

MEMORANDUM

December 2, 1976

TO: Dick

FROM: Mike

SUBJECT: Procedural Memoranda

The attached is the first in a series of memoranda which I will be forwarding to you during the balance of the transition period. Each of these memoranda will relate to some procedural aspect of the operation of the Vice President's office. For example, this first one relates to vacation and sickleave policy.

I would appreciate it if you would approve the contents, suggest modifications, talk with me about them if they are not clear, etc. The goal is to have for distribution to everyone on the staff at the outset of the new administration a memorandum on basic office policies.

MSB/wf

MEMO TO: Dick Moe

FROM: Bill Smith

RE: The Vice President's Senate Office

DATE: November 12, 1976

The following information comes from Spofford Canfield, Administrative Assistant to Rockefeller in the Senate who has held that position for Agnew, Ford and Rockefeller.

## I. Salaries and Staff

The Senate clerk-hire allowance is currently \$654,000. The maximum salary on this payroll is \$41,750. There is no limitation on the number of positions that can be filled at or below that limit at levels within the Senate salary schedule. (EOB funds provide for only one position at the Executive Two level -- \$44,600, the rest at or below GS-18 currently \$39,600. All these salaries will be subject to revision in January or February when Ford recommends increases under the pay adjustment act for all government employees above the GS-15 level.)

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This seems to be mostly a behind the scenes, eyes-and-ears operation, keeping track of legislation for the VP and his EOB staff, but also serving as the principal central meeting place where White House and Executive Agency legislative liaison people meet with Senators. Canfield is very careful not to exercise any "line responsibility" for legislative liaison and does not himself in any way lobby for the administration's legislative program.

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V. Mail

The Vice President's Senate Office handles all "public" mail, mostly legislative mail, about 5-600 letters a day, keeping about one and a half people busy full time.

VI. Ceremonial and Official Functions

The President of the Senate is the official receiving agent for all communications to the Senate including reports from Executive Agencies mandated by law, petitions and memorials, and communications from state and local governments. This occupies one full-time staff person. Letters of transmittal are logged in, referred to the Senate Parliamentarian and an acknowledgement letter prepared. There are between ten and thirty of these a day.

Ceremonial functions involve such things as the authorization of demonstrations on Capitol Hill grounds, tree plantings and the like, arrangements for Foreign Policy luncheons, meetings with heads of state, joint sessions of Congress and other ceremonies in which the Vice President participates on Capitol Hill.

prescribed under the Classification Act of 1949 for comparable duties. The committee is authorized to utilize the services, information, facilities, and personnel of the various departments and agencies of the Government to the extent that such services, information, facilities, and personnel, in the opinion of the heads of such departments and agencies, can be furnished without undue interference with the performance of the work and duties of such departments and agencies.

- [71.4] SEC. 4. Until an appropriation shall be made for payment of expenses of the committee, such expenses, in an amount not to exceed \$10,000, shall be paid from the contingent fund of the Senate upon vouchers approved by the chairman.

[S. Jour. 362, 81-2, May 26, 1950.]

[72] PAY OF CLERICAL AND OTHER ASSISTANTS AS AFFECTED BY  
RESIGNATION<sup>1</sup> OF SENATOR

*Resolved*, That in the case of the resignation of a Senator during his term of office, his clerical and other assistants on the payroll of the Senate on the date of such resignation shall be continued on such payroll at their respective salaries for a period of not to exceed thirty days, such sums to be paid from the contingent fund of the Senate: *Provided*, That any such assistants continued on the payroll, while so continued, shall perform their duties under the direction of the Secretary of the Senate, and he hereby is authorized and directed to remove from such payroll any such assistants who are not attending to the duties for which their services are continued: *Provided further*, That this shall not operate to continue such assistants on such payroll beyond the expiration of their Senator's term of service.

[S. Jour. 213, 82-1, Apr. 11, 1951.]

<sup>1</sup> For pay of clerical assistants as affected by death of a Senator, see Senate Manual Section [284].

compensation under this subsection, but such employee's rate of gross compensation shall be increased by \$597 (which shall be considered to be an increase under such section 60j(b) of this title) for each such increment.

(c) Reference in other provisions to basic rates and additional compensation. [252.4]

In any case in which the rate of compensation of any employee or position, or class of employees or positions, the compensation for which is disbursed by the Secretary of the Senate, or any maximum or minimum rate with respect to any such employee, position, or class, is referred to in or provided by statute or Senate resolution, and the rate so referred to or provided is a basic rate with respect to which additional compensation is provided by law, such statutory provision or resolution shall be deemed to refer, in lieu of such basic rate, to the per annum gross rate which an employee receiving such basic rate immediately prior to August 1, 1967, would receive (without regard to such statutory provision or resolution) under subsection (b) of this section on and after such date.

(d) Compensation of employees in office of Senator. [252.5]

(1) (A) The aggregate of gross compensation paid employees in the office of a Senator shall not exceed during each calendar year the following:

\$392,298 if the population of his State is less than 2,000,000;  
 \$404,076 if such population is 2,000,000 but less than 3,000,000;  
 \$432,464 if such population is 3,000,000 but less than 4,000,000;  
 \$469,006 if such population is 4,000,000 but less than 5,000,000;  
 \$498,904 if such population is 5,000,000 but less than 7,000,000;  
 \$530,312 if such population is 7,000,000 but less than 9,000,000;  
 \$564,438 if such population is 9,000,000 but less than 10,000,000;  
 \$590,712 if such population is 10,000,000 but less than 11,000,000;  
 \$625,140 if such population is 11,000,000 but less than 12,000,000;  
 \$651,414 if such population is 12,000,000 but less than 13,000,000;  
 \$684,936 if such population is 13,000,000 but less than 15,000,000;  
 \$718,458 if such population is 15,000,000 but less than 17,000,000;  
 \$751,980 if such population is 17,000,000 but less than 19,000,000;  
 \$777,050 if such population is 19,000,000 but less than 21,000,000;  
 \$802,120 if such population is 21,000,000 or more.

In any calendar year in which a Senator does not hold the office of Senator at least part of each month of that year, the aggregate amount available for gross compensation of employees in the office of that Senator shall be the applicable amount contained in the

*now final?*

i.e. resign on 2<sup>nd</sup> day of  
month and the aggregate  
for the fy =  
that full month

i.e. - OCT  
NOV  
DEC  
JAN

4x

\$ 41,457.64

table included in this subparagraph, divided by 12, and multiplied by the number of months the Senator holds such office during that calendar year, counting any fraction of a month as a full month.

(B) The aggregate of payments of gross compensation made to employees in the office of a Senator during each calendar year shall not exceed at any time during such calendar year one-twelfth of the applicable amount contained in the table included in subparagraph (A) of this paragraph multiplied by the number of months (counting a fraction of a month as a month) elapsing from the first month in that calendar year in which the Senator holds the office of Senator through the end of the current month for which the payment of gross compensation is to be made.

(2) Within the limits prescribed by paragraph (1) of this subsection, Senators may fix the number and the rates of compensation of employees in their respective offices. The salary of an employee in a Senator's office shall not be fixed under this paragraph at a rate less than \$1,057 per annum or in excess of \$24,160 per annum, except that (i) the salaries of five employees may be fixed at rates of not more than \$34,881<sup>1</sup> per annum, and (ii) the salary of one employee may be fixed at a rate of not more than \$38,000 per annum. A Senator may establish such titles for positions in his office as he may desire to designate, by written notification to the disbursing office of the Senate.

[252.6] (e) Compensation of committee staff members.

(1) Subject to the provisions of paragraph (3), the professional staff members of standing committees of the Senate shall receive gross annual compensation to be fixed by the chairman at not to exceed \$33,975.<sup>1</sup>

(2) The rates of gross compensation of the clerical staff of each standing committee of the Senate shall be fixed by the chairman as follows:

(A) for each committee (other than the Committee on Appropriations), one chief clerk and one assistant chief clerk at not to exceed \$33,975<sup>1</sup> and not to exceed four other clerical assistants at not to exceed \$17,818; and

<sup>1</sup> The figures shown are those provided for in the Order of the President pro tempore of Oct. 7, 1974, effective October 1, 1974, Cong. Rec. Vol. 120, p. S19701 (Nov. 20, 1974, daily ed.), pursuant to Act Jan. 8, 1971, Pub. L. 91-656, § 4, 84 Stat. 1952 and in section 105 of the Legislative Branch Appropriation Act, 1976, Pub. L. 94-59, 89 Stat. 275. Such figures will be increased as provided in such order when the annual rate of basic pay for positions at level V of the Executive Schedule under section 5316 of title 5, United States Code, is increased.



Calernao

MEMO TO: Mike  
FROM: Christine  
RE: Clerk-Hire Account  
DATE: November 20, 1976

The following individuals were placed on the payroll account 11/3/76 (with the exception of Peter Kyros--who didn't get his form in until 11/5/76) and were not WFM employees prior to the campaign:

35  
107.15 11/16 Michael Berman 3750.25 \$38,577 (3,214.75) monthly  
Jim Johnson 38,577 3,214.75 107  
75.61 Gene Godley 2646.35 27,211 2,268.41 24,000  
66.86 11/16 Peter Kyros 2338 24,048 2,004.00 20,000  
33.40 Becky McGowan 1169 12,024 1,002.00  
33.40 Tresa Smith 1169 12,024 1,002.00  
33.40 11/16 Monica Borkowski 1169 12,024 1,002.00  
33.40 # Maxine Burns 1002 12,024 1,002.00 132.43

In addition the following individuals were members of WFM's staff prior to the campaign.

David Aaron \$ 38,577 3,214.75 NS

→ Bert Carp (Budget Com.) 37,742 3,145.16 NS

825 33.86 Wendy Froelich (Finance) 12,191 1,015.91 ✓ ←

Ellen Hoffmann (Subcom. 33,066 2,755.50 NS  
on Children & Youth.)

As I indicated in our conversation on Saturday, the clerk-hire account prior to 11/3/76 had a \$27,016.64 accrual. This was quickly depleted when we placed the above-named individuals, as well as others, on the 11/3/76 payroll.

ge Two

At our present rate, we can anticipate a deficit of \$10,996.48 by the end of December if we do not remove some individuals from this account.

If you need additional information, please call on me.



Nike

MEMO TO: Dick Moe  
FROM: Bill Smith  
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# United States Senate

OFFICE OF THE SECRETARY

DISBURSING OFFICE

WASHINGTON, D.C. 20510

December 1, 1976

Hon. Walter F. Mondale  
United States Senate  
Washington, D. C.

Dear Senator Mondale:

This is in response to your letter dated November 11, 1976 posing certain questions relating to the Office of the Vice President and yourself when you assume the Vice Presidency on January 20, 1977.

Your questions are answered in the order in which presented as follows:

1. There is no allowance for or any provision of law that authorizes funds for (1) per diem and/or travel expenses for employees paid from the Senate appropriation for Clerical Assistants to the Vice President; (2) subscriptions to newspapers, magazines, periodicals, news clippings or similar services; (3) office space in the home State, or (4) home State office expenses.
2. Section 111 of Title 3, United States Code entitled Expense Allowance of Vice President reads as follows:  
"There shall be paid to the Vice President in equal monthly installments an expense allowance of \$10,000 per annum to assist in defraying expenses relating to or resulting from the discharge of his official duties, for which no accounting, other than for income tax purposes, shall be made by him."

This provision was enacted by Public Law 2, 81st Congress, approved January 19, 1949. The Committee report accompanying this legislation made no reference to or placed any restrictions on the use of this allowance by the Vice President. It would be my interpretation that the language "\*\*\*\*to assist in defraying expenses relating to or resulting from the discharge of his official duties,\*\*\*\*" provides the Vice President with unlimited latitude in the use of this allowance so long as the expenditures relate solely to the ordinary and necessary official functions of his office.

Except for the accountability of this allowance for income tax purposes, the use of this allowance by the Vice President cannot be questioned by anyone.

3. As Vice President, your monthly gross compensation, deductions and net salary will be as follows:

(A) {  
Monthly gross compensation.....\$5,466.66  
Deductions:  
Civil Service Retirement.....\$ 437.34  
Federal Withholding Tax..... 1,944.25  
Life Insurance..... 36.14  
Health Insurance..... 46.64     2,464.37  
Monthly net compensation.....\$3,002.29

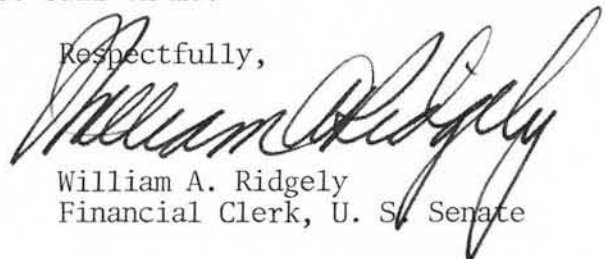
\$2,501.00

4. The present value of your life insurance coverage is \$47,000 and will be the same when you assume the office of Vice President. This amount is the current maximum life insurance coverage for anyone in the service of the Federal Government.
5. As Vice President, you will continue participation in the Civil Service Retirement program with the same deduction (8%) and benefits as you now enjoy as a Member of the United States Senate.

- a. Your total contributions to the retirement fund as of December 31, 1976 will be \$36,039.05.
- b. Enclosed are tentative computations of your annuity entitlement as of January 20, 1981 and January 21, 1985. Please note that as of January 20, 1981, you would have a deferred entitlement at age 60 and as of January 20, 1985, you would have an immediate entitlement.

I am looking forward to a meeting with you and if I can be of further service to you in the meantime, please call on me.

Respectfully,

  
William A. Ridgely  
Financial Clerk, U. S. Senate

Mike Borman

# United States Senate

OFFICE OF THE SECRETARY

DISBURSING OFFICE

WASHINGTON, D.C. 20510

November 9, 1976

Hon. Walter F. Mondale  
Vice President-Elect  
United States Senate  
Washington, D. C.

Dear Senator Mondale:

Please accept my congratulations on your election as Vice President of the United States.

As Financial Clerk and Budget Officer of the United States Senate, it is my privilege to inform you of certain prerogatives of your office.

Your salary, at the annual rate of \$65,600, will begin on January 20, 1977 and is payable monthly in the same manner as your Senatorial salary.

The expense allowance of the Vice President, at the rate of \$10,000 each fiscal year, will also commence on January 20, 1977 and is payable monthly.

As Vice President, you will be entitled to the mileage allowance for attending each session of the Senate, computed at 20¢ per mile by the nearest usual route from your residence city to Washington, D. C. and return. I will continue to use your certified mileage from Washington, D. C. to Minneapolis, Minnesota, unless you advise me to the contrary.

The allowance for clerical assistance to the Vice President is \$654,700 each fiscal year. This allowance accrues at the rate of \$54,558.33 per month and any unused part is cumulative for use in subsequent months through the close of each fiscal year. There is no limit as to the number of employees you may appoint and there are no restrictions on position titles. The maximum salary that may be paid to any employee in your office is \$41,750 per annum and there are no restrictions as to the number of employees at this maximum rate.

As President of the Senate, you will be entitled to an allowance of \$4,500 each fiscal year at the Senate Stationery Room and I will be able to provide you with air mail and special delivery stamps at the rate of \$1,215 each fiscal year. Both of these allowances are pro-ratable from the day you take office to the end of the fiscal year.

Page 2  
Hon. Walter F. Mondale  
November 9, 1976

You may send unlimited official telegrams which will be paid by the Office of the Sergeant at Arms in accordance with regulations issued by the Committee on Rules and Administration.

Your long distance telephone call charges will also be paid for by the Office of the Sergeant at Arms in accordance with regulations issued by the Committee on Rules and Administration.

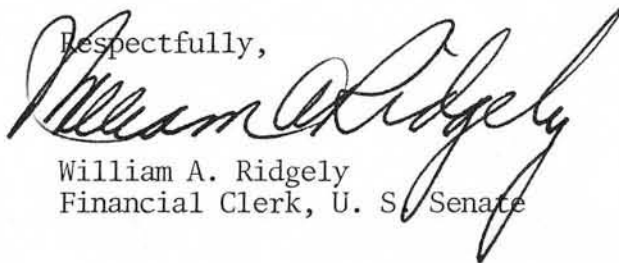
Funds are appropriated annually to the Sergeant at Arms to provide and maintain an automobile for your use.

Funds are also appropriated each fiscal year to provide you with a Driver-Messenger at a salary not to exceed \$15,364 per annum. This is a statutory position under the jurisdiction of the Sergeant at Arms but is subject to your control. Therefore, at any time you wish to fill this position, you should notify the Sergeant at Arms who will then make the appointment.

With respect to your compensation and mileage, there are certain papers that must be executed by you. Therefore, I would appreciate it if I could meet with you at your earliest convenience to take care of these items.

In the meantime, if I can be of further service to you, please do not hesitate to call on me.

Respectfully,

A handwritten signature in dark ink, appearing to read "William A. Ridgely". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

William A. Ridgely  
Financial Clerk, U. S. Senate

WAR:lge



OCTOBER 1, 1976

## UNITED STATES SENATE SALARY TABLE

No. 1

No. 1

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
1,169	7	97.41	3.2472
1,336	8	111.33	3.7111
1,503	9	125.25	4.1750
1,670	10	139.16	4.6388
1,837	11	153.08	5.1027
2,004	12	167.00	5.5666
2,171	13	180.91	6.0305
2,338	14	194.83	6.4944
2,505	15	208.75	6.9583
2,672	16	222.66	7.4222
2,839	17	236.58	7.8861
3,006	18	250.50	8.3500
3,173	19	264.41	8.8138
3,340	20	278.33	9.2777
3,507	21	292.25	9.7416
3,674	22	306.16	10.2055
3,841	23	320.08	10.6694
4,008	24	334.00	11.1333
4,175	25	347.91	11.5972
4,342	26	361.83	12.0611
4,509	27	375.75	12.5250
4,676	28	389.66	12.9888
4,843	29	403.58	13.4527
5,010	30	417.50	13.9166
5,177	31	431.41	14.3805

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
5,344	32	445.33	14.8444
5,511	33	459.25	15.3083
5,678	34	473.16	15.7722
5,845	35	487.08	16.2361
6,012	36	501.00	16.7000
6,179	37	514.91	17.1638
6,346	38	528.83	17.6277
6,513	39	542.75	18.0916
6,680	40	556.66	18.5555
6,847	41	570.58	19.0194
7,014	42	584.50	19.4833
7,181	43	598.41	19.9472
7,348	44	612.33	20.4111
7,515	45	626.25	20.8750
7,682	46	640.16	21.3388
7,849	47	654.08	21.8027
8,016	48	668.00	22.2666
8,183	49	681.91	22.7305
8,350	50	695.83	23.1944
8,517	51	709.75	23.6583
8,684	52	723.66	24.1222
8,851	53	737.58	24.5861
9,018	54	751.50	25.0500
9,185	55	765.41	25.5138
9,352	56	779.33	25.9777

OCTOBER 1, 1976

## UNITED STATES SENATE SALARY TABLE

No. 2

No. 2

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
9,519	57	793.25	26.4416
9,686	58	807.16	26.9055
9,853	59	821.08	27.3694
10,020	60	835.00	27.8333
10,187	61	848.91	28.2972
10,354	62	862.83	28.7611
10,521	63	876.75	29.2250
10,688	64	890.66	29.6888
10,855	65	904.58	30.1527
11,022	66	918.50	30.6166
11,189	67	932.41	31.0805
11,356	68	946.33	31.5444
11,523	69	960.25	32.0083
11,690	70	974.16	32.4722
11,857	71	988.08	32.9361
12,024	72	1,002.00	33.4000
12,191	73	1,015.91	33.8638
12,358	74	1,029.83	34.3277
12,525	75	1,043.75	34.7916
12,692	76	1,057.66	35.2555
12,859	77	1,071.58	35.7194
13,026	78	1,085.50	36.1833
13,193	79	1,099.41	36.6472
13,360	80	1,113.33	37.1111
13,527	81	1,127.25	37.5750

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
13,694	82	1,141.16	38.0388
13,861	83	1,155.08	38.5027
14,028	84	1,169.00	38.9666
14,195	85	1,182.91	39.4395
14,362	86	1,196.83	39.8944
14,529	87	1,210.75	40.3583
14,696	88	1,224.66	40.8222
14,863	89	1,238.58	41.2861
15,030	90	1,252.50	41.7500
15,197	91	1,266.41	42.2138
15,364	92	1,280.33	42.6777
15,531	93	1,294.25	43.1416
15,698	94	1,308.16	43.6055
15,865	95	1,322.08	44.0694
16,032	96	1,336.00	44.5333
16,199	97	1,349.91	44.9972
16,366	98	1,363.83	45.4611
16,533	99	1,377.75	45.9250
16,700	100	1,391.66	46.3888
16,867	101	1,405.58	46.8527
17,034	102	1,419.50	47.3166
17,201	103	1,433.41	47.7805
17,368	104	1,447.33	48.2444
17,535	105	1,461.25	48.7083
17,702	106	1,475.16	49.1722

OCTOBER 1, 1976

## UNITED STATES SENATE SALARY TABLE

No. 3

No. 3

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
17,869	107	1,489.08	49.6361
18,036	108	1,503.00	50.1000
18,203	109	1,516.91	50.5638
18,370	110	1,530.83	51.0277
18,537	111	1,544.75	51.4916
18,704	112	1,558.66	51.9555
18,871	113	1,572.58	52.4194
19,038	114	1,586.50	52.8833
19,205	115	1,600.41	53.3472
19,372	116	1,614.33	53.8111
19,539	117	1,628.25	54.2750
19,706	118	1,642.16	54.7388
19,873	119	1,656.08	55.2027
20,040	120	1,670.00	55.6666
20,207	121	1,683.91	56.1305
20,374	122	1,697.83	56.5944
20,541	123	1,711.75	57.0583
20,708	124	1,725.66	57.5222
20,875	125	1,739.58	57.9861
21,042	126	1,753.50	58.4500
21,209	127	1,767.41	58.9138
21,376	128	1,781.33	59.3777
21,543	129	1,795.25	59.8416
21,710	130	1,809.16	60.3055
21,877	131	1,823.08	60.7694

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
22,044	132	1,837.00	61.2333
22,211	133	1,850.91	61.6972
22,378	134	1,864.83	62.1611
22,545	135	1,878.75	62.6250
22,712	136	1,892.66	63.0888
22,879	137	1,906.58	63.5527
23,046	138	1,920.50	64.0166
23,213	139	1,934.41	64.4805
23,380	140	1,948.33	64.9444
23,547	141	1,962.25	65.4083
23,714	142	1,976.16	65.8722
23,881	143	1,990.08	66.3361
24,048	144	2,004.00	66.8000
24,215	145	2,017.91	67.2638
24,382	146	2,031.83	67.7277
24,549	147	2,045.75	68.1916
24,716	148	2,059.66	68.6555
24,883	149	2,073.58	69.1194
25,050	150	2,087.50	69.5833
25,217	151	2,101.41	70.0472
25,384	152	2,115.33	70.5111
25,551	153	2,129.25	70.9750
25,718	154	2,143.16	71.4388
25,885	155	2,157.08	71.9027
26,052	156	2,171.00	72.3666

OCTOBER 1, 1976

## UNITED STATES SENATE SALARY TABLE

No. 4

No. 4

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
26,219	157	2,184.91	72.8305
26,386	158	2,198.83	73.2944
26,553	159	2,212.75	73.7583
26,720	160	2,226.66	74.2222
26,887	161	2,240.58	74.6861
27,054	162	2,254.50	75.1500
27,221	163	2,268.41	75.6138
27,388	164	2,282.33	76.0777
27,555	165	2,296.25	76.5416
27,722	166	2,310.16	77.0055
27,889	167	2,324.08	77.4694
28,056	168	2,338.00	77.9333
28,223	169	2,351.91	78.3972
28,390	170	2,365.83	78.8611
28,557	171	2,379.75	79.3250
28,724	172	2,393.66	79.7888
28,891	173	2,407.58	80.2527
29,058	174	2,421.50	80.7166
29,225	175	2,435.41	81.1805
29,392	176	2,449.33	81.6444
29,559	177	2,463.25	82.1083
29,726	178	2,477.16	82.5722
29,893	179	2,491.08	83.0361
30,060	180	2,505.00	83.5000
30,227	181	2,518.91	83.9638

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
30,394	182	2,532.83	84.4277
30,561	183	2,546.75	84.8916
30,728	184	2,560.66	85.3555
30,895	185	2,574.58	85.8194
31,062	186	2,588.50	86.2833
31,229	187	2,602.41	86.7472
31,396	188	2,616.33	87.2111
31,563	189	2,630.25	87.6750
31,730	190	2,644.16	88.1388
31,897	191	2,658.08	88.6027
32,064	192	2,672.00	89.0666
32,231	193	2,685.91	89.5305
32,398	194	2,699.83	89.9944
32,565	195	2,713.75	90.4583
32,732	196	2,727.66	90.9222
32,899	197	2,741.58	91.3861
33,066	198	2,755.50	91.8500
33,233	199	2,769.41	92.3138
33,400	200	2,783.33	92.7777
33,567	201	2,797.25	93.2416
33,734	202	2,811.16	93.7055
33,901	203	2,825.08	94.1694
34,068	204	2,839.00	94.6333
34,235	205	2,852.91	95.0972
34,402	206	2,866.83	95.5611



OCTOBER 1, 1976

## UNITED STATES SENATE SALARY TABLE

No. 5

No. 5

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
34,569	207	2,880.75	96.0250
34,736	208	2,894.66	96.4888
34,903	209	2,908.58	96.9527
35,070	210	2,922.50	97.4166
35,237	211	2,936.41	97.8805
35,404	212	2,950.33	98.3444
35,571	213	2,964.25	98.8083
35,738	214	2,978.16	99.2722
35,905	215	2,992.08	99.7361
36,072	216	3,006.00	100.2000
36,239	217	3,019.91	100.6638
36,406	218	3,033.83	101.1277
36,573	219	3,047.75	101.5916
36,740	220	3,061.66	102.0555
36,907	221	3,075.58	102.5194
37,074	222	3,089.50	102.9833
37,241	223	3,103.41	103.4472
37,408	224	3,117.33	103.9111
37,575	225	3,131.25	104.3750
37,742	226	3,145.16	104.8388
37,909	227	3,159.08	105.3027
38,076	228	3,173.00	105.7666
38,243	229	3,186.91	106.2305
38,410	230	3,200.83	106.6944
38,577	231	3,214.75	107.1583

GROSS ANNUAL	\$167 x	GROSS MONTHLY	GROSS DAILY
38,744	232	3,228.66	107.6222
38,911	233	3,242.58	108.0861
39,078	234	3,256.50	108.5500
39,245	235	3,270.41	109.0138
39,412	236	3,284.33	109.4777
39,579	237	3,298.25	109.9416
39,746	238	3,312.16	110.4055
39,913	239	3,326.08	110.8694
40,080	240	3,340.00	111.3333
40,247	241	3,353.91	111.7972
40,414	242	3,367.83	112.2611
40,581	243	3,381.75	112.7250
40,748	244	3,395.66	113.1888
40,915	245	3,409.58	113.6527
41,082	246	3,423.50	114.1166
41,249	247	3,437.41	114.5805
41,416	248	3,451.33	115.0444
41,583	249	3,465.25	115.5083
41,750	250	3,479.16	115.9722

1 - 41,750  
5 - 27,22 38,577

Memo to: Mike Berman

November 29, 1976

From: Christine D'Elia

RE: Senate Employees of WFM

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<del>Richard Moe</del>	<del>\$41,750</del>	
<del>James Johnson</del>	<del>38,577</del>	
<del>Skip Loescher</del>	<del>38,577</del>	
<del>David Aaron</del>	<del>38,577</del>	
<del>Gail Harrison</del>	<del>27,211</del>	
<del>Robert Hurner</del>	<del>27,054</del>	
<del>Mike Sullivan</del>	<del>25,885</del>	
<del>Anne Wright</del> <i>yes</i>	<del>38,577</del>	(annuitant Senate pays 25,641)
<del>Penny Miller</del> <i>yes</i>	<del>23,547</del>	(currently being reimbursed for moving &/receiving 27,221.)
<del>Linda Jadwin</del>	<del>22,211</del>	is
<del>John Farmer</del>	<del>17,869</del>	
<del>Dave Biegging</del> <i>yes</i>	<del>17,201</del>	
<del>Ann Rowan</del>	<del>15,865</del>	
<del>Mary Kane</del> <i>yes</i>	<del>20,541</del>	(annuitant Senate pays 14,817)
<del>Jan Welsh</del> <i>yes</i>	<del>14,696</del>	
<del>Christine D'Elia</del> <i>yes</i>	<del>14,195</del>	
<del>Susan Holloway</del> <i>yes</i>	<del>13,694</del>	
<del>Pear Cole</del> <i>yes</i>	<del>13,360</del>	
<del>Frank Martin</del> <i>no</i>	<del>12,525</del>	
<del>Bill Sieben</del> <i>yes</i>	<del>12,024</del>	
Richard Kimball <i>all</i>	11,690	
Earley Green <i>susan will talk</i>	11,356	
Ron Hemphill <i>susan</i>	10,354	
Bobby Terry <i>yes</i>	10,187	
<del>Peggy Jarrell</del> <i>yes</i>	<del>10,187</del>	
Cathy Hotka <i>Bill Hunter</i>	10,521	
Steve Gales <i>Dinner Tues</i>	9,519	
<del>Boy Marx</del>	8,684	
Martha Luria	4,342	
<del>Lucille Stuberville</del>	<del>2,672</del>	
<del>Michelle Anselmo</del> <i>no Susan</i>	<del>8,517</del>	
Jeanne Jarvis-Meara	8,517	

S.Res. 60 Account

Brad Ferguson	27,889	
Julie LaPore <i>yes</i>	10,020	
<del>Connie Tisland</del> <i>Bill Smith</i>		
Wendy Froelich	12,191	(uncertain)

Subcommittee on Children and Youth

Ellen Hoffman	33,066	
<del>Larry Oliver</del> <i>Bill</i>	<del>28,390</del>	
Sandy Wallace <i>yes</i>	14,696	
Sheila Garcia <i>yes</i>	11,022	
Debby Wallace	10,688	
Carla Perantoni <i>yes</i>	9,519	
<del>Janel Bush</del>	<del>3,173</del>	
<u>BUDGET</u>		
Bert Carp	37,742	

*no*



To: Mike Berman  
Page Two

Patronage Positions

Cathy Taber  
(Senate Library)

2

\$16,366

Gary Juster  
(Senate Gallery Doors)

11,690

Mike McIntyre  
(Elevators)

8,444

Mike

#2

Letter to Minnesotans who want Administration jobs, but who will not get special help.

#3

Letter to Minnesotans who want Administration jobs, and will get special help.

#1

Letter to Non-Minnesotans who want Administration jobs, no special help.

#3

Letter to Non-Minnesotans who want Administration jobs, special help.

Special

Letter to Minnesotans who want Veep jobs.

#5 & #6

Letter to Non-Minnesotans who want Veep jobs.

#4

Resumes

Letters to WFM

- \_\_\_\_\_ From people he knows should be answered by him.
- \_\_\_\_\_ From Minnesotans generally should be answered by him.
- \_\_\_\_\_ All other letters to him to be answered by Dick or Mike.
- \_\_\_\_\_ Letters to staff should be answered by staff.

Very few

Letter #1

Non-Minnesotans seeking Administration jobs, not in Veep office. Letters addressed to WFM. No special effort to be made.

Dear:

Senator Mondale has asked me to respond to your recent letter in which you expressed your interest in a position in the new Administration.

I am sorry to have been delayed in responding but these early weeks of the transition period have been rather hectic.

As you may know, the Talent Inventory Program, is a part of the transition effort. The group which is managing this program has the major responsibility for seeking out and recruiting individuals for positions in the new Administration. The task is a difficult one, for there are many people, like you, who are offering their skills and expertise to help make the Administration a successful one.

Your name and talents have been brought to the attention of the individuals supervising the talent search with a request that you be given full consideration.

The days ahead will be exciting and challenging and it is good to know of your willingness to be a part of the effort.

Sincerely,

(Staff signature)

Letter #2

Minnesotans seeking Administration jobs, not in Veep office.  
Letters addressed to WFM. No special effort to be made.

Dear:

Senator Mondale has asked me to respond to your recent letter in which you expressed your interest in a position in the new Administration.

I am sorry to have been delayed in responding but these early weeks of the transition period have been rather hectic.

As you may know, the Talent Inventory Program, is a part of the transition effort. The group which is managing this program has the major responsibility for seeking out and recruiting individuals for positions in the new Administration. The task is a difficult one, for there are many people, like you, who are offering their skills and expertise to help make the Administration a successful one.

Your name and talents have been brought to the attention of the individuals supervising the talent search with a request that you be given special and careful consideration.

The days ahead will be exciting and challenging and it is good to know of your willingness to be a part of the effort.

Sincerely,

(Staff signature)

Letter #3

Minnesotans &  
Non-Minnesotans seeking Administration jobs. Letters  
addressed to WFM. Special effort to be made.

Dear:

Senator Mondale has asked me to respond to your recent letter in which you expressed your interest in a position in the new Administration.

I am sorry to have been delayed in responding but these early weeks of the transition period have been rather hectic.

As you may know, the Talent Inventory Program, is a part of the transition effort. The group which is managing this program has the major responsibility for seeking out and recruiting individuals for positions in the new Administration. The task is a difficult one, for there are many people, like you, who are offering their skills and expertise to help make the Administration a successful one.

Your name and talents have been brought to the attention of the individuals supervising this talent search with a request that you be given full and careful consideration. We will do everything possible to encourage your selection for an appropriate position.

The days ahead will be exciting and challenging and it is good to know of your willingness to be a part of the effort.

Sincerely,

(Staff signature)

Letter #4

Individuals who just submitted Resumes.

Dear:

Senator Mondale has asked me to thank you for providing him with a copy of your resume and for expressing your interest in a position in the new Administration. These early weeks of the transition period have been rather hectic which has caused my delay in responding to you.

Because we are impressed with your credentials and appreciate your interest, I am sorry to have to inform you that most of the positions in the Vice President's office will be filled by individuals who are presently serving on Senator Mondale's staff in the U. S. Senate.

However, I am taking the liberty of forwarding your name and the information about you to the Talent Inventory Program which is a part of the transition effort. The individuals operating this program have the major responsibility for seeking out and recruiting individuals for positions in the new Administration.

The days ahead will be exciting and challenging and it is good to know of your willingness to be a part of the effort.

Sincerely,

Michael Berman



Letter #5

Individuals seeking jobs in Mondale Office. Non-Minnesotans.  
Rejection. Addressed to WFM.

Dear:

Senator Mondale has asked me to respond to your recent letter in which you expressed interest in a position on his staff. These early weeks of the transition period have been rather hectic which has caused my delay in responding to you.

Because we are impressed with your credentials and appreciate your interest, I am sorry to inform you that most of the positions in the Vice President's office will be filled by individuals who are presently serving on **Senator** Mondale's staff in the U. S. Senate.

However, I am taking the liberty of forwarding your name and the information about you to the Talent Inventory Program which is a part of the transition effort. The individuals operating this program have the major responsibility for seeking out and recruiting individuals for positions in the new Administration.

The days ahead will be exciting and challenging and it is good to know of your willingness to be a part of that effort.

Sincerely,

Michael Berman

Letter #6

Individuals seeking jobs in Mondale Office. Non-Minnesotans.  
Rejection. Addressed to Staff members.

Dear:

Thank you for your letter expressing your interest in a position on Vice-President elect Mondale's staff. These early weeks of the transition period have been rather hectic which has caused my delay in responding to you.

Because we are impressed with your credentials and appreciate your interest, I am sorry to have to inform you that most of the position's in the Vice:President's office will be filled by individuals who are presently serving on Senator Mondale's staff in the U. S. Senate.

However, I am taking the liberty of forwarding your name and the information about you to the Talent Inventory Program which is a part of the transition effort. The individuals operating this program have the major responsibility for seeking out and recruiting individuals for positions in the new Administration.

The days ahead will be exciting and challenging and it is good to know of your willingness to be a part of that effort.

Sincerely,

Staff signature



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