

# United States Senate

SELECT COMMITTEE ON ETHICS  
HART SENATE OFFICE BUILDING, ROOM 220  
SECOND AND CONSTITUTION AVENUE, NE  
WASHINGTON, DC 20510-6425

February 4, 2008

## Senior Staff: Employment Negotiations and Arrangements

Senior staffers must now disclose any negotiations or arrangements for private employment by filing a signed statement with the Ethics Committee within three days of beginning such negotiations or arrangements. This statement, which is not public, must include the name of the entities involved in these job discussions and the date they began.

Senior staff must also recuse themselves from any contact or communication with a prospective employer on issues of legislative interest to the prospective employer and from any legislative matter in which there is a conflict of interest or an appearance of a conflict.

*Negotiation* in this context is the discussion of terms and conditions of employment after an offer has been made and the Member or Senate staffer is considering accepting.

An *employment arrangement* in this context begins when an offer has been made and accepted.

This new rule only affects you if you earn in excess of 75 percent of a Member's salary, which is \$126,975 or more a year in calendar year 2008.

A form for complying with this requirement is available on the Ethics Committee website ([www.ethics.senate.gov](http://www.ethics.senate.gov)) or at the Committee's office in Hart 220.