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## Important: 2009 Ethics Training Sessions

Ethics training sessions for January 2009 have been scheduled.

Remember, yearly ethics training is mandatory for all legislators, legislative staff, and other support staff and divisions. Attendance will be taken at all sessions. It is important that you be prompt and attend the entire session.

NOTE: You are required to attend one of 2009 sessions even if you attended a session in 2008.

Positions not covered by the Legislative Ethics Act include: Print Shop, Maintenance, Supply, Tour Guides, and Legal and Research positions range 15 and below. Individuals in these positions are not required to attend training.

### MARK YOUR CALENDARS

WHO: LAA Admin, Legislative Audit Division, Finance Division

WHEN: Tuesday, January 13, from 9 a.m. to 11 a.m. **(OR)**

Tuesday, January 13, from 2 p.m. to 4 p.m.

WHERE: Terry Miller Bldg, Gym

WHO: Newly Elected Legislators

WHEN: Wednesday, January 14, from 1 p.m. to 4 p.m.

WHERE: To be announced

WHO: New legislative staff (open to returning legislative staff as well)

WHEN: Thursday, January 15, from 1:30 p.m. to 4:30 p.m.

WHERE: Terry Miller Bldg, Gym

WHO: Returning Legislators

WHEN: Tuesday, January 20, from 9 a.m. to 10:30 a.m. **(OR)**

Wednesday, January 21, from 9 a.m. to 10:30 a.m.

WHERE: State Capitol Butrovich/Farenkamp Room

WHO: Returning legislative staff

WHEN: Thursday, January 22, from 1 p.m. to 3 p.m. **(OR)**

Friday, January 23, from 9 a.m. to 11 a.m.

WHERE: Terry Miller Bldg, Gym

TO BE DETERMINED: Training sessions for LIO staff, Ombudsman, Office of Victims' Rights, and other staff not in Juneau.

## Frequently Asked Questions

### **May a legislator send out seasonal greeting cards to constituents and others who have contacted the office regarding legislative issues?**

Yes. A legislator is permitted to send out seasonal greeting cards with the use of state resources. Legislative staff may address the cards and sign the cards for you. Legislative funds may be used to purchase the cards and mail the cards. Seasonal greeting cards mailed to constituents in your district have a legislative purpose. It is also permissible to send seasonal greeting cards to individuals who are not your constituents and to organizations that may have contacted you or your legislative office concerning an issue or worked with you regarding a matter of legislative concern. Seasonal greeting card mailings outside of these parameters, for example to constituents of one political party only or to family members and personal friends, would be prohibited. AS 24.60.030(a)(2)(E)

### **May a legislative employee receive pay for working on a campaign?**

Yes. A legislative employee may receive compensation for working on a campaign.

### **Must a Close Economic Association be filed if a legislative employee received compensation from a legislator for working on the legislator's campaign?**

Yes, a financial relationship exists between the legislative employee and legislator. Both the legislative employee and legislator must file a "close economic association" disclosure within 30 days of the transaction regardless of the amount of compensation.

**REMINDER: TIMELY LEAVE SLIPS** Legislative employees on government time, may not be compensated for campaign work or for non-legislative work. The committee interprets "government time" to mean time for which the employee is being compensated by the state for work performed based on a schedule set by a supervisor. Legislative employees have a wide variety of work schedules. The specific hours in "government time" may vary according to the work schedules set by supervisors for each employee. A person covered by the Legislative Ethics Act should note that, in the event a complaint is filed alleging participation in 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.

Leave slips must be submitted within 24 hours after return to duty. It is imperative leave slips be completed and submitted on a timely basis to prevent the appearance of impropriety and a possible violation of the Legislative Ethics Act.

Contact Skiff Lobaugh in Personnel if you need to complete late leave slip requests.

## HB 281 Legislative Ethics, Candidates, Lobbyists, Complaints

HB 281 was signed into law on Monday, June 16, 2008. **The effective date is Thursday, January 1, 2009.**

- \* Statute of limitations for filing a complaint under AS 24.60.170 is five years from the date of the alleged violation. Previously, the statute of limitations was two years and the time limitations did not apply if the person intentionally prevented discovery of the violation.

*“Knowledge is the key to ethical behavior.”*  
*Plato*



# Happy Thanksgiving

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