



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2021-001

Effective Date: May 31, 2021	Commission Minute: CM 2021-019; CM 2021-020	
Subject: Guidelines for Providing Shared Secretarial Assistance	Reference: Management Commission Meeting: May 26 2021	
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Wanda Lee Mercer Chief Financial Officer, House of Assembly 729-2923 wandaleemercer@gov.nl.ca	

BACKGROUND

On April 18, 2008 the Management Commission approved Guidelines for Providing Shared Secretarial Assistance (CM 2008-027 refers).

The Guidelines stipulated that administrative support when the House is in Session be provided based on the number of private Members in the respective caucus. The policy specifically excluded the Premier, Speaker, ministers, parliamentary secretaries/assistants, Leader of the Official Opposition, Leader of the Third Party and Opposition House Leader. Following a request to the Management Commission to consider including parliamentary secretaries/assistants who have their constituency offices in their districts in the allocation for shared secretarial assistance, the Commission directed an amendment to the Guidelines as outlined below.

In addition, the Guidelines specified that sessional administrative support be provided for the period starting a week before, and up to and including the week following, the spring and fall sitting. However, in recent years the House has had several extraordinary sittings. The Commission considered this matter and directed an amendment to provide a general reference to House sittings as outlined below.

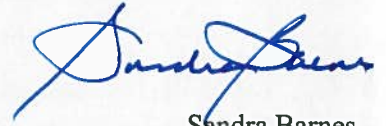
DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the House of Assembly Accountability, Integrity and Administration Act, the Commission issues the following directive:

The Commission directed an amendment to the Guidelines for Providing Shared Secretarial Assistance to allow parliamentary secretaries/assistants who have a constituency office located in the district to be included for the purposes of allocating administrative support when the House is in Session. The Commission directed an amendment to the Guidelines for Providing Shared Secretarial Assistance to provide a general reference to sittings as follows:

“Shared secretarial assistance will be provided as a continuous employment period beginning one week prior to a sitting period of the House of Assembly and ending one week after the closing of that sitting period.”

The revised Guidelines are attached.



Sandra Barnes
Clerk of the House of Assembly



House of Assembly

Guidelines for Providing Shared Secretarial Assistance

Revised May 2021

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:

- Premier;
- Speaker;
- Ministers;
- Leader of the Official Opposition;
- Leader of the Third Party; and
- 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 as a continuous employment period beginning one week prior to a sitting period of the House of Assembly and ending one week after the closing of that sitting period.
- 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.

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

- 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.