



Missouri House of Representatives

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CONTACT: Speaker Todd Richardson
573-751-4039

House Speaker Todd Richardson Makes Policy Recommendations to Improve the Culture at the Capitol

JEFFERSON CITY, Mo. — House Speaker Todd Richardson today officially made his policy recommendations designed to improve the culture at the State Capitol for interns, as well as all staff and House members. Richardson said the proposal represents a collaborative effort between the members of a task force he assigned during the summer along with his own office, House attorneys, and officials from institutions of higher learning and the Women's Foundation.

“These proposed policy changes are not a cure-all, but they do take significant, substantive steps toward improving the work environment in the Capitol so that interns, staff, and members can have a workplace where they are treated with respect and free from harassment,” said Richardson, R-Poplar Bluff. “In reviewing the intern policies we realized it was equally important to improve our sexual harassment policies so that everyone who works in the building is better protected from inappropriate behavior. I am proud of the steps we are taking and I believe they can improve the culture in the Capitol building by putting an effective process in place for preventing and resolving these problems.”

He added, “I want to be perfectly clear. While I am Speaker, sexual harassment will not be tolerated. The people of Missouri expect and deserve public servants who conduct themselves professionally and honorably, and fortunately the vast majority of my colleagues do just that on a daily basis. However, we still have work to do if we are going to eliminate all inappropriate behavior from the workplace and create an environment we can all take pride in, and the people of Missouri can be proud of as well.”

Some of the policy changes recommended by the Speaker include: requiring an outside investigation for harassment complaints that involve House members; establishing formal prohibitions on romantic fraternization between House members, staff, and interns; requiring annual sexual harassment policy training for House members and staff; and creating additional levels of oversight and accountability for the intern program.

“These are common sense changes that can prevent some of the problems we have seen in the past from happening again in the future, but we know this is only one step in the process of improving the culture in the building,” said Richardson. “Our top legislative priority when we return for the 2016 session will be substantive ethics reform that will limit gifts and end the lawmaker-to-lobbyist revolving door.”

Speaker Richardson and his staff worked closely with the Women’s Foundation in Kansas City while crafting the policy changes.

“The Women’s Foundation commends Speaker Richardson’s efforts to address inappropriate behavior towards Capitol interns. Speaker Richardson and the Women’s Foundation listened to Missouri women, incorporated their ideas, and remains committed to changing the culture of the Capitol. We are supportive of the General Assembly’s continued work to create an environment where all interns have an equal opportunity to learn and succeed,” said Wendy Doyle, President and CEO of the Women’s Foundation.

Richardson said the policy recommendations will now go to the House Administration and Accounts Committee where it will be reviewed and receive a public hearing. Richardson said he is confident Chairman Mike Leara, R-St. Louis, and ranking Democratic member Pat Conway, D-St. Joseph, will lead a productive, bipartisan discussion that will result in improvements to the final policy.

“I plan to distribute the proposed policies to the committee and then allow extensive input from the committee members and from the public to make sure we get this right,” said Leara. “Final policy changes should be completed and voted on by the committee no later than December 1.”

The policy recommendations made by the Speaker’s office are provided below:

Summary of Changes

1. Mandatory annual conduct and ethics training for House members that includes sexual harassment policy and procedures.
2. Mandatory annual staff training that includes sexual harassment policy and procedures.
3. Formal prohibition on romantic fraternization between members, staff and interns.
4. Sexual harassment complaints that involve House members or the Chief Clerk require investigation by outside counsel.
5. Create additional levels of oversight by placing the administration of the intern program under the House Administration Division.
 - a) Intern handbook
 - b) Intern Training
 - c) Provide intern ombudsman as an advocate and coordinator
 - d) Retain Majority and Minority party members intern coordinator that ensures member and intern compliance with policies.
 - e) Sending universities intern policies must be reviewed and approved by House committee on Administration and Accounts. Sub-committee of Administration and accounts reviews intern placement.
6. Provide additional options for harassment reporting by expanding the list of mandated reporters to include all leadership staff.
7. Review of intern policies done annually with intern sending institutions by intern ombudsman

Proposed Changes to Current Sexual Harassment Policy

Sexual Harassment

The Missouri House of Representatives is committed to creating and maintaining a work environment in which all members and employees are treated with respect and are free from sexual harassment. To this end, sexual harassment by a member or employee of the House of Representatives is prohibited.

The goal of this policy is to ensure that all complaints of sexual harassment will be promptly, thoroughly, and respectfully handled.

- Reporting and investigative procedures are designed to encourage members and employees to report what they believe to be sexual harassment.
- Complaints, investigations, and resolutions will be handled as discreetly as possible, with information being shared only with those who have a need to know and as may be required by the House's obligation to comply with the law.
- Retaliation will not be tolerated against any person who complains, reports, or testifies about sexual harassment, or participates in an investigation of a sexual harassment complaint.
- Disciplinary action will follow when appropriate.

In addition, this policy is designed to eliminate any unwelcome sexual conduct and communications encountered by members and employees in the course of their work and which are engaged in by nonemployees, including lobbyists, members of the press, visitors, constituents, service personnel or other state employees.

All those involved in the legislative process have a responsibility to contribute to a respectful work environment. The Missouri House of Representatives encourages, expects, and appreciates cooperation in implementing this policy.

General Definitions

This policy applies to all members and employees in the Missouri House of Representatives and includes all legislative facilities.

Members

All Representatives

Employees

All permanent, temporary, full-time, or part-time House employees, whether hired by the House or by a House member, and any intern, whether paid or unpaid.

~~This policy also covers the interaction of members and employees away from the Capitol Complex at legislative sponsored events, professional meetings or seminars, and those activities, which involve legislative business.~~

This policy also covers the unwelcome interaction of members and employees both in and away from the Capitol Complex.

Non-Employees

The House will take such action as is available to protect House members and employees in the course of their work from unwelcome sexual conduct and communications by lobbyists, members of the press, visitors, constituents, service personnel, state employees employed by other agencies, or other persons and to keep House members and employees from engaging in sexual conduct and communications that are inappropriate and unwelcome.

Definition of Sexual Harassment

One of the key elements of sexual harassment is that the behavior is UNWELCOME. Sexual conduct or communications that might have been welcome to one individual may be unwelcome to another. Sexual conduct or communications that might have been welcome between two individuals at one time may become unwelcome at a later time. Whether the conduct or communications are unwelcome depends on the total circumstances.

Unwelcome sexual conduct or communications may violate state law or federal law, or both.

The Missouri Human Rights Commission defines sexual harassment in the Code of State Regulations as follows:

“Harassment on the basis of sex is a violation of Chapter 213, RSMo.

(A) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.”

To make a complaint of sexual harassment you need not have the basis for a full legal claim to the Missouri Human Rights Commission or other appropriate agency. The House will act to protect its members and employees from unwelcome sexual conduct and communications whether or not that conduct or those communications rise to the level of a legal claim of sexual harassment.

Responsibility

Every member and employee of the Missouri House of Representatives is responsible for contributing to a respectful workplace.

The HOUSE has a responsibility to:

- Publish and post its sexual harassment policy and procedures,
- Inform and provide training for all employees and members about the House's sexual harassment policy and procedures,
- Train supervisors on their roles and responsibilities in dealing with sexual harassment,
- Promote fair and efficient handling of all complaints, and
- Regularly review its sexual harassment policy and procedures.

SUPERVISORS have a responsibility to:

- Promote a departmental working environment free from sexual harassment and deal with sexual harassment when it is observed or reported,
- Maintain confidentiality and respect the privacy as much as possible of all parties involved in a sexual harassment investigation,
- Promptly report sexual harassment or complaints of sexual harassment to the House Division of Administration, and
- Participate in training on sexual harassment provided by the House.

MEMBERS AND EMPLOYEES have a responsibility to:

- Promptly report if they believe they are sexually harassed,
- [Participate in training.] **Participate annually in mandatory training about sexual harassment,**
- Cooperate with requests for information and data that will help a supervisor or complaint handler carry out her or his responsibilities under these procedures, and
- Maintain confidentiality and respect the privacy as much as possible of all parties involved in a sexual harassment investigation.

How to Deal with Problem Behavior

THE COMPLAINT

If an employee believes they have experienced sexual harassment, they may complain to the offending party about his or her behavior, explain what comment, joke or action was offending and request that the behavior be stopped. An employee may complain in person or in writing to the offending party.

If an employee does not feel comfortable voicing a complaint directly, if an employee has complained to the offending party and the behavior has not stopped, or if an employee believes a complaint has resulted in retaliation, [report the] **an employee may file a** complaint of sexual harassment or retaliation as follows:

- An employee of the House shall report to any House supervisor, the House Division of Administration, or any one designated as a contact person on the mandated reporter list found on the [Housenet] **House Intranet or in the House Division of Administration office.**
- A House Member shall report to any member designated as a contact person by your party caucus or report to the House Division of Administration.

INVESTIGATION OF A COMPLAINT

A supervisor or designated person receiving a complaint must report the complaint to the House Division of Administration for investigation. The Chief Clerk may designate at least one additional person to participate in any investigation.

As part of the complaint process:

- The reporting party may be asked for such details as the name of the person involved in the sexually offensive behavior, what was said or done and what would be a suitable resolution.
- Complaints, investigations, and resolutions will be handled as confidentially and discreetly as possible, with information being shared only with those who have a need to know and as may be required by the House's obligation to comply with the law.
- All complaints will be investigated promptly, thoroughly, and fairly. **In any complaint involving a Member, the Chief Clerk shall contract with external legal counsel to investigate the complaint. The Chief Clerk shall, within fourteen days of receipt of the complaint, refer the complaint and any results from all investigations to the Chairman and Ranking Minority Party Member of the House Regular Standing Committee on Ethics. Any complaint about the Chief Clerk shall be filed with the Speaker of the House who shall, within fourteen days of receipt of the complaint, forward the complaint and the results of any investigation to the Chairman and Ranking Minority Party Member of the House Regular Standing Committee on Ethics.**
- Members or employees with information about sexually offensive behavior may be contacted and are expected to cooperate with any investigation.

- The alleged offender will be advised of the complaint and given an opportunity to provide information about what happened and to discuss possible resolution.
- The investigator and supervisor of the alleged offender, if the latter is an employee, will discuss the proposed resolution, and the reporting party and the alleged offender will be advised of the resolution, with concern shown for the privacy of the parties.
- Retaliation against the reporting party or any person investigating or participating in a complaint investigation is strictly forbidden and is a serious violation of this policy.

RESOLUTION OF A COMPLAINT

Resolution of complaints can include, but may not be limited to, an apology, direction to stop the offensive behavior, counseling or training, oral warning, written warning, transfer to another department, suspension with or without pay, or termination. Disciplinary action involving employees will be handled in accordance with the Progressive Discipline Policy stated in the House Handbook of the House of Representatives. Disciplinary action involving members of the House will be handled by the Speaker or by the House, pursuant to House Rules [36, Complaints of Ethical Misconduct].

If the sexually offensive behavior does not stop or reoccurs after a complaint has been made, the reporting party should immediately bring this to the attention of the House Division of Administration.

ADDITIONAL OPTIONS

In addition to or instead of this complaint procedure, an employee has a right to file a charge of discrimination with the Missouri Human Rights Commission or the United States Equal Employment Opportunity Commission or to consult with an attorney. A charge must be filed with the Human Rights Commission or the EEOC within 180 days of the last occurrence of harassment or retaliation.

Retaliation

Retaliation will not be tolerated, whether verbal, non-verbal or physical, as a consequence of **an employee** making **a** [of the] complaint **or any other employee participating in an investigation of a complaint in any fashion**, and complaints of retaliation will be vigorously pursued. Any person found to have engaged in retaliation is subject to disciplinary action.

Malicious Complaints

Complaints that are found to be intentionally dishonest or malicious will not be tolerated, and any person making such a complaint is subject to disciplinary action.

Policy Summary

This policy reflects the strong commitment of the House of Representatives to provide its employees and members with an environment free from sexual harassment and retaliation, and of its commitment to handle all complaints thoroughly and completely, regardless of who brings them or against whom they are brought.

Questions and Answers

HOW CONFIDENTIAL IS A COMPLAINT ABOUT SEXUAL HARASSMENT?

Employers have a legal obligation to investigate all complaints. Complaints of sexual harassment will be investigated and handled as discreetly as possible with information being shared with those having a need to know and in accordance with legal obligations.

WHAT IS RETALIATION?

Retaliation is any job-related adverse action against a member or employee who has complained of or reported an incident of sexual harassment, participated in any investigation, or testified in any proceeding relating to a sexual harassment complaint. This could include, but is not limited to, denial of a promotion, a demotion, or conduct by anyone in the workplace that could reasonably be expected to have an adverse impact on an individual's performance.

Retaliation sometimes takes the form of verbal or non-verbal conduct, such as sarcasm, refusal to talk to or look at the employee, or greater demands being placed on the complaining employee than on noncomplaining co-workers.

If an employee believes that retaliation has occurred because the employee has complained, reported, or testified about sexual harassment, or participated in an investigation of a sexual harassment complaint, the employee should report the situation to the House Division of Administration.

WHAT ARE EXAMPLES OF BEHAVIOR THAT MAY VIOLATE THIS POLICY?

The following are examples of sexual conduct or communication which, when unwelcome and depending upon the total circumstances, may constitute sexual harassment. Both women and men may be the victims of sexual harassment.

- Sexual comments, compliments, innuendoes, or suggestions about one's clothing, body, or sexual activity,
- Turning work discussions into sexual topics, such as sexual practices or preferences, or telling sexual jokes or stories,
- Requesting or demanding sexual favors or suggesting that there is any connection between sexual behavior and any term or condition of employment, whether that connection be positive or negative, or
- Use of obscene or sexual words or phrases or the use of unwelcome words

NON-VERBAL

- Displaying sexually explicit pictures or objects in the work area,
- Giving personal gifts of a sexual nature,
- Making sexually suggestive facial expressions or gestures, or
- Making visits to a member's or employee's home or hotel room

PHYSICAL

- Kissing, or touching, patting, pinching, or brushing against a person's body, or
- Sexual contact, intercourse, or assault

New Proposed House Rule

In any instance of a complaint of sexual harassment made either by or against a member, the Chief Clerk of the House shall contract with outside legal counsel for the purpose of investigating the complaint. All complaints shall be kept confidential. The Chief Clerk shall ensure the complaint and any results of an investigation shall be referred within fourteen days of receipt of the complaint to the Chairman and Ranking Minority Party Member of the House Regular Standing Committee on Ethics.

PROPOSED HOUSE POLICY ON AMOROUS OR ROMANTIC RELATIONSHIPS

The Missouri House of Representatives takes seriously the responsibility to promote, foster, and advance policies aimed at ensuring a welcoming, respectful, and professional working environment. As such, this policy intends to establish specific parameters regarding amorous or romantic relationships.

To ensure a fair and open work environment, no state representative (hereinafter "member") or House Officer may engage in any amorous or romantic relationship with any employee of the House of Representatives, nor may any member or House Officer engage in any amorous or romantic relationship with any person serving in a voluntary or educational position to the General Assembly.

No employee of the House of Representatives may engage in any amorous or romantic relationship with any person serving in a voluntary or educational position to the General Assembly, nor may any employee of the House of Representatives engage in any amorous or romantic relationship with any other employee over which he or she has direct or indirect supervisory authority.

Complaints regarding prohibited relationships may be reported to any House supervisor, the House Division of Administration, or anyone designated as a contact person on the mandated reporter list found on the House Intranet or in the House Division of Administration office. A member shall report a complaint to any member designated as a contact person by their party caucus or to the House Division of Administration.

A supervisor or designated person receiving a complaint must report the complaint to the House Division of Administration for investigation. The Chief Clerk may designate at least one additional person to participate in any investigation. As part of the complaint process:

- The reporting party may be asked for information such as the names of the persons involved.
- Complaints, investigations, and resolutions will be handled as confidentially and discreetly as possible, with information being shared only with those who have a need to know and as may be required by the House's obligation to comply with the law.
- All complaints will be investigated promptly, thoroughly, and fairly.
- Members or employees with relevant information may be contacted and are expected to cooperate with any investigation.
- The alleged offenders will be advised of the complaint and given an opportunity to provide any information they deem pertinent.
- Retaliation against the reporting party or any person investigating or participating in a complaint investigation is strictly forbidden.
- Any complaints that are found to be intentionally dishonest or malicious will not be tolerated and any person making such a complaint may be subject to disciplinary action.

In any complaint involving a member, the Chief Clerk shall contract with external legal counsel to investigate the complaint, and shall refer the complaint and any results of all investigations, within fourteen days of receipt of the complaint, to the Chairman and Ranking Minority Party Member of the House Regular Standing Committee on Ethics.

In the case of a complaint about the Chief Clerk, it shall be filed with the Speaker of the House who shall refer the results of all investigations, within fourteen days of receipt of the complaint, to the Chairman and Ranking Minority party Member of the House Regular Standing Committee on Ethics.

In any complaint not involving a member or Officer of the House, the Chief Clerk shall ensure the results of all investigations are completed within fourteen days of receipt of the complaint and take appropriate disciplinary action(s).

The provisions of this policy shall not apply to any relationship which existed prior to the implementation of this policy or, in the case of a new hire, the employee's hiring date, provided such relationship is disclosed to the House Division of Administration within one month of the implementation of this policy, or in the case of a new hire, at the time of the employee's hiring.

DRAFT INTERN POLICY

The Missouri House of Representatives establishes this policy to promote an educational and practical learning opportunity for all interns selected to serve within the House of Representatives organization. All interns shall be afforded a comfortable, professional working environment and are afforded the process, protections, rules and opportunities contained within this policy, the House policy on Sexual Harassment, and other policies deemed applicable herein.

Institutional Intern Program Approval

Each degree granting institution seeking to submit any student for placement as an intern within the House of Representatives shall, by November first of each year, submit to the Director of the Division of Administration a program description agreement, which shall be maintained on file for inspection by Members, employees, and interns, that outlines the following:

1. Minimum requirements for internship placement eligibility.
2. A description of all compensation provided to each eligible student including, but not limited to:
 - a. Hours of academic credit to be earned and coursework requirements therefor;
 - b. The amount and payment structure for any financial aid, cost of living reimbursement, or stipends to be provided to each selected student;
 - c. Coverage or benefits provided by the degree granting institution for workers' compensation, leave requirements, and other employer liability;
3. A description of grievance procedures for any student placed as an intern including, but not limited to:
 - a. Sexual harassment, hostile work environment, or other Title IX processes;
 - b. A designated degree granting institution coordinator authorized as the primary point of contact for students and/or the House of Representatives or its members;
4. A description and copies of all training materials to be provided to students selected for internship placement.
5. A description and minimum standards for coordination and oversight by the degree granting institution to be executed during the legislative session.
6. A listing of any other expectations, demands, or requirements established by the degree granting institution including, but not limited to:
 - a. Living accommodations or standards;
 - b. Appropriate/Inappropriate conduct guidelines;
 - c. Alcohol consumption guidelines;
 - d. Campaign or political activity guidelines;
 - e. Amorous relationship policies or guidelines;
 - f. Non-compete or outside employment activity guidelines.
7. Documentation of supervisory responsibilities for expected academic performance assessment including the process and expectations for determination of the students' grade.

The Chairman of the Committee on Administration and Accounts shall designate a panel of appropriate personnel to review each program submitted by an accredited degree granting institution including but not limited to one member from each political party designated to serve as Intern Coordinator, one member of the Committee on Administration and Accounts from each political party, and the Director of the House Division of Administration. The panel is empowered to approve, deny or modify any submitted program description agreement to meet organizational objectives of the House of Representatives. Upon determination by the panel, the Chairman of the Committee on Administration and Accounts shall submit a letter of approval, modification, or denial to the applying institution not later than November 25 of each year, with a digital copy of said letter being provided to the Speaker, the Majority Floor Leader, the Minority Floor Leader, the Chief Clerk and each designated House of Representatives Intern Coordinator. Receipt of a letter of denial shall forfeit a degree granting institution's opportunity for the placement of any intern for the upcoming legislative session within the House of Representatives. Degree granting institutions may appeal any denial by submitting a letter to the chairman of the House Committee on Administration and Accounts who may refer the denial to the full Committee on Administration and Accounts for consideration.

Application, Selection, and Placement

To be eligible for an internship within the Missouri House of Representatives, a person must meet one of the following criteria:

1. The person must be a student enrolled at an accredited degree granting organization. Students meeting such criteria are designated as "Collegiate Interns."
2. The person must be approved by a vote of the House Committee on Administration and Accounts, and shall complete or comply with all applicable policies, procedures, processes and training requirements established by the Committee for intern placement. Individuals eligible for placement as a result of this sub-section are designated as "Sponsored Interns."

Not later than December tenth of each year, each degree granting institution shall submit to the House of Representatives the name, contact information, preferences for placement, resume (or equivalent document), and a letter of certification that each student submitted for consideration as a Collegiate Intern has met all agreed upon criteria and is recommended for placement within the House of Representatives internship program.

The Chairman of the Committee on Administration and Accounts shall designate a panel of appropriate personnel to review each recommended placement including but not limited to one member from each political party designated to serve as Intern Coordinator, one member of the Committee on Administration and Accounts from each political party, the Director of the House Division of Administration, and a designated Internship Program Ombudsman from within the House Division of Administration.

The panel shall review all placements of Collegiate and Sponsored Interns and is empowered to deny any recommended placement if, in the view of the panel, it does not further the interests of the

student, the House and its members, or, where applicable, the accredited degree granting institution. Degree granting institutions, individual students submitted for consideration, or House members may appeal any denial by submitting a letter to the Chairman of the House Committee on Administration and Accounts who may refer the denial to the full Committee on Administration and Accounts for consideration. If a specific placement is denied, the panel shall recommend an alternative placement that is more conducive to the interest of the student, the House and its members, and, if applicable, the accredited degree granting institution. The Chair of House Committee on Administration and Accounts may refer any denial to the full committee for further action if he or she so decides.

Coordination and Oversight

Each degree granting institution shall be responsible for providing supervisory guidance and oversight for Collegiate Interns in accordance with the terms of the approved Institutional Intern Program document. The designated House Intern Coordinators shall be responsible for providing supervisory guidance and oversight for Sponsored Interns in accordance with the terms established by the Committee on Administration and Accounts.

The State Representative or director of an administrative staff division to whom a student is placed shall be responsible for providing day-to-day supervision and direction for that student. These duties shall include, but not be limited to assignment and prioritization of work projects, performance assessment, management, and correction. The supervising State Representative or director of an administrative staff division shall work with the degree granting institution to ensure minimum expectations of hours, academics, and assignments are met or exceeded by the student. Day-to-day managerial and supervisory responsibility for an intern rests with the State Representative to whom he or she is assigned or the director of an administrative staff division to whom he or she is assigned.

The designated House Intern Coordinators and the Director of the House Division of Administration shall be responsible for the development and execution of a mandatory on-going training and education program for both the students selected to complete an internship and those legislators or administrative staff directors that are selected to supervise an intern. A roster of attendants – including supervising legislators – shall be maintained by the House Division of Administration. The names of any student or supervisor that fails to attend such mandatory training meeting shall be reported to the appropriate interested parties. This program shall include not fewer than two training sessions during the month of January including a curriculum on appropriate workplace activity and decorum, sexual harassment training, and workplace ethics training. Two training sessions in February, one session in March, and one session in April shall each focus on various aspects and dynamics of the legislative process. In addition to these training sessions, designated House Intern Coordinators shall also be responsible for coordinating various educational opportunities that shall include but not be limited to activities for interns to meet and interact with state-wide elected officials, the Supreme Court, and senior executive, legislative, and judicial employees.

The Chairman of the Committee on Administration and Accounts shall designate one person within the House Division of Administration to serve as the Intern Program Ombudsman. The designated person shall serve as a liaison between students selected to complete an internship, House

Administration, Intern Coordinators, and designated degree granting institution coordinators. The Intern Program Ombudsman shall meet annually with designated degree granting institution coordinators and/or the Title IX coordinator for participating degree granting institutions to review and seek recommended changes to House policies relating to interns. The Intern Program Ombudsman shall provide information, guidance, and advice to all interns with a primary focus on creating an environment conducive to a successful practical and educational learning opportunity for each student participant. The Intern Program Ombudsman shall communicate not less than once every two weeks with the designated intern coordinator from each degree granting institution to ensure that any supervisory or managerial issues arising within the House may be brought to the attention of House Administration. In the case of sexual harassment involving an intern, the Intern Program Ombudsman shall be a designated mandated reporter and shall report all such allegations to House Administration or, alternatively, to the Missouri Human Rights Commission in writing.

Expectations, Standards, and Limitations

Each person selected for placement as an intern has an expectation to become an integral part of the staff within the legislative process in a professional manner. Such expectations should be tempered based upon the knowledge, skills and abilities of each student, with additional responsibility coming as performance at lower-level tasks are successfully completed.

Interns shall not be expected as a condition of placement to participate in or assist any campaign activity, solicitation of or acceptance from lobbyists for meals or gifts on behalf of a legislator, staff or oneself, nor shall any student be expected to undertake errands, make purchases, or complete assignments of a personal nature for a legislator, staff, or other participants in the legislative process. Students shall not be expected as a condition of placement to cohabit with others of the same or a different gender, nor shall any student be expected to participate in any illegal activity.

Interns placed with a State Representative or a House administrative staff division shall within their first five days of service complete, sign, and return to the House Division of Administration the Intern Registration Form which will acknowledge receipt of governing policies, provide the student's local and permanent contact information, an emergency contact for the student, an expected date of completion of their placement, and any other information deemed necessary.

Interns should expect initial tasks to include assignments such as retrieval and delivery of documents and items, answering the office phone, greeting visitors, and giving tours to constituent groups. As demonstrated competency occurs, students should expect progressively more responsibility with constituent correspondence and issue resolution, attendance and reporting of activity at committee hearings, research assignments, writing assignments, and the development of communications with external stakeholders.

Interns should expect to be held accountable for demonstrating a professional approach in the performance of their responsibilities in a manner that reflects positively on both the House of Representatives and the respective degree granting institution. As such, students placed in the House shall conduct themselves in accordance with such policies governing employees or shall be dismissed from the Intern Program. This policy does not constitute a contract or conveyance of

employee rights to any person, whether individual or corporate. Information relating to interns (including names) shall be deemed confidential.

Interns should expect to have multiple resources for providing guidance and assistance in the successful completion of an internship placement. Students are empowered to contact any House Intern Coordinator, the House Intern Program Ombudsman, the Director of the House Division of Administration, the Chief Clerk, their supervising State Representative, or supervising House administrative staff director for counsel and advice. Students should also expect to have the designated intern coordinator from their degree granting institution, or in the case of a Sponsored Intern, the House Intern Coordinators, available to provide adequate supervision, guidance and advice for a successful placement. Each student is empowered to report any problems or issues within the Internship Program to any of these individuals and seek resolution or, in the event of sexual harassment, report it to a House mandated reporter or the Missouri Commission on Human Rights for action and resolution.

Proposed Addition to Mandated Reporter List

HOUSE MANDATED REPORTERS

Adam Crumbliss	Chief Clerk/House Administrator	(573) 751.3829
Carol Althoff	Director, Administration	(573) 751.1520
Rich Beckwith	Director, Information Systems	(573) 751.2357
Trevor Fox	Director, Communications	(573) 751-4043
Dana Miller	Assistant Chief Clerk	(573) 751.4503
Mike Price	Director, Appropriations	(573) 751-3972
Bill Tucker	Director, Research	(573) 751-2979
Brad Werner	Director, Operations	(573) 751-3022
Rebecca Deneve	Supervisor, Publications	(573) 751-2886

All House Members

All Staff in Majority and Minority Leadership Offices

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