



Newfoundland & Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2008 – 001

Effective Date: April 20, 2008	Commission Minute: CM 2008 - 024
Subject: Guidelines for hiring replacement Constituency Assistants	Reference: HOAMC Meeting, April 18, 2008 ➤ Agenda Item No. 5.4
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	Contact: Marlene Lambe Chief Financial Officer 729 – 2923

BACKGROUND

Subsection 26(5) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) provides that:

- “(5) Where a member considers it necessary to engage a temporary replacement for a constituency assistant due to vacation, illness or other absence of the regular assistant that the speaker considers acceptable the member may, with the consent of the speaker, engage a temporary replacement, and the costs associated with that engagement shall be reimbursed by the office of the speaker to the member.

Guidelines were developed to ensure consistency and appropriateness in the hiring of replacement workers.

DIRECTIVE

The Commission approved the attached guidelines, dated April 2008, for hiring replacement Constituency Assistants.

William MacKenzie
Clerk of the House of Assembly