



Assistance at Your Fingertips

Explore Our Resources on Employment Law and Workplace Safety in Congress

Got Questions? We've Got Answers

Have you ever needed to brief staff on the CAA, but were not sure where to start? Do you know how many weeks leave you are allowed under the Family and Medical Leave Act? Are you uncertain about whether your employees are eligible for overtime pay?

The Office of Compliance can provide you with answers to these questions and more. Whether you need to read the actual text of the Congressional Accountability Act, or simply want quick reference materials like easy-to-read fact sheets or downloadable PowerPoint® briefings, we have the information employees and employers need to meet the requirements of the Congressional Accountability Act (CAA).

Best of all, almost all of our resources are available online – some exclusively so – ensuring answers to your questions are only a mouse click away.

The Most Complete Resource on the CAA Ever

We have just released the two most complete resources on information related to the CAA the Office of Compliance has ever produced, the new *CAA Handbook* and the *eHandbook* on CD-ROM.

The *CAA Handbook* was designed expressly to meet the need for a quick, easy-to-read reference guide on employment matters covered by the CAA. Inside, you will find short plain-English

summaries of each workplace safety and civil rights law applied to Congress, information on office posting requirements and coverage limitations, and a primer on the dispute resolution process established by the CAA.

The *eHandbook* on CD-ROM is a companion to the *CAA Handbook*. By simply loading the CD-ROM into your PC or Mac you can access a complete reference library of information related to the CAA. Included on the disk is detailed information on all the laws applied by the CAA, the complete Office of Compliance Regulations and Procedural Rules, and the text of the CAA itself.

Both the *CAA Handbook* and the *eHandbook* were recently distributed to Member and Committee offices. If you would like additional copies, please contact the Office of Compliance.

A Newer, Easier Web Site

The Office of Compliance web site – www.compliance.gov – remains your one-stop-shop online for information

on employment law and workplace safety issues in Congress. We have recently completed a ground-up redesign of the site and added a powerful search function to make it even easier and more intuitive to find what you need.

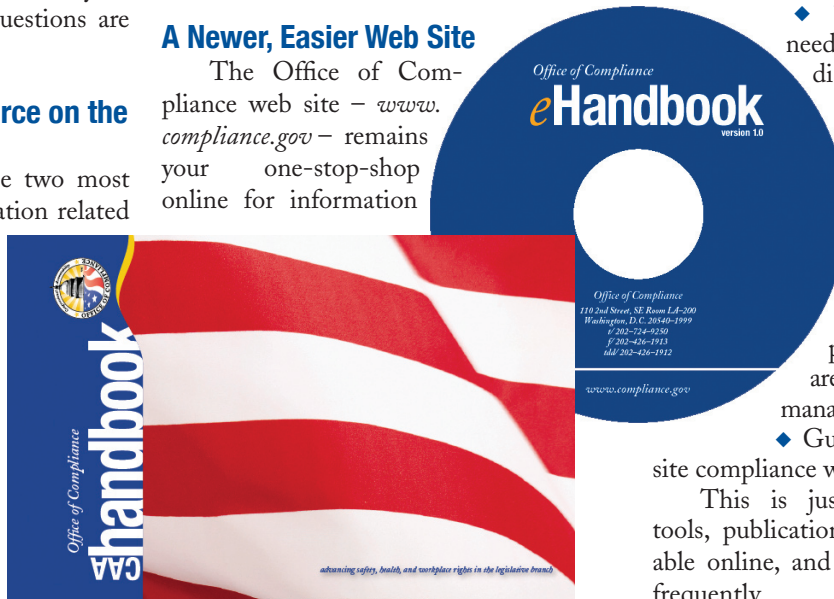
The redesign has expanded the information available on each of the laws applied by the CAA and added printable versions of most materials. Other new features on the redesigned site include a new Office of Compliance events registration page and online survey forms so you can tell us what you think about our site and publications.

Exclusive Online Resources

The Office of Compliance offers a host of online tools and educational products available exclusively online in the new *eResources* section of our web site. Here's a sample of what's available:

- ◆ Tips for meeting the needs of constituents with disabilities
- ◆ Complete access to our *Safety and Health Fast Facts* series of products on common office hazards
- ◆ Downloadable PowerPoint® presentations on the CAA and the dispute resolution process that are perfect for new staff and managers
- ◆ Guidelines for staff on web site compliance with Section 508

This is just a smattering of the tools, publications, and downloads available online, and new products are added frequently.



Information in Your Mailbox

The Office of Compliance produces two regular print publications, the *Bulletin* and *CAA News*, in order to provide employees and employers with periodic updates on employment matters related to the CAA.

The publication you are currently reading, the *Bulletin*, is published quarterly. Delivered to most Legislative Branch offices via inside mail, the *Bulletin* is intended to be a short, easy-to-read publication on timely matters of interest to Congressional employees. The *Bulletin* is also available in electronic format via e-mail as the *eBulletin*. If you do not already receive *eBulletins* and would like to join our e-mail distribution list, visit www.compliance.gov and click on *eResources*.

Our signature publication, the *CAA News*, is the annual newsletter of the Office of Compliance, with features on select employment and safety and health matters and an overview of Office of Compliance events during the past year. The *CAA News* is delivered to the home of every covered Legislative Branch employee, and back issues of the *CAA News* are available online or can be requested from the Office of Compliance.

There's More Coming

We are continually working to provide you with new and better tools and educational resources to expand awareness of the rights and responsibilities under the CAA and to make understanding and complying with the law easier. Check our web site regularly for new publications, special features, and online tools.

If you have ideas for new products that would be useful to you or your employees, please let us know. And as always, if you have a question or concern regarding the Office of Compliance, do not hesitate to contact the office directly. We value your input.

Tell Us What You Think

We value your feedback. Use our new web site and publication surveys to tell us what you think about our materials and how we can better serve you.

Office of Compliance
advancing safety, health, and workplace rights in the legislative branch

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The Office of Compliance advances safety, health, and workplace rights in the U.S. Congress and the Legislative Branch. Established as an independent agency by the Congressional Accountability Act of 1995, the Office educates employees and employing offices about their rights and responsibilities under the Act, provides an impartial dispute resolution process, and investigates and remedies violations of the Act.