



U.S. SENATE SELECT COMMITTEE ON ETHICS

Supervisor's Report on Individuals Who Perform Senate Services

FILE THIS FORM WITH :
Secretary of the Senate
Office of Public Records
144 Hart Building
United States Senate
Washington, DC 20510

Report Pursuant to Senate Rule 41, Paragraph 6, for Individuals Who Are Compensated From Sources Other Than the United States Government

Check One:	<input type="checkbox"/> This is an initial report; <input type="checkbox"/> a quarterly report; <input type="checkbox"/> a termination report.
(If this is a termination report, only items 1, 2, and 8 need be completed and only the Supervisor need sign it.)	

(1) Name of Supervisor (Senate Member or Officer)	(2) Name of Individual
(3) Office in which service is provided	(4) Approximate number of hours worked per week
(5) Amount or Rate of Compensation for services from sources other than the U.S. Government	(6) Sources of such compensation (give name and address of sponsoring service or organization)
(7) Date individual began to provide services under your supervision	(8) Date individual ceased to provide services under your supervision

Signature of Supervisor	Date

Signature of Individual	Date

Note: If the individual performs full-time Senate services for more than 90 days, he or she is required to comply with the Senate Code of Official Conduct. See Senate Rule 41, paragraph 4(c). The individual should contact the Select Committee on Ethics for information and the required form stating agreement to comply with the Code of Official Conduct.

Note: This report will be made available to the Senate and the public by the Senate Office of Public Records.

See reverse side



U.S. SENATE SELECT COMMITTEE ON ETHICS

File this report if you are a Senator or officer of the Senate and are the supervisor of an individual who

- Performs Senate services for any Member, committee or office of the Senate; and
- Has performed such services for 8 hours or more per week in more than 4 weeks (whether consecutive or not) during a calendar year; and
- Receives compensation therefore from any source other than the United States Government.

How to report:

Use a separate form for each individual and return the form to the Senate Office of Public Records.

When to report:

1. Within 1 week of the day such an individual completes more than 4 weeks of such services; and
2. During the period such individual performs such services, on March 31, June 30, September 30, and December 31 of each year that the individual continues to perform such services; and
3. Within 1 week of the day such an individual ceases to perform such services.

DEFINITION OF SUPERVISOR

For purposes of this report:

- "(a) a Senator or the Vice President is the supervisor of his administrative, clerical, or other assistants;
- "(b) a Senator who is the chairman of a committee is the supervisor of the professional, clerical, or other assistants to the committee except that minority staff members shall be under the supervision of the ranking minority Senator on the committee;
- "(c) a Senator who is a chairman of a subcommittee which has its own staff and financial authorization is the supervisor of the professional, clerical, or other assistants to the subcommittee except that minority staff members shall be under the supervision of the ranking minority Senator on the subcommittee;
- "(d) the President pro tempore is the supervisor of the Secretary of the Senate, Sergeant at Arms and Doorkeeper, the Chaplain, the Legislative Counsel, and the employees of the Office of the Legislative Counsel;
- "(e) the Secretary of the Senate is the supervisor of the employees of his office;
- "(f) the Sergeant at Arms and Doorkeeper is the supervisor of the employees of his office;
- "(g) the Majority and Minority Leaders and the Majority and Minority Whips are the supervisors of the research, clerical, or other assistants assigned to their respective offices;
- "(h) the Majority Leader is the supervisor of the Secretary for the Majority and the Secretary for the Majority is the supervisor of the employees of his office; and
- "(i) the Minority Leader is the supervisor of the Secretary for the Minority and the Secretary for the Minority is the supervisor of the employees of his office."

RULE 41 - POLITICAL FUND ACTIVITY; DEFINITIONS

6. (a) The supervisor of an individual who performs services for any Member, committee, or office of the Senate for a period in excess of 4 weeks and who receives compensation therefore from any source other than the United States Government shall report to the Select Committee on Ethics with respect to the utilization of the services of such individual.

- (b) A report under subparagraph (a) shall be made with respect to an individual-
 - (1) when such individual begins performing services described in such subparagraph;
 - (2) at the close of each calendar quarter while such individual is performing such services; and
 - (3) when such individual ceases to perform such services.

Each such report shall include the identity of the source of the compensation received by such individual and the amount or date of compensation paid by such source.

(c) No report shall be required under subparagraph (a) with respect to an individual who normally performs services for a Member, committee, or office for less than 8 hours a week.

(d) For purposes of this paragraph, the supervisor of an individual shall be determined under paragraph 11 of rule XXXVII.

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