

Committee Resolution 115-17

Resolved, the regulations of the Committee on House Administration pertaining to individuals employed by three or more offices and who have privileged access to the network managed by the Chief Administrative Officer or who access the network managed by the CAO to perform budget, payroll, or other financial functions on behalf of a Member office:

Meet the Technical or Financial standards respectively, including House Security Policies as appropriate, as established by the CAO and included in the Shared Employee Manual.

Submit to background checks as a condition of privileged access to the network or access to the House network to perform budget, payroll or other financial functions on behalf of a Member office.

Submit a timely annual financial disclosure statement as required by 5 U.S.C. §101 et seq if employed by more than three offices for more than 60 days of a calendar year as a condition of privileged access to the network or access to the network to perform budget, payroll or other financial functions on behalf of a Member office.

Disclose to each employing authority the individual's employment status and certify such disclosure to the Committee on House Administration semiannually.

File with the House Office of Finance a signed *Acknowledgement of Receipt and Understanding of Shared Employee Manual and Certification of Continued Compliance* upon becoming simultaneously employed by three or more employing authorities.

File with the Committee on House Administration a certification that the individual is not engaged in any outside employment or business activity that directly or indirectly sells, leases, or otherwise provides goods or assets to any House office or entity.