



Georgia General Assembly
Intern Manual

PERSONAL CONDUCT

The Georgia General Assembly expects its interns to maintain a high standard of personal conduct and professionalism while serving the Georgia House. Every person and task is necessary for the General Assembly to run as efficiently as possible.

Hours

Daily work hours are from 8:00-5:00pm. You are required to arrive to work on time and not leave until all the duties you are required to do are completed. If you are late please notify your Committee Aide, Administrative Assistant and Intern Coordinator by 7:30a.m. This must be done by phone call- no text or email. If no one picks up the first time you call, leave a message and call back later to make sure everyone is notified of your absence. If you must leave early for any reason, please notify your Committee Aide, Administrative Assistant and Intern Coordinator as soon as possible.

Leave

This is a fulltime internship, but you do not receive leave time or sick time while serving the Georgia General Assembly. Session is from the second Monday in January usually till the end of March- if your school Spring Break falls between this time, please know that you do not have this time off. Session is still in and you are required to be here.

Time off Request Form

It is understood that you are all full time students as well as interns. We understand that there may be times when you will need to visit your college campus to go over particular items. If you must visit your college, you will need to complete a Time off Request Form and have it signed by your direct supervisor and approved by the intern coordinator. This will need to be done at least 48 hours before the date requested off.

Classes

The Georgia General Assembly understands that you are all currently students in a college or university in Georgia, but we would like to request that you do not take classes that will interfere with your duties during the day as an intern. In the past many interns have taken night classes but any student that has scheduled classes during the day must know that it will affect your placement in an office.

Dress Code

As a minimum standard, dress should be clean, neat and professional. Women should wear suits, dresses, pants, etc. NO tank tops or short skirts/dresses. Men should wear suit and tie.

Non- session days: Men can wear button up or polo with dress pants- no jacket required unless you have a scheduled meeting. Women can wear dressy casual clothing. NO JEANS.

Email Policy

All interns will receive a House/Senate email account (firstname.lastname@house.ga.gov or firstname.lastname@senate.ga.gov) that is to be used for work purposes only. State property cannot be used for personal use. Personal use and mass emailing (reply all) will not be tolerated.

Internet Policy

Internet access is available on all State computers. Visiting inappropriate sites, MySpace and Facebook will not be permitted on State computers.

Pay, Time Sheets

Interns receive a stipend pay of \$300.00 for 40 hours each week. In order to receive a paycheck, you will be required to turn in a completed weekly time sheet. It must be signed by your Administrative Assistant.

You will receive your pay check each Friday. If you are out of the office on Friday, you can come by the Intern Coordinator's office on Monday to pick it up. On rare occasion, there maybe be time when the General Assembly takes an extended break. At this time, it may be required that you take unpaid time off.

ID Badges and Name Tags

You will each receive an ID badge from the Georgia Building Authority and a name tag. These must be worn at all time and if either are lost you will have to pay for them to be replaced.

Keycard Access

Internet access are NOT provided with keycard access. To enter the Capitol building and C.L.O.B. (Coverdell Legislative Office Building), you must wear your ID badge at all times. If not, you will have to go through the metal detectors, then sign in as a guest.

Intern Duties

Each House intern is assigned to an Administrative Assistant and House Committee Aide who serves the chairman of a standing House Committee. Senate interns are assigned to a Senate committee chairman or a leadership office. Your duty is to assist in the tasks that need to be done to keep the legislative process running smoothly. Below are some of tasks that may be required of you, but are not limited to only what is listed.

- Assist Administrative Assistant in office duties such as: answering phones, delivering notices, making copies and etc.
- Visit Clerk or Secretary of the Senate's office daily to pick up any new legislation assigned to your committees- First Readers, Composite Sheets and Rules Calendar.
- Pick up finished legislation in Legislative Counsel
- Put together folders for committee meetings

- Attend committee meetings and assist Committee Aide in tasks needed during meeting- note taking, handing out information, etc.

Performance Appraisals

During session, you will be evaluated using Performance Appraisals completed by your Administrative Assistant and/or Committee Aide. Evaluations will be placed in your file. Another Performance Appraisal will be completed at the end of session regarding your entire time as an intern for the Georgia General Assembly.

Internship Program Evaluation

You will be required to complete evaluations of your internship program experience midway during the legislative session, then again at the completion of session. These evaluations will be used to learn more about program strengths and weaknesses.

Intern Warning Notice

Failure to comply with any of the above standards will result in an Intern Warning Notice written and placed in your file. Once an Intern Warning Notice has been issued you will have a meeting with the Intern Coordinator and other staff (depending on the issue). If three violations have been placed in your file, your school will be notified and you will be removed from your current placement.

Other areas that an Intern Warning Notice will be issued:

- Receiving a three (3) or less for your overall ranking on your Performance Appraisal.
- Leaving work without notifying your Committee Aide, Administrative Assistant and Intern Coordinator.
- Excessive tardiness
- Lack of respect for staff, constituents and others you may come in contact with.

General Assembly Website

Many of your questions can be answered by visiting the Georgia General Assembly website at www.legis.ga.gov.

Legislative Counsel

Legislative Counsel is located at 316 Capitol. You cannot retrieve anything from a Representative's folder until that Representative's Administrative Assistant has sent a letter to Legislative Counsel stating that you have been approved to collect items from their folder.

Seminars

Seminars will be scheduled on a weekly basis as time permits and speakers are available. During these seminars, special guests will speak to you about their

personal and career paths and answer your questions. They will be schedule for Fridays at 12:00pm- you will be sent reminders when one is scheduled.

Legislative Reports

At the end of each legislative day, the House Committee Services office sends out a Daily Report. This report includes all legislation that was brought up in Rules, on the House floor, in committee meetings and what is on the calendar for the following legislation day. It gives a summary of the bill, sponsor, and action taken on it. If you or your Representative would like to be added to distribution list please email Brent Cranfield, Director of Committee Services at brent.cranfield@house.ga.gov.

http://www.legis.state.ga.us/legis/2009_10/house/communications/reports.html

Luncheons

Luncheons will be held both on and off campus throughout the legislative session. Do not attend any luncheon unless you have been expressly invited by your Representative. If your Representative invites you to a luncheon but does not accompany you, please make sure all elected officials in attendance receive their food first before you enter the line. Otherwise, you are welcome to stand in line with your Representative.

After Hour Events

During session, many groups sponsor events for the elected officials both on and off the Capitol grounds. Some events are limited by tickets and others are open to all. As an intern, please remember that you represent your school, office you work in and the House of Representatives at all times. Do not attend any event off campus event without express permission granted by your Representative.

OTHER INFORMATION

Cafeteria

There are two cafeterias that are used by most staff here.

Coverdell Café - Located in the C.L.O.B. on the 6th floor. One thing to remember- you will not have keycard access, so you will have to go back down to the second (lobby) floor to exit the building or get back to your office in C.L.O.B.

Capitol Commons - This cafeteria is located across the street from the Capitol in the Sloppy Floyd Building, also referred to as the Twin Towers building. You must show your driver's license to get into the building. Your Aide ID badge is not acceptable. This cafeteria has a Chick-Fil-A, Quiznos, Willy's, salad bar, hot bar, plus a sandwich bar.

Coverdell Café-

http://gba.georgia.gov/00/channel_title/0,2094,59377335_75467243,00.html

Capitol Commons-

http://gba.georgia.gov/00/channel_title/0,2094,59377335_75467243,00.html

Menus for Cafeterias-

<http://go.compass-usa.com/gba/content/menus.asp>

Snack Bars

Snack bars are located on the 1st floor of the Capitol and the first floor of the C.L.O.B. To get to the C.L.O.B. Snack Bar, you must have someone with you that has keycard access or go back to the lobby area to exit the building or get back to your office. The snack bars take CASH ONLY and are operated by the Business Enterprise Program- be aware that most operators of the snack bars are visually impaired.

http://gba.georgia.gov/00/channel_title/0,2094,59377335_75554400,00.html

Schedule a Capitol Tour

If you are asked to schedule a tour for a group coming to the Capitol, please visit the following website. The Tour Desk is located on the second floor of the Capitol between the Governor's Office and Secretary of State.

<http://www.sos.ga.gov/archives/tours/about.html>

Locating Legislators – The White Book is now On Line!

Due to budgetary considerations, the White Book, often referred to as the picture book, was not printed in 2010 or 2011. However, we have made all of the White Book information available on line.

Any White Book publication you find will be an old publication. If you would like to reference the 2009-2010 White Book, click on the link below:

http://www.legis.ga.gov/legis/2009_10/house/downloads/2009pictureBook.pdf

Lost and Found Directory

This directory is no longer being produced. All of the information that would normally be found in this publication produced by the Speaker' office is now combined with the White Book on line!

If you would like to reference the 2009-2010 Lost and Found directory, click on the link below:

http://www.legis.state.ga.us/legis/2009_10/house/downloads/2010LostandFound.pdf

There is also a staff directory on the House Website:

http://www.legis.state.ga.us/legis/2009_10/house/staff.html

How to Answer the Phone:

1. Pick up the phone

2. Smile (people can tell when you do) and say “Hello, _____ (office you are in) this is _____ (name). How can I help you?”
3. The answers to most of the questions people ask can be found on the website.
 - a. **Where can I find out who my Representative/Senator is?**
 - i. Log on to www.legis.ga.gov
 - ii. On the bottom of the website click on “ Find your Legislator”
 - iii. You will then be at a webpage with four options. The best is www.congress.org
 - iv. Click on “VIEW” at the section labeled “My Elected Officials”
 - v. You will then enter your address and county and all your elected officials will be pulled up
 - b. **Where can I find the number for my Representative?**
 - i. Log on to www.legis.ga.gov to locate the number you need in the on line White Book.
 - ii. Click on the section labeled “Representatives by Name”
 - iii. All Representatives’ names and information will then be provided.
 - c. **I need information on bill _____. Can you help me?**
 - i. You can always find a bills tracking by looking on the Daily Composite.
You must have the bill number to do this though. If you do not:
 - ii. Log on to www.legis.ga.gov
 - iii. There is a legislative search box at the top of the screen where you can enter the number of the bill you wish to retrieve. There is also an option for selecting HB (House Bill), HR (House Resolution), SB (Senate Bill), or SR (Senate Resolution).
 - iv. After you click “go,” the bill information will appear: author, first reader, and tracking information, etc...
 - d. **Is the _____ committee meeting today?**
 - i. Log onto www.legis.ga.gov
 - ii. Click on “Meeting Notices” for the corresponding chamber.
 - iii. Then the committee name, place, and time will show up.
4. If you do not know the answer to a caller’s question, do NOT make up an answer. If you do not know the answer, you have several choices: 1) Put the caller on HOLD and ask a knowledgeable person in your office for the answer; 2) Transfer the call to the appropriate office (do not transfer a call unless a knowledgeable person in the office has directed you to do so) or 3) If you cannot find an answer, let the caller know that you need to research their question and will call them back.
 - a. To put someone on HOLD - Press the HOLD button. To get them off hold, press on the line they are on.

- b. If you need to TRANSFER a call to another office -
 - i. Press the TRANSFER button
 - ii. Dial the number
 - iii. Press COMPLETE and then hang up.

Many times people call regarding elected officials in Congress. Locate their information in the on line White Book or follow the instructions in the *How To Answer the Phone* section under 3a (enter your address). Both state and federal officials can be found there.