



Iowa Legislative Page Program

**Application Package 2022
Legislative Session**

Internet Site: <https://www.legis.iowa.gov/careers>

Deadline – Friday, October 15, 2021

GENERAL

Each year the Iowa Senate, Iowa House of Representatives, and Legislative Service Agency employ high school juniors and seniors of high academic standing to serve as Pages for the legislative session. To be eligible, applicants must be at least 16 years old by January 3, 2022. Pages will be permitted to participate in official school functions and social activities whenever possible. Pages will begin work on January 10, 2022, and work the entire legislative session that should be finished around the end of April 2022.

Serving as a Page is a professional working environment. Pages learn to accept a large degree of personal responsibility for their work, and the experience helps prepare them for future demands of academic and professional careers. They learn to respond to organizational priorities, directives, and to uphold the standards of confidentiality and professional service. Pages gain a greater understanding of the lawmaking process.

Pages will be expected to exercise extreme discretion throughout their stay in Des Moines. This includes being pleasant, courteous, and helpful to all persons. Adherence to all legislative policies and procedures is expected, including strict adherence to policies regarding gifts, sales of goods and services, sexual harassment, and substance abuse. **The use of drugs or alcohol may result in immediate dismissal.**

Pages report to work each morning around 7:00 a.m., unless a specific duty requires otherwise, and remain until 4:30 p.m. or the Legislature adjourns for the day.

The Legislature often does not work on Fridays during the early part of the legislative session and Pages would work for only four days during those weeks. Pages are paid for a 40 hours per week (whether or not they are required to work a full week) unless they are unavailable for work and not otherwise eligible for pay as provided in these guidelines.

Duties of a Senate Page

Pages are assigned to chamber benches for general assignments, sergeant-at-arms desk, Senate telephone switchboard, and to assist the President and Secretary of the Senate. Pages respond to requests from Senators and staff at their desks in the chamber, assist Senators and staff in committee meetings, and sometimes assist with the handling of Senate materials and supplies. Pages stationed at the switchboard take notices of incoming telephone calls to Senators. Pages assist in filing and distributing bills, calendars, and journals.

Duties of a House of Representatives Page

Pages provide invaluable assistance to Representatives and House staff by assisting with the switchboard, delivering messages, running errands, and distributing bills and bill packets. Pages respond to individual requests from Representatives and staff. Pages also assist in committee meetings and help the chairperson's clerk by handing out materials needed during the meetings. Pages will interview to work directly for the Speaker of the House, the Republican and Democratic leaders, and the office of the Chief Clerk.

Duties of a Legislative Service Agency Page

The Legislative Services Agency is a nonpartisan agency whose purpose is to provide legal bill drafting, committee staffing, and fiscal analysis services to the Iowa General Assembly. Materials generated by LSA are of a confidential nature and must be treated as such. Pages provide an indispensable service by delivering documents to the legislators, LSA staff located in the Statehouse and Miller building, Governor's Office, state agencies, and others.

UNIFORMS and SALARY

All Pages wear a uniform provided to them by the chamber they are employed with, as follows: Senate & Legislative Services Agency wear maroon blazer and gray dress slacks, and House of Representatives wear navy blazer and gray dress slacks. Comfortable black, dress-type shoes and white shirts or blouses are also required for both male and female Pages. An appropriate tie is required for male House and Senate Pages. Pages will receive \$9.52 per hour for 40 hours per week. Pay periods are every two weeks. Unexcused absences will not be tolerated and may result in immediate dismissal. Pay will not be granted for unexcused absences.

HOUSING and TRANSPORTATION

ALL LIVING ARRANGEMENTS ARE UNSUPERVISED. We urge parents and Pages to discuss how close to the Capitol building Pages need to live and decide appropriately. Pages must arrange their own transportation. Public transportation is only available in the evening on an hourly basis until 9:30 p.m.

SCHOOLING

In 2021, SF 517 was passed and signed into law mandating that schools shall establish policy awarding credit toward graduation if the student participates in the page program. The student shall be excused from physical education requirements of subsection 5, paragraph “g”, subparagraph (1) and is exempt from the physical activity requirement of subsection 6, paragraph “b”, subparagraph (2). The legislative page program shall count as one-half unit of social studies credit required for purposes of Iowa Code section 256.7, subsection 26, paragraph “a”.

All individuals selected must make their own arrangements with school officials for fulfilling all high school requirements. It is strongly recommended that Pages take only one or two courses for the semester they work as Pages in Des Moines. Please be certain that the implications of missing a semester of school have been thoroughly discussed with the appropriate school counselor, and that the school is willing to assist in whatever manner is necessary to maintain a Page’s coursework and grade-point average.

CONDUCT

Pages are employees of the House, Senate, or LSA as appropriate. As such, Pages are expected to comply with all applicable employment laws and rules. In addition, Pages are expected to comply with the state ethics laws, Chamber rules, and the appropriate personnel handbook. Use of illegal alcohol, drugs, or the admitted or actual conviction of law may lead to termination. Harassment prevention training will be provided.

APPLICATION PROCEDURE

Application must be received on-line <https://www.legis.iowa.gov/careers>, **no later than 11:59 p.m. on October 15, 2021.** **Applications will only be accepted via on-line.** On the application, check each chamber or agency that you wish to work with. A checklist of all items that should be returned is included below. Persons no longer able or wishing to be a Page at any time **after** applying are requested to notify the proper agencies/chambers immediately.

Schedule for Page Selection

October 8.....Applications due
October 25 through October 29Interviews in person at the Capitol

Applicants will be notified of the exact date and time of the interview, via email.

CHECKLIST FOR COMPLETED APPLICATION PACKAGE

Personal Information Form

- List of activities and personal information form completed on-line
- Written statement (reasons for wanting to become a Page)
- Letter of recommendation please include at least one letter with your application, not a family member.

School Resume Form

- Transcript (please attach, as an attached document)

Parental Consent Form

- Form completed with parental signature(s)
- Parent’s letter (*Comment on your child’s ability to perform the work, to live in Des Moines unsupervised and housing arrangements*)

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PERSONAL INFORMATION FORM

(APPLICANT, please apply on-line, <https://www.legis.iowa.gov/careers>)

Date _____

Name _____

Address _____

(City) (County) (Zip)

Home Telephone _____/_____/_____ Cellular Telephone _____/_____/_____

Email Address _____

Birth Date _____ Age _____ (must be at least 16 by January 3, 2022)

Name of High School _____

Address of High School _____

Grade in High School (as of August 2021) Junior Senior (please circle one)

Cumulative High School Grade Point (through June 2021) _____ (on a 4.0 scale)

Date of 1st Semester Final Exams _____

Courses and school activities applicant will be taking or participating in during the 2022 Spring semester, if selected as a Page (if none, enter "NONE")

Name of your State Senator _____

Name of your State Representative _____

Did you apply to be a Page last year? (Circle one) Yes No

Where would you like to apply to serve as a Page, circle all that apply? A copy of this application will be provided to each selected Chamber.

Senate House Legislative Services Agency

"I agree not to use illegal drugs, alcohol, or tobacco products during my employment as a Page. I understand that inappropriate behavior on my part while serving as a Page may result in my immediate dismissal from the program."

Applicant's Signature

Date

State the type, length, and responsibilities of your employment experiences
(please indicate whether year-round or summer only - you may attach additional pages)

List high school activities in which you have participated
(please include the length of time involved - you may attach additional pages)

List community activities in which you have participated and the extent to which you were involved
(you may attach additional pages)

List government-oriented activities and the extent to which you have participated
(please do not mention political parties or particular candidates - you may attach additional pages)

List your hobbies and recreational activities (you may attach additional pages)

Attach a typed written statement of about 200 words to this application form stating reasons you would like to become a Page.

IOWA LEGISLATIVE PAGE APPLICATION

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PARENTAL CONSENT FORM

(PARENT OR GUARDIAN OF PAGE APPLICANT, please print or type the information required below)

Name of Page applicant _____

Name(s) of parent or guardian _____

Parent's (or guardian's) cellular telephone number _____ / _____ / _____

Home address of parent or guardian _____

(City) (County) (Zip)

Father's (or guardian's) business or cellular telephone _____ / _____ / _____

Business address _____

(City) (County) (Zip)

Mother's (or guardian's) business or cellular telephone _____ / _____ / _____

Business address _____

(City) (County) (Zip)

Physician's or alternate adult's name _____

telephone _____ / _____ / _____

Address _____

(City) (County) (Zip)

I have carefully reviewed the information provided in the attached booklet. I consent to my daughter/son serving as a Legislative Page during the next regular session of the Iowa General Assembly. I understand that, if selected, time will be lost from school.

I further understand that it is the Page's responsibility to make arrangements for housing and that these arrangements are not supervised and the hiring legislative chamber is not responsible in any way for the Pages when they are not officially engaged in legislative business. I understand that my daughter/son will be responsible for transportation to and from work, which may include evenings after midnight.

On an attached letter, please comment on your daughter's/son's ability to perform the work of a Page and her/his ability to live in Des Moines in unsupervised housing. Please describe the type of arrangements you might anticipate using for housing.

Parent (or guardian) signature/ Date

Relation to applicant

Parent (or guardian) signature/ Date

Relation to applicant