

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 304

Page 1 of 3

TIMEKEEPING - EXEMPT STAFF

Reviewed 4/1/98

Vacation, Sick Time, Holiday, Unpaid Time

Exempt staff report absences from the office by completing the blue exempt staff attendance report by the supervisor and forwarded to the Payroll Department for recording on attendance records.

Lobbying

One of the more high profile areas affecting change at ALA is "lobbying". Over the past year, lobbying has become a key element in ALA's efforts to meet its overall goals and objectives. In general terms lobbying is nothing more than the influencing of legislation. This legislation can take the form of acts, bills, resolutions or similar items by Congress and State/local legislatures, as well as public referenda, ballot initiatives, constitutional amendments or similar procedures.

There are two types of lobbying that ALA can involve itself with - Direct Lobbying and Grass Roots Lobbying.

Direct Lobbying -

Refers to the direct communication via the telephone, a meeting, brochure, letter, e-mail, etc. with a member of Congress, its staff or government employees who formulate legislation, for the principle purpose of influencing legislation and or refers to and reflects a point of view on specific legislation. Spending limit \$1.0 million.

EXAMPLES -

- ◆ Meeting a member of Congress to recommend support of legislation favorable to ALA.
- ◆ ALA employee time spent arranging and/or preparing for a meeting with a legislator.
- ◆ Providing unsolicited testimony before a legislative committee on the merits of a bill.

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Page 2 of 3

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- ◆ Overhead and staff time on accumulating background information i.e., training executive staff to effectively influence Congress.

Grass Roots Lobbying

Covers essentially the same types of communication methods used in Direct Lobbying but influences legislation by "affecting the opinions of the public". Grass roots efforts must refer to and reflect a point of view on a specific legislation and or must encourage the recipient to take action. Spending limit \$250,000.

EXAMPLES -

- ◆ Telling recipients of a communication that they should contact a legislator or employee of a legislative body.
- ◆ Providing the address and/or phone number of a legislator to support some specific legislation.
- ◆ Preparing and distributing to the public a brochure/newsletter which calls for action on specific legislation.
- ◆ Advertisements which refer to specific legislation and encourages the public to take action.

Non Lobbying Activities

Any activity that does not influence legislation or meet the definition of direct or grass roots lobbying.

EXAMPLES -

- ◆ Communications presenting analysis, study, research, etc., that does not reflect a point of view or call to action.
- ◆ Communications with non - legislative

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Page 3 of 3

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bodies; Executive, Judicial and Administrative authorities.

◆ Providing assistance or advice to a government body in response to an unsolicited request.

◆ Communication with members about the general status of legislation without a call to action.