

COMMITTEE ON HOUSE ADMINISTRATION

117th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 117-23

A Resolution to Establish Rules and Regulations Related to the Minimum Annual Rate of Pay for Full-Time Employees Under the Speaker's Pay Order Issued May 6, 2022

Be it resolved, that the Committee on House Administration, pursuant to subsection 2(b) of the Speaker's Pay Order of May 6, 2022 issued in accordance with the authority vested in the Speaker by section 311(d) of the Legislative Branch Appropriations Act, 1988, as amended by section 212(b) of the Legislative Branch Appropriations Act, 2020 (2 U.S.C. 4532), hereby issues the following regulations related to the implementation of a minimum annual rate of pay for full-time employees whose pay is disbursed by the Chief Administrative Officer.

SECTION 1. POSITIONS SUBJECT TO THE MINIMUM ANNUAL RATE OF PAY

- a) **Permanent Employees:** Unless otherwise set forth in this Resolution, every employee occupying a permanent position in the office of an employing authority whose pay is disbursed by the Chief Administrative Officer is subject to the minimum annual rate of pay established in the Speaker's Pay Order.
- b) **Non-Permanent Employees:** An employee occupying a non-permanent position in any of the following categories is not subject to the minimum annual rate of pay.
 - 1. Interns
 - 2. Part-time employees
 - 3. Temporary employees
- c) **Shared Employees:** Every shared employee is subject to the minimum annual rate of pay, regardless of whether the shared employee is classified as a permanent or non-permanent employee by any individual employing authority. A shared employee would satisfy the minimum annual rate of pay threshold so long as the total *combined* annual salary from all employing authorities contributing to the shared employee's salary meets or exceeds the minimum annual rate at any given point of time.
- d) **Exceptions:**
 - 1. Employing authorities that do not have non-permanent positions available – to include Committee, Officer, Leadership, and other House support offices – may adjust the job title of staff who work less than a full-time schedule to “Part-Time

Employee” to exempt those staff from the minimum annual rate of pay. Pay is still expected to be commensurate with duties performed but may be lower than the minimum annual rate. The Chief Administrative Officer shall take appropriate action on or before September 1, 2022 to enable employing authorities to effectuate this exception.

2. The Committee on House Administration may waive or issue an exception to any provision or part of this Resolution.

SECTION 2. COMPLIANCE

- a) Within ten (10) days of the minimum annual rate of pay going into effect, the Chief Administrative Officer shall provide a notice to each employing authority with one or more permanent employee(s) whose annual rate of pay does not meet the minimum annual rate of pay.
- b) Any employing authority that employs one or more permanent employee(s) whose annual rate of pay does not meet the minimum annual rate of pay at the time the minimum annual rate of pay goes into effect, must submit a Payroll Authorization Form to the Chief Administrative Officer to do one of the following:
 1. Adjust the annual rate of pay to at least the minimum annual rate of pay, for any permanent employee(s) whose annual rate of pay does not meet the minimum annual rate of pay;
 2. For Member personal offices, reclassify the permanent employee(s) to one of the following non-permanent positions, permitting they work less than full-time:
 - a. Interns
 - b. Part-time employees
 - c. Temporary employees
 3. For employing authorities that do not have non-permanent positions available, change the permanent employee’s title to “Part-Time Employee” to reflect that the individual works less than a full-time schedule in accordance with Section 1(d)(1), above.
- c) Following the date on which the minimum annual rate of pay goes into effect, the Chief Administrative Officer shall not process any Payroll Authorization Form submitted by an employing authority that does not comply with the rules and regulations set forth in this Resolution.

SECTION 3. REPORTING

- a) Beginning with the month the minimum annual rate of pay goes into effect and continuing each month thereafter, the Chief Administrative Officer shall prepare and submit a report to the Committee detailing employing authorities’ compliance with the minimum annual rate of pay. Such report shall contain, at a minimum, (i) the name of any employing authority that is not complying with the payment of a minimum annual rate of pay for any position subject to this Resolution, and (ii) the number of instances of non-compliance for each such employing authority.

- b) The Chairperson may submit any such report provided by the Chief Administrative Officer pursuant to Section 3(a) for printing in the Congressional Record.

SECTION 4. EFFECTIVE DATE

- a) Unless otherwise set forth in a subsequent Speaker's Pay Order or statute, the minimum annual rate of pay shall be effective September 1, 2022.