

**1.0 Introduction**

The entitlement to shared secretarial assistance applies only to Private Members who have constituency offices outside Confederation Building and no support staff assigned at Confederation Building. That is, it does not include the Premier, the Speaker, Ministers, Parliamentary Secretaries, the Parliamentary Assistant, the Leader of the Official Opposition, the Leader of the Third Party and the Opposition House Leader.

**2.0 Purpose**

These guidelines are developed in accordance with subsection 23(2) of the *Members' Resources and Allowances Rules* under the *House of Assembly Accountability, Integrity and Administration Act*.

**3.0 Guidelines for Providing Shared Secretarial Assistance**

- Shared secretarial assistance will be provided for the following two periods:
  - A continuous employment period beginning one week prior to the Spring session of the House of Assembly and ending one week after the closing of the Spring session; and,
  - A continuous employment period beginning one week prior to the Fall session of the House of Assembly and ending one week after the closing of the Fall session.
  
- The formula used to determine the number of secretarial support staff hired for each caucus will be based on the number of Private Members of a caucus who have constituency offices outside Confederation Building and will be allocated as outlined in the following table.

<b>Eligible Members</b>	<b>Staff Allocation</b>
<b>1 - 3</b>	<b>1</b>
<b>4 - 7</b>	<b>2</b>
<b>8 - 11</b>	<b>3</b>
<b>12 - 15</b>	<b>4</b>
<b>16 - 20</b>	<b>5</b>
<b>20 - 25</b>	<b>6</b>

- The secretarial staff will be hired under the political support staff contract and will be subject to the same Human Resources policies as Constituency Assistants. Secretarial staff will start at **Step 1 of the PS04 Pay Scale** and will be paid through the normal payroll process.
  
- The Caucus Chair for each caucus office is responsible for hiring of secretarial staff for that office.