

FEDERAL ELECTION COMMISSION		
MANUAL OF DIRECTIVES	COMMISSION DIRECTIVE:	
	REVOKES: Directive No. 64 dated October 19, 2007.	NO. 64 (Revised)
		EFFECTIVE DATE: September 10, 2008
SUBJECT:		
Commissioners' Staff HR Procedures		

The purpose of this directive is to set forth the policy and procedures with regard to hiring, termination and awards covering the staffs of Commissioners.

This directive supersedes previous or existing Agency regulations regarding the subject specified above as applicable to the covered employees.

I. POLICY

Each Commissioner has independent authority, within the limits of these procedures, applicable personnel law, and regulation, with regard to hiring, termination, and awards for those serving on the personal staff of each Commissioner.

II. PROCEDURES

A. HIRING

1. Classification.

a. *Personal Staff.*

Each Commissioner shall be allocated two personal staff positions at the GS-15 level or lower. In addition, the Chairman and Vice-Chairman shall each also be allocated one additional temporary position for the duration of his or her term as Chairman or Vice-Chairman. This additional position also may be filled at the GS-15 level or lower. The series and title of these staff positions shall be established in consultation with the Human Resources Office. The duties and responsibilities as reflected in the official position description shall be determined by each Commissioner. Within the limits of this directive, each

Commissioner will determine the type and grade of positions within his or her office.

b. *Shared Staff.*

In addition to the personal staff serving each Commissioner, the Commissioners shall collectively be allocated two shared positions to perform administrative or other duties. These additional shared positions may be filled at the GS-15 level or lower. The series and title of these shared positions shall be established in consultation with the Human Resources Office. The selection of, as well as the duties and responsibilities of, including time allocation and priorities, one of the shared positions shall be determined by the Chairman in consultation with the commissioners of the same party as the Chairman (or with the commissioners whose positions are aligned with the Chairman for the purpose of nomination by the President), and the selection of, as well as the duties and responsibilities of, including time allocation and priorities, the other shared position shall be determined by the Vice Chairman in consultation with the commissioners of the same party as the Vice Chairman (or with the commissioners whose positions are aligned with the Vice Chairman for the purpose of nomination by the President).

2. Appointments & Pay. Upon selection and notification to the Staff Director by a Commissioner (for personal staff positions) or the Chairman or Vice Chairman (for the shared staff positions), the Staff Director shall appoint an individual selected without regard to the provisions of Title 5, U.S. Code governing competitive appointments. The rate of pay on initial appointment shall be at the sole discretion of the Commissioner, in consultation with the Human Resources Office.

B. TERMINATION

1. Personal staff employees serve at the pleasure of the Commissioner to whom they report and their appointments may be terminated at any time. Additionally, personal staff employee appointments shall automatically terminate when the Commissioner to whom they report leaves the Commission. Shared staff employees serve at the pleasure of the Chairman or the Vice Chairman, respectively, in consultation with the commissioners of the same party (or with the commissioners whose positions are aligned with the Chairman or Vice Chairman for the purpose of nomination by the President) and their appointments may be terminated at any time.

2. In the event of an automatic termination of a Commissioner's personal staff employee caused by the departure of the Commissioner to whom the personal staff employee reported, the Staff Director may extend the employee's appointment for up to 60 days. If the Staff Director does not grant such an initial 60-day extension, any Commissioner may initiate such an extension, which will be granted upon approval by the full Commission (four or more votes). Extensions beyond 60 days may be initiated by any Commissioner and will be granted upon approval by the full Commission (four or more votes).

3. Notwithstanding paragraph B.2, if a Commissioner's personal staff employee is automatically terminated as a result of the departure of a Commissioner and, after that Commissioner's departure, fewer than four Commissioners remain on the Commission, the employee's appointment will be automatically extended for 90 days. Extensions beyond the initial 90 days may be initiated by any Commissioner and will be granted (a) upon unanimous approval of the Commissioners if there are fewer than four Commissioners on the Commission or (b) upon approval by the full Commission (four or more votes) if there are four or more Commissioners on the Commission.

4. Two weeks advance written notice shall normally be given before terminating any staff employee's appointment.

C. AWARDS

Each Commissioner may grant awards to personal staff employees whose performance exceeds normal expectations. The Chairman or Vice Chairman, respectively, may, in consultation with the commissioners of the same party (or with the commissioners whose positions are aligned with the Chairman or Vice Chairman for the purpose of nomination by the President), grant awards to shared staff employees whose performance exceeds normal expectations. Each employee is eligible for up to one award from each of the following two categories per fiscal year:

1. Special Achievement. A lump sum cash award based on meritorious performance. An award will be established annually based on a percentage of the total salaries of each respective Commissioner's office. Individual awards are paid from this pool.

2. Quality Step Increase (QSI). A permanent salary increase in the form of a within-grade step increase. This award is also based on meritorious performance beyond that normally expected, but is further conditioned on the expectation that the high level of performance will continue the following award year. Temporary staff are not eligible for QSIs.

Each Commissioner shall, where appropriate, designate the type and amount of award to be granted via a memorandum sent through the Staff Director to the Human Resources Office for processing.

This Directive was adopted on September 10, 2008.


Joseph F. Stoltz
Acting Staff Director