



Iowa Legislative Page Program

Informational Packet

Deadline – Friday, October 13, 2023

2024 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. To be eligible, applicants must be at least 16 years old by January 2, 2024. Pages will be permitted to participate in official school functions, sports and social activities whenever possible. Pages will begin work on January 8, 2024, 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 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 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 dismissal.

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 including running technology.

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 bill packets. 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 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, two pairs of slacks and one blazer. Comfortable black, dress-type shoes and white shirts or blouses. An appropriate tie is required for male Pages. Pages will be paid around \$10.27 per hour 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. Pay periods are every two weeks.

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.

ATTENDANCE, HOURS, AND SCHEDULE

The Legislative Session runs from the second Monday of January through approximately the end of April. It may extend into May however staffing may not be needed. Hours are typically 7 a.m. to 5 p.m. Monday through Thursday, with possible late nights, Fridays and weekend session days. Pages may be excused from work for official school functions and activities with advanced notice. Unexcused absences will not be tolerated, or hours paid, and may result in immediate dismissal. Martin Luther King, Jr. Day is the only paid holiday during session. "Spring Break" time off is allowed.

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 for fulfilling 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. 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 13, 2023. 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 13..... Applications due
October 23 through October 27.....Interviews in person at the Capitol

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

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, Birth Date
- Name of School, Grade in School, GPA, 1st Semester Finals Date
- Spring 2024 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 RESUME FORM

Transcript (please attach) *****UPLOAD DOCUMENT**

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