

# 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**

**MAY 2025**

## Gifts to Legislators and to Legislative Employees

AS 24.60.080 restricts legislators and legislative employees from soliciting, accepting, or receiving gifts. In general, legislators and legislative employees:

- May not solicit, accept, or receive gifts totaling \$250 or more in a calendar year from the same person.
- May not solicit, accept, or receive a gift from a lobbyist.

There are a number of exceptions to the general gift acceptance rules detailed in AS 24.60.080(c). The gift rules chart on the next page is a handy one-page document you can print and save for reference. **Call the Ethics Office for individualized advice about accepting gifts.**

### Common questions about accepting gifts

**May I accept a gift card for \$25 for a coffee shop as thank you for a “job well done”?**

No. AS 24.60.030(a)(1) states that a legislative employee may not solicit, agree to accept or accept a benefit other than official compensation for the performance of public duties. Do not accept cash, gift cards, or digital currency for doing your job.

**Important: Form matters**  
**A \$10 book is allowed;**  
**\$10 in cash is not**

**May our office accept the gift of food for immediate consumption as a thank you for our work?**

Yes. Gifts of an incidental nature such as candy, cake, flowers, a beverage, and a fruit basket, are permitted.

**May I accept a book from a constituent valued at \$10 ?**

It depends on the reason for the gift. The book may be accepted if the giver does so knowing that the legislative employee has an interest in the material. It may not be accepted as compensation for doing their job. No disclosure is required for a single gift of a \$10 book.

**May I accept a gift for providing assistance outside my job description, for example, by helping a constituent jumpstart their car?**

Yes, you may accept a thank you gift with a value of less than \$250 for providing assistance outside your job description.

**What if I receive a prohibited gift?**

You will have to say, “No, thank you” to the donor and return the gift unless the gift falls within one of the exceptions listed in AS 24.60.080 (c)(1) through (c)(10).

## Committee Members

Joyce Anderson, Chair  
Skip Cook  
Deb Fancher  
Conner Thomas  
Carl White  
Sen Gary Stevens  
Sen Robert Yundt  
Rep Kevin McCabe  
Rep Alyse Galvin

### Administrator

Kevin Reeve

*Hmm...*

*Not sure you should accept  
that gift of  
travel?*



**Call the  
Ethics Office  
907-201-0125**

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# Remember the Two General Gift Rules!

## RULE #1

**May not solicit, accept, or receive gifts totaling \$250 or more in a calendar year from the same person.**

### Exceptions to Rule 1

- Hospitality for a legislative purpose at a residence within the state or at a social event or meal (No disclosure required)
- Discounts generally available to the public or benefits the state (No disclosure required)
- Culturally shared food (No disclosure required)
- Travel and hospitality primarily for the purpose of obtaining information on matters of legislative concern (Disclosure required within 60 days)
- Gifts from an immediate family member per AS 24.60.080(a)(5) (No disclosure required)
- Gifts not associated with the recipient's legislative status (Confidential disclosure required within 30 days)
- Legislators and legislative staff may accept "Welcome to Juneau" gifts or discounts during session (No disclosure required)
- Legal services for legislative matter (Disclosure required within 30 days)
- Gift of in-state transportation in a conveyance owned by the legislator or a legislative employee to another legislator or legislative employee (No disclosure required)
- Charitable contribution or ticket to a sanctioned charity event (Disclosure required within 60 days)

## RULE #2

**May not solicit, accept, or receive a gift from a lobbyist.**

### Exceptions to Rule 2

- Food and non-alcoholic beverage for immediate consumption with a value of \$15 or less OR if the food and beverage is provided as part of an event open to all legislators or legislative employees (No disclosure required)
- A contribution, ticket, or ticket-related gift to a sanctioned charitable event with an annual cumulative total value of less than \$250 from an individual lobbyist (No disclosure required)
- A gift unconnected with legislative status and from an immediate family member (No disclosure required)
- A gift delivered on the premises of a state facility and accepted on behalf of a recognized non-political charitable organization (No disclosure required)
- A compassionate gift (Preapproval and disclosure required within 30 days)

### Here's a tip!

You may not solicit, accept, or receive gifts totaling \$250 or more in a calendar year from the same person. Keep a gift log to track donors, the gifts you receive, and the value of the gifts. Go to <https://ethics.akleg.gov/disclosures.php> to download a gift log.



## DISCLAIMER

Information provided is a general overview. Your circumstances may require specific information and advice.

**Contact Ethics Committee Administrator Kevin Reeve at 907-269-0150** to make sure your intended action complies with the Ethics Act AS 24.60.

# Disclosure Notes

**Remember:  
New  
Associations  
= New  
Disclosures  
—Yes, Even  
During  
Interim!**

Disclosures must always be filed within 30 days of the beginning of an association whether it is during session, a recess, or the interim. If you are unsure if you need to file a disclosure, contact the Ethics Office at 907-269-0150 or 907-269-8179.

## File within 30 days of the beginning of the association

- Board memberships
- Close economic associations
- State Benefit and Loan Programs
- State Contracts, Leases, and Grants
- Representation of a client for pay before a state agency
- Gift of legal services for legislative matters
- Gift for compassionate reasons

## File within 60 days of the beginning of travel if the value is \$250 or more

- Gift of travel/hospitality for obtaining information on a matter of legislative concern or for a sanctioned charity event
- Gift to a family member of travel/hospitality or to a sanctioned charity event

## 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.**

**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.

## 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. Choose 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."
6. Review your disclosure and if correct, press "Submit."

**REMEMBER: When filing travel and/or hospitality disclosures, provide adequate information so the public will understand.**

- Avoid the use of acronyms, such as NCSL.
- Provide complete information about the donor.
- Include a description of the topics discussed, forums attended, or other pertinent agenda items that demonstrate legislative concern.
- **Attach a copy of the event agenda.**

## 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.**

# The Legislative Purpose Test

There is a general prohibition against using legislative resources for non-legislative purposes: AS 24.60.030(a) A legislator or legislative employee may not ... (2) use public funds, facilities, equipment, services, or another government asset or resource for a nonlegislative purpose, for involvement in or support of or opposition to partisan political activity, or for the private benefit of either the legislator, legislative employee, or another person.

However there is an exemption for de minimis use: AS 24.60.030(a)(2)(A) does not prohibit limited use of state property and resources for personal purposes *if* the use does not interfere with the performance of public duties *and either* the cost or value related to the use is nominal *or* the legislator or legislative employee reimburses the state for the cost of the use.

Ask yourself: **What is the legislative purpose?** If the activity has a legislative purpose, the activity is allowed under the Legislative Ethics Act. If the activity does not have a legislative purpose, ask yourself if the activity is performed on a limited or infrequent basis. If the nonlegislative activity meets these criteria, and the cost is nominal or if you reimburse the state for the cost, then the activity is allowed.

Because there is no definition of *legislative purpose* in Ethics Act, some examples are listed below. If you have specific questions, contact the Ethics Office.

- ⇒ **Does the activity relate to legislation that has been introduced or is being proposed?** If yes, then the activity has a legislative purpose.
- ⇒ **Does the activity assist legislators in performing their duty as a legislator?** If you answered yes, then the activity has a legislative purpose and may be performed on government time. Note the Ethics Committee interprets *government time* to mean time for which the employee is being compensated by the state for work performed on a schedule set by a supervisor. Legislative employees have a wide variety of work schedules. The specific hours may vary according to the work schedules set by supervisors for each employee.
- ⇒ **Does the activity relate to campaigning?** If you answered yes, the activity does not have a legislative purpose and should not be performed on government time.
- ⇒ **Does the content of a legislative newsletter provide legislative information, contact information, or general information on matters that have both a local and state component?** If yes, the newsletter has a legislative purpose.
- ⇒ **Does the content of a legislative newsletter include information that is “re-elect me” in nature?** If you answered yes, the activity is campaign-related and does not have a legislative purpose. All re-elect me information must be taken out of the newsletter.
- ⇒ **May a legislator or legislative employee require another legislative employee to do personal tasks for them?** Generally no. Performing personal tasks does not have a legislative purpose. A legislator or legislative employee may not even allow another legislative employee to voluntarily perform personal tasks for them on government time. An exception to this general rule is allowed in infrequent and unusual situations where the legislative employee’s personal services are necessary to permit a legislator or another legislative employee to perform legislative duties.
- ⇒ **May a legislator or legislative employee ask or allow staff to pick up a clean shirt at the dry cleaners if the legislator or employee just spilled ink on the shirt being worn and must soon attend a legislative meeting?** Yes, this activity falls within the infrequent and unusual situation rule and also could be understood as having a legislative purpose.
- ⇒ **May a legislator or legislative employee send/receive a personal fax of several pages using the office fax machine?** Yes, this activity is allowed even though sending/receiving a personal fax does not have a legislative purpose. The activity falls within the infrequent and unusual situation rule and the cost is nominal.

## 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](mailto:Ethics.Committee@akleg.gov)  
**Website:** <http://ethics.akleg.gov/>