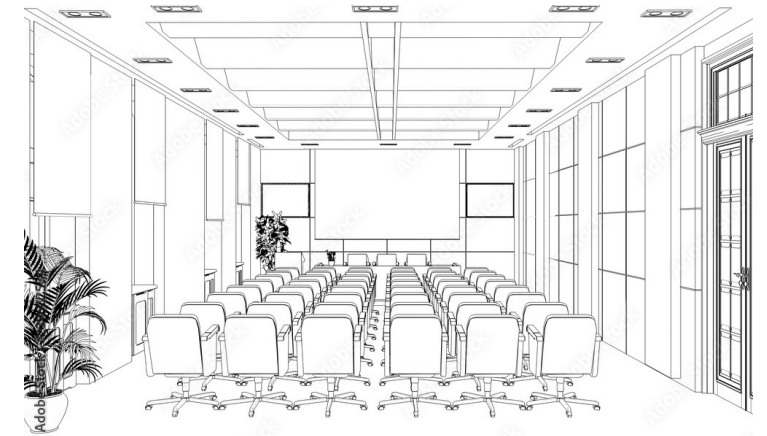
PARKING AND ID BADGES

- 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



NCSL – National Conference of State Legislatures

Curt Stedron, National Conference of State Legislatures

Curt Stedron is the Director of the NCSL Legislative Training Institute. A West Point graduate and former Army officer, Stedron spent 22 years as an award-winning educator and coach. His work for NCSL includes over 500 trainings for nearly 10,000 legislators and legislative staff in nearly every state. He is also a successful entrepreneur whose residential home construction company has built over 50 custom homes in the Denver area.



NCSL – National Conference of State Legislatures

Angela Andrews, National Conference of State Legislatures

Angela Andrews is the deputy director of NCSL's Legislative Training Institute, where she designs and delivers soft skill trainings to legislators and legislative staff. She has worked in or for legislatures for more than 20 years. Before joining NCSL in 2008, she was an aide in the Massachusetts House of Representatives and in the United States Senate. She received her master's in public administration from Suffolk University in Boston and earned a training and facilitation certificate from the Association for Talent Development.

