

THE ADVISOR

High moral and ethical standards are essential to assure the trust, respect, and confidence of the people of Alaska.



SELECT COMMITTEE ON LEGISLATIVE ETHICS

NOVEMBER 2022

Use of State Resources in New District Boundaries

Voting in the 2022 election is over and the Ethics Office is receiving inquiries about the use of state resources for legislative outreach in new districts.

At a meeting on June 14, 2012, the Ethics Committee determined that **legislators may not use state resources for legislative outreach in new district boundaries until after the general election results are certified** by the Alaska Division of Elections.

According to the Division of Elections web site, the target election certification date is **Tuesday, November 29, 2022.**

If you have questions, contact the Ethics Office at 907-269-0150.

Committee Members

Conner Thomas, Chair

Deb Fancher

Lee Holmes

Skip Cook

Joyce M. Anderson

Sen Tom Begich

Sen David Wilson

Rep DeLena Johnson

Rep Sara Hannan

Staff

Jerry D. Anderson, Administrator

907-269-0150

Jacqui Yeagle

907-269-8179

Ethics Advice: Informal or Formal?

Informal Advice:

Persons subject to the Legislative Ethics Act and members of the general public may request informal advice about the Act from Ethics Committee staff. Although staff advice is given in good faith, it does not necessarily reflect the opinions of the members of the committee and it is not binding on the committee.

Your questions are welcome in any form but you are encouraged to ask your questions via e-mail (ethics.committee@akleg.gov), which allows both parties to have a record of the question and the answer. Requests for informal advice are confidential to the extent of law.

The Ethics Administrator does not provide informal advice when asked about the actions of another.

Formal Advisory Opinions:

An advisory opinion is a written, binding interpretation of the Ethics Act, based on the facts presented in the request for an opinion. A person subject to the Ethics Act, a person who has been elected to the legislature but not yet sworn into office, the Ethics Committee, or the Alaska Public Offices Commission may request formal advisory opinions from the Ethics Committee. **The committee does not issue advisory opinions about the conduct of people other than the requester or about matters not within its jurisdiction.** If the facts provided are insufficient to reach a conclusion, the committee will not be able to give advice unless the requester provides additional information. In a case of the omission of material facts that would have affected the outcome of the opinion, the opinion will not be considered binding.

Contact the Ethics Office at 907-269-0150 if you need more information.

In This Issue

- ◆ Use of State Resources in New District Boundaries
- ◆ Ethics Advice: Informal or Formal?
- ◆ Reminder: Legislative Staff and Employees Must File Gift Disclosures
- ◆ File Ethics Disclosures Online It's Easy!
- ◆ Are You Leaving Legislative Service?
- ◆ Reminder: Legislative Employees Required to Submit Timely Leave Slips

Disclosure Notes

Reminder: Legislative Staff and Employees Must File Gift Disclosures

May a legislative employee accept a gift of travel or hospitality primarily for obtaining information on matters of legislative concern?

Yes, both legislative staff and legislative employees may accept a gift of travel or hospitality primarily for obtaining information on matters of legislative concern. If the value of the gift of travel or hospitality is \$250 or more, you must file a gift disclosure.

Be sure and attach the agenda when you file your disclosure. If you do not provide an agenda, you will be required to repay to the donor organization the amount gifted for the travel and hospitality. Failure to provide an agenda or to repay the gifted amount of money could be considered a violation of the Legislative Ethics Act as a prohibited gift under AS 24.60.080(a). **Contact the Ethics Office at 907-269-0150 for more information.**

File Ethics Disclosures Online It's Easy!

1. Go to <http://intranet.akleg.gov/> & scroll down to click on **Login** in the **File an Ethics Disclosure** section.
2. Enter the filer's computer login (not email address) and password. NOTE: If the filer is a legislator, use the legislator's computer login and password.
3. Click on **Sign in**.
4. Click on the type of disclosure you want to file.
5. Complete the form using drop down menus when available. (Remember, **gifts of travel are for the purpose of obtaining information about matters of legislative concern**. Provide complete information about the donor, a one or two sentence narrative that addresses how the information obtained is a matter of legislative concern, and **attach a copy of the agenda**.)
5. Check your completed disclosure and click "Proceed."
7. Review your disclosure and if correct, press "Submit."

Need More Help Filing Your Disclosure?

Download a four-page detailed instruction handout at <https://ethics.akleg.gov/disclosures.php> or **contact the Ethics Office at 907-269-0150 or 907-269-8179 if you need more information.**

Are You Leaving Legislative Service?

The Ethics Act (AS 24.60) requires legislators, legislative employees, and public members of the Ethics Committee to disclose to the public certain activities and associations.

If you leave legislative service without filing a required disclosure, AS 24.60.115 requires you to file a final disclosure within 90 days after leaving service.

Required disclosures include:

Membership on a Board of Directors
State Benefit and Loan Programs
Representation for Compensation
State Contracts, Leases, and Grants over \$5000
Close Economic Association
Close Economic Association - *Lobbyist Spouse*
Gift of Travel and/or Hospitality
Gift of Travel and/or Hospitality Primarily for Matters of Legislative Concern - *Family Member*
Gift of Legal Services
Gift for Compassionate Reasons
Sanctioned Charity Event - *For use only when event is NOT a "matter of legislative concern"*
Sanctioned Charity Event - *Family Member - For use only when event is NOT a "matter of legislative concern"*

Filing prior to leaving your job is simplest. We encourage doing so before leaving legislative service.

Contact the Ethics Office at 907-269-0150 for more information.

Contact the Select Committee on Legislative Ethics

Mailing Address:
PO Box 90251
Anchorage, AK 99509-0251

Physical Location:
Anchorage Legislative Office Building
1500 W Benson Blvd Suite 220
Anchorage, AK 99503

Phone: 907-269-0150
FAX: 907-269-0152
Email: Ethics.Committee@akleg.gov
Website: <http://ethics.akleg.gov/>

Reminder: Legislative Employees Required to Submit Timely Leave Slips

Legislative employees are required to submit a leave slip within 24 hours after return to duty when taking time off from regularly scheduled work hours. Failure to do so could be a violation under the Legislative Ethics Act AS 24.60.030(a)(2).

In the event an ethics complaint is filed alleging participation in campaign or non-legislative activities on government time, the burden of proof would be on the employee to show a pre-approved work schedule *or* show leave time had been requested for the time in question. Prevent the appearance of impropriety and a possible violation of the Legislative Ethics Act by completing and submitting leave slips on a timely basis. LAA policy requires leave slips be submitted within 24 hours after a return to duty.

If you need to complete late leave slip requests, contact the LAA Personnel Office at 465-3854.

From the State of Alaska Legislative Staff Employee Handbook Page 8

Use of Personal Leave

All uses of leave must be reported on a Leave Request/Report Form more commonly called a “leave slip”. The employee’s supervisor should approve use of personal leave. A leave slip should be submitted for each absence during a pay period. Blocks of leave taken over several pay periods should have separate leave slips submitted for each pay period.

Leave slips for planned absences should be completed by the employee, signed by the employee's supervisor and sent to personnel prior to the absence. Leave slips for unplanned absences (illness, accident, emergency, etc.) should be submitted immediately upon the employee's return to work. If an employee is unable to complete the leave slip by the pay period cutoff, it is the responsibility of the supervisor to complete the leave slip and turn it into the Personnel Office.

****[ETHICS OFFICE NOTE: “Comp Time” is not an appropriate accounting for Political Legislative Staff Employees].**

From the State of Alaska Legislative Affairs Agency Handbook Page 6

Use of Personal Leave

All uses of leave must be reported on a Leave Request/Report Form more commonly called a “leave slip”. The employee’s supervisor must approve use of personal leave. A leave slip should be submitted for each absence during a pay period. Blocks of leave taken over several pay periods should have separate leave slips submitted for each pay period.

When an employee plans an absence from work, a leave slip should be submitted to the supervisor for approval. Upon return from leave the leave slip should be returned to the supervisor and submitted to the LAA Personnel Office for processing. If the absence from work encompasses a large block of time (more than a couple of days) the leave slip should be turned into the Personnel Office before the employee leaves the office. In the case of unplanned absences, such as an illness, the leave slip should be completed and submitted through the supervisor to the LAA Personnel Office as soon as the employee returns to work. If an employee has an unplanned absence such as illness, they are required to notify their supervisor as soon as possible via phone or e-mail. Preferably notification should occur prior to the start of their shift. The employer reserves the right to request a doctor’s slip to accompany any absence due to illness more than three days or for an absence that the supervisor deems suspicious.

If the employee is unable to turn in a leave slip by the pay period deadline, for whatever reason, it is the responsibility of the supervisor to fill out the leave slip and submit it to the Personnel Office.

DISCLAIMER

Information in this newsletter is given as a general overview. Your circumstances may require more specific information and a advice. Contact the Ethics Office if you have any questions as to whether your intended action is in compliance with the Ethics Act AS 24.60.