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Welcome to the 2014 Legislative Session!

If you are a *NEW* employee of the Legislature, you are required to attend legislative ethics training within the first 10 days of legislative session.

ETHICS TRAINING

will be held at the Capitol in Juneau on:

Friday, January 17, 2014

8:30am—12:00pm

**Butrovich-Fahrenkamp
combined conference room**

(Please sign in on the sign in sheet at training)

If you are unable to make this training date, and you have not completed training in 2013, please contact **Linda Leigh** at **269-8179** or at **linda.leigh@akleg.gov** to make alternate arrangements.

**RETURNING LEGISLATIVE EMPLOYEES WHO WISH TO REFRESH
THEIR KNOWLEDGE OF LEGISLATIVE ETHICS DO'S & DON'TS
ARE ENCOURAGED TO ATTEND!**



SELECT COMMITTEE ON
LEGISLATIVE ETHICS**NEW Physical Address:****425 G Street, Suite 711****Anchorage, AK 99501****Mailing Address:****P. O. Box 101468****Anchorage, AK 99510-1468****We're on the web!**<http://ethics.committee@akleg.gov>

Annual Disclosures

Wednesday, February 19, 2014

DEADLINE FOR FILING ANNUAL DISCLOSURES

If any new association begins *after* February 19, 2014, a disclosure is due within 30 days of the date of the association.

Membership on a Board of Directors

AS 24.60.050(c)(d)

If you are an elected or appointed officer or board member of an organization, you must file a disclosure in 2014, *even if you filed in 2013*. (For more information, please see [AO 13-02](#).)

State Benefit & Loan Programs AS 24.60.050(c)(d)

If you recently participated in a benefit or loan program administered through the state, you may or may not need to disclose it as it depends on award criteria. The Ethics office can assist you in determining if you need to file.

If you filed a disclosure in 2013, and you are still a participant in the program, then you would need to file for 2014.

**Interests in State Agency, Contracts, & Leases
(including certain family members)**

AS 24.60.040

If you, or an immediate family member, had a state contract or lease that required disclosure in 2013, you must file a disclosure in 2014, if the contract or lease is ongoing.

If you or any immediate family members signed a contract or lease with the state with an annual value of \$5,000 or more, call the Ethics office to determine if you need to disclose participation.

Representation Before a State Agency AS 24.60.100

If you are on contract/agreement to represent a client before a state agency, board, or commission, you must file an annual disclosure, *even if you filed in 2013*.

Close Economic Associations AS 24.60.070

If you have any type of financial relationship with a person covered by the Legislative Ethics Act, such as with a legislator, another legislative employee (if one supervises the other), a public official who is required to file a Financial Disclosure with APOC, or a registered lobbyist, you are required to file a disclosure. Ongoing financial relationships must be filed yearly, *even if you filed a disclosure in 2013*.

More examples: Sharing housing expenses in Juneau, business partners, or paid as a consultant on a legislator's campaign.

The dollar amount of the financial relationship does NOT need to be disclosed; only the fact that a close economic association exists. □

To file disclosures online, go to the Ethics website at:

<http://ethics.committee@akleg.gov>
[ethics_disclosures.php](#)

Note: Disclosure FORMS are also available online, however, we *strongly encourage electronic filing if at all possible!* (The Ethics office thanks you, the Clerk's office thanks you, and the Senate Secretary's office thanks you in advance!!)