



# Iowa Legislative Page Program

## Informational Packet

Deadline – Friday, October 11, 2024

## 2025 Legislative Session

Apply here: <https://www.legis.iowa.gov/careers>

### Overview

Each year the Iowa Senate, Iowa House of Representatives, and Legislative Services Agency employ high school juniors and seniors of high academic standing to serve as Pages for the legislative session. This is a full-time job in Des Moines, Monday through Thursday. To be eligible, applicants shall be at least 16 years of age by January 2, 2025. Pages may be permitted to participate in official school functions, sports, and social activities whenever possible. Pages will begin work on January 13, 2025, through the end of the legislative session. By submitting an application, you are applying for the House of Representatives, Senate, and Legislative Services Agency. If selected to be a Page, you will be placed with one of these bodies.

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

Pages are expected to exercise extreme discretion during their employment. 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 sexual harassment prevention and substance abuse.

**The use of drugs or alcohol may result in immediate termination of employment.**

### **DUTIES OF A SENATE PAGE**

Pages are assigned to chamber benches for general duties, 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 including running technology. Knowledge of how to run a live streamed meeting is required.

### **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 distribution of materials. Pages respond to individual requests from Representatives and staff. Pages also assist in running technology for subcommittee and committee meetings. Pages may interview to work directly for one of the following offices: Speaker of the House, Majority Leader, and Minority Leader.

### **DUTIES OF A LEGISLATIVE SERVICES 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 the uniform provided to them of two pairs of slacks and one blazer. All other clothing of comfortable black, dress-type shoes and professional white shirts or blouses are the responsibility of the Pages. An appropriate tie is required for male Pages and may be worn by female Pages. Pages will be paid approximately \$10.27 per hour for 40 hours a 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. Pay periods are every two weeks.

### **HOUSING AND TRANSPORTATION**

ALL LIVING ARRANGEMENTS ARE UNSUPERVISED. Parents and Pages need 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.

### **ATTENDANCE, HOURS, AND SCHEDULE**

The Legislative Session runs from the second Monday of January through approximately the end of April. If the session runs longer, staffing needs and whether Pages are needed will be decided at that time. The hours are typically 7 a.m. to 5 p.m. Monday through Thursday, with possible late nights. Fridays and weekend session days are possible, but extremely rare. Pages may be excused from work for official school functions and activities with advanced notice. Unexcused absences are not tolerated and may result in immediate termination of employment. Martin Luther King, Jr. Day is the only paid holiday during the session. "Spring Break" time off may be permitted.

### **SCHOOLING**

Iowa Code section 256.11 (18) mandates 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 Iowa Code section 256.11. 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". Pages selected must make their own arrangements with school officials to fulfill all school requirements. 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 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 result in termination of employment. Harassment prevention training is provided. Violations of policies are subject to possible discipline including termination of employment.

## **APPLICATION PROCEDURE**

Application must be received on-line <https://www.legis.iowa.gov/careers>, **no later than 11:59 p.m. on October 11, 2024. Applications will only be accepted via on-line.** A checklist of all items that should be returned is included below. Persons no longer able or desiring to be a Page at any time **after** applying are requested to notify the proper agencies/chambers immediately.

## **SCHEDULE FOR PAGE SELECTION**

October 11..... Applications due  
October 28 through October 31.....Interviews in person at the Capitol

*Applicants will be notified of the exact date and time of the interview via email.  
Please check email regularly and also check your spam.*

## **CHECKLIST FOR COMPLETED APPLICATION ONLINE**

The following information will be required as you start to complete the online application, please have all the information ready when you begin.

### **LIST OF ACTIVITIES AND PERSONAL INFORMATION FORM COMPLETED ON-LINE**

- Name, Address, Contact phone number, Email Address (an active email address), Birth Date
- Name of School, Grade in School, GPA, 1<sup>st</sup> Semester Finals Date
- Spring 2025 course load
- Name of your State Representatives and State Senator
- Have you applied in the past to be a Page
- Employment Experiences
- List of High School activities in which you have participated
- List of community activities and the extent to which you were involved
- Government-oriented activities and the extent to which you participated
- List your hobbies and recreational activities

Written statement (reasons for wanting to become a Page) **\*\*\*UPLOAD DOCUMENT**

Letter of recommendation please include at least one letter with your application, not a family member.

**\*\*\*UPLOAD DOCUMENT**

### **SCHOOL DOCUMENTATION **\*\*UPLOAD DOCUMENTS****

- Transcript (can also mail or email)
- Signed form from School Administrator approving the student to participate in the program.

### **FROM THE PARENTS**

Parent letter **\*\*\*UPLOAD DOCUMENT**

- Confirming that you know your child is applying for the program
- Comment on your child's ability to perform the work, to live in Des Moines unsupervised, and confirm housing arrangement.

**2025 Session**

**Application Deadline - October 11, 2024**

**SCHOOL ADMINISTRATION FORM**

Date \_\_\_\_\_

Name of Student \_\_\_\_\_

Grade in High School (as of September 2024)    **Junior**        **Senior**    (please circle one)

Name of School \_\_\_\_\_

Name of School Administrator \_\_\_\_\_

Email Address for Administrator \_\_\_\_\_

**Courses applicant will be taking during the 2025 spring semester if selected as a Page.**  
(If none, enter "NONE")

The page program is a full-time paid position. The student will be at the Capitol starting January 13, 2025, through May 2, 2025, Monday through Thursday 7 a.m. to 5 p.m. with possible late nights.

By signing I agree that the student has talked to me about missing school. We have determined a plan to ensure the class work is completed. I have no concerns about the student being a part of the program.

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Date