
Orientation and Training

Mentor: Committee Prep Coordinator: Writing Supervisor:

Pre-Orientation

Ensure employee has all items on Checklist #1

Orientation

Initial Orientation:

- Review basic principles of working for the Legislative Council (nonpartisan nature of work; confidentiality; loyalty to legislative branch; collegial relationships with staff)
- Explain Trio System, CLE, comp time, vacation ,sick leave, etc., pp. 10-13 of comp plan
- Describe supervision process
- Describe employee advisory groups, staff meetings, etc.

Introduction to Council Staff Members:

Fiscal Information:

- Fringe benefits and tax forms
- Explain parking
- Travel vouchers

Office Orientation:

- Familiarize with Office:
 - Restrooms
 - After-hours access
 - Showers
 - Refrigerator, microwave, toaster oven, Keurig machine, and H₂O
 - Supply cabinets and copier room supplies
 - LC library
 - Basement vending machines

- Mailboxes; explain mail distribution system
- Location of and operation of copiers and fax machines; office policy on their use
- Describe support staff assignment system; rush memo procedures
- Storage files: bill folders from prior sessions; legislator files; subject matter files

Basic Aspects of Council Employment:

- General requirements of Council employment:
 - Statement of Economic Interest
 - Ethics Code requirements
 - Continuing Legal Education (CLE)
 - Bar membership (for attorneys)
 - Statutes relating to Joint Legislative Council and Legislative Council staff
- Suggested general reading:
 - 1995-96 Blue Book: *The Wisconsin Idea*
 - 1997-98 Blue Book: *Wisconsin at 150 Years*
 - LC Publication: *It's the Law: A Primer on Wisconsin's Legal System*
 - Briefing Book—Part I
- Description of interim study committee process
- Staffing the Legislature during Session (staffing standing committees, etc.)
- General research functions, constituent questions
- Description of administrative rules review function
- Type and format of LC documents

Conduct Tours:

- Assembly and Senate Chambers
- Hearing rooms
- Supreme Court
- Governor's office
- State Law Library; introduce to librarian for a tour (librarian will be informed by email of employee's hire)

Information Technology and Phones:

- Computer basics: email; etc.
- Determine competency level for each application

- Arrange for training at LTSB to fill in gaps

Phones: (Tracey)

- Centrex, transferring calls, STS, conference calls, etc., explain office policy on personal phone calls; explain voice mail, and make arrangements for training

Perform Introductions: [During first month]

- Staffs of Council co-chairs and legislative leadership -
- Legislative Fiscal Bureau (LFB) -
- Legislative Reference Bureau (LRB) -
- Legislative Audit Bureau
- Legislative Technology Services Bureau (LTSB) -

Training

General Topics

- 1) Laws governing the legislative process:
 - Ch. 13, Stats.:
 - Ch. 19, Stats.:
 - Open meetings law
 - Open records law
 - Ethics code
 - Lobby law
 - LC publications:
 - Responding to Public Records Requests*
 - Lobbying Law Requirements*
 - Ethics Code Requirements*
 - State Bar of Wisconsin: *Understanding the Wisconsin Public Records and Open Meetings Laws*
 - 1993-94 Blue Book: *The Legislative Process in Wisconsin*
- 2) Rules of Assembly and Senate and Joint Rules
- 3) Executive branch structure and function
 - Chs. 15 and 16, Stats.
 - Blue Book: review description of agencies

- 4) State budget process:
 - Budget cycle
 - Ch. 20, Stats.: Structure
 - Related documents:
 - Agency requests
 - DOA documents
 - LFB budget summaries
 - Related documents, including LFB issue papers
- 5) Judicial branch of government
- 6) Constitutional officers:
 - Ch. 14, Stats.: Governor, Lt. Governor, Secretary of State, and Treasurer
 - Attorney General: requesting Attorney General opinions
 - Superintendent of Public Instruction
- 7) Substantive areas of the law:
 - Organization of local government units and relation to state
 - 1997-98 Blue Book: *Local Government in Wisconsin*
 - System of Wisconsin taxation
 - LFB information papers
 - Crimes and civil penalties
 - Ch. 939, Stats.
 - State constitution
 - Statutory construction and interpretation

Detailed Knowledge:

- 1) Joint Legislative Council and Legislative Council staff:
 - History
 - Structure: ss. 13.81, 13.82, 13.83 and 13.91, Stats.
 - Functions
 - Role of Legal/Research Staff

2) Constraints of Nonpartisan Staff:

- Statutory directives: s. 13.91, Stats.
- Practical applications
- Media Relations: keep a low profile; refer to legislators whenever possible; notify the director of inquiries

3) The Legislature and Standing Committees:

a. Legislative Branch Structure and Function:

- Chs. 13 and 17, Stats.
- Leadership; committee structure; membership
- Staff:
 - Legislators' personal staff
 - Institutional staff: chief clerks, sergeants, etc.
- Legislative service agencies:
 - LC Publication: *Legislative Staff Services to the Wisconsin Legislature*

b. Certain Specific Provisions of Legislative Rules:

- Basic concept of the process of acting on bills:
 - *How a Bill Becomes a Law*
- Germaneness
- *Stitt* decision
- Differences between Assembly and Senate procedures

c. Standing Committee Functions:

- Wisconsin Assembly: *Assembly Manual on Committee Procedures and Powers*
- Suggestions on how to chair an effective hearing
- Senate differences in ballots and voting
- Assembly, Senate rules and customs on committees
- Role of other staff (committee clerks, caucus staff, etc.) and LC staff relationship to them
- Role of lobbyists and LC staff relationship to them
- Preparation for hearings/executive sessions
- Advisory role
- Research and written work

- Contacts with committee members
- Bill folders
- Memo requirements
- Advising on procedural questions
- Travel with committee
- Role in floor debate

4) Other Roles of Legislative Council staff:

a. Joint Legislative Council Study Committee Process:

- Responsibilities and powers of the Joint Legislative Council
- Interim studies; topic selection
- Ballot; committee charges
- Role of research and support staffs in committee administration
- Differences between standing and study committees
- Types of reports prepared
- Working with chairs (and co-chairs, where relevant)
- Council bills

b. Legislative Drafting and Preparing Drafting Instructions to LRB:

- Bills and amendments
- Committee amendments
- Floor amendments
- WLC drafts vs. LRB drafts
- Preparing drafting instructions

c. Administrative Rules Process:

- Legislative Council: Rules Clearinghouse
- Agency, standing committee, and JCRAR
- LC publication:
 - *Legislative Review of State Agency Administrative Rules*

5) Research:

a. Research in Wisconsin Legal Documents:

- Tracing statutes back in time, using Stats. Annotated and Tables in Session Laws

b. Documents in the Legislative Process:

- See Checklist #2 for list of useful documents
- Bills and amendments
- Standing committee reports
- Survey committee reports
- Fiscal estimates: fiscal estimate manual; DOA referral process
- Resolutions/Joint Resolutions
- Executive Orders
- Supreme Court Orders that affect statutes
- LC publication:
 - *Basic Legislative Documents*

c. Requests for Research:

- Direct responses (informal or formal)
- Referrals to other LC staff
- Assignment requests (methods for distributing)
- Setting priorities: leadership; committee; other legislators; constituents; nonlegislators

d. Policy/Program Research:

- Legislative liaisons
- Agency contacts -- developing and using
- National-level research organizations: National Conference of State Legislatures (NCSL), Council of State Governments (CSG), National Governors' Association (NGA), and American Legislative Exchange Council (ALEC)
- Directory: *Registered Lobbying Organizations, Licensed Lobbyists and State Agencies' Legislative Liaisons*
- LC publications:
 - *Interstate Legislative Organizations*
 - *State Agency Staff Members With Responsibilities Related to the Legislature*
- Research notebooks
- Other library resources in Madison: UW Libraries, UW Law Library, and Madison Public Library

Checklist #1 (show where available online or in LC Library, when appropriate)

- Phone lists of staffs: Legislative Council staff; LFB; LRB; Assembly and Senate
- Lists of current legislative leadership and committee structure
- *State Agency Staff Members With Responsibilities Related to the Legislature*
- *Directory of Joint Legislative Council committees*
- Legislative Council staff subject referral list
- Charts (with names) of internal Council staff organization and assignments
- Voice mail instructions booklet
- Format sheet
- Desk calendar
- Statutes
- Session Laws
- Blue Book
- Dictionary
- *The Elements of Style*
- *A Uniform System of Citation*
- Bulletin of Proceedings
- *Assembly Manual on Committee Procedures and Powers*
- Rules and Joint Rules
- Briefing Book
- LTSB materials
- *Administrative Rules Procedures Manual*
- *LRB Bill Drafting Manual*
- *How a Bill Becomes a Law*
- List of software available to LC staff
- List of useful and frequently used Web sites
- LC brochure

Checklist #2 - Legislative Documents

- Bulletin of Proceedings: Senate, Assembly, and Index
- Journals
- Calendars
- *Weekly Schedule of Committee Activities*
- Bill Notebooks
- *Jefferson's Manual*
- *Mason's Manual of Legislative Procedures*
- Assembly and Senate Rules
- Joint Rules
- *Assembly Manual on Committee Procedures and Powers*
- Administrative Code
- Latest Budget Act
- LFB Budget documents
- DOA budget documents
- Taxpayer's Alliance Materials

Note: All items available on Folio, except for bill notebooks and LFB budget documents (see LFB Web site), DOA budget documents, and Taxpayer's Alliance materials