

House of Representatives – Democratic Caucus
Non-Disclosure and Confidentiality Policy

Most people find working for the Legislature exciting and interesting because their jobs expose them to the inner workings of government at the highest levels. Working behind the scenes, staff members are trusted and relied upon to make the process work.

From time to time you will be asked to handle official documents or to participate in legislative projects that are confidential in nature. You may also be given direct access to a legislator's state e-mail account.

As a general rule, members of the House staff are not permitted to discuss pending legislation, legislative projects or the professional/personal habits of legislators or other staff members with journalists, lobbyists, or members of the public, unless expressly directed to do so by their supervisor or appropriate House Leadership. Inquiries directed to you for which you have not been given instruction should be referred to your supervisor.

Access to legislator's emails helps to facilitate scheduling, constituent services, and other logistics that staff are expected to assist with as part of the performance of their job duties. Such access is granted for the sole purpose of facilitating the legislative and constituent service functions of the Representatives. Copying, forwarding, dissemination, or any other reproduction or use of a Representative's e-mail communications for purposes other than those set forth herein is prohibited.

Disclosure of confidential information, without prior appropriate approval, may result in disciplinary action, up to and including termination. By signing below, you are acknowledging that you have read this form and agree to the limitations on access to and use of confidential information and legislator e-mail.

Print name

Signature

Date