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*Happy Holidays!*

*Ethics training for the 2013 Legislative Session has been scheduled and can be found on page 2. Here are a few key points for those who are new to the legislative world and reminders equally beneficial for those not so new!*

1. Ethics training is mandatory this year for all legislators, legislative staff, and non-political, support staff. (*Senior staff:* Please inform new staff of this requirement.) AS 24.60.150 (a)(4) and AS 24.60.155
2. Ethics training is required at the beginning of each legislative session regardless if you have completed training in-person or online in previous years.
3. You are required to attend only one of the sessions. Select the session that corresponds to your duties as each session will be customized to suit those individuals attending. (Some sessions are repeated—note where it says "OR".) Attendance will be taken at all sessions; please sign in when you arrive. It is important that you be prompt and attend the entire session.
4. All *salaried* employees are required to attend and comply with disclosure requirements. However, *hourly* employees, (such as tour guides, teleconference moderators, casual laborers, and supply movers) are exempt.
5. **STAFF OUTSIDE OF JUNEAU:** Training will be held via teleconference or in-person at the Anchorage LIO the last week of January. (Dates and times TBD.)
6. New handbooks for 2013 will be available at training. Also, a new PowerPoint presentation will be handed out at all training sessions. After completing training, place these materials in your "Ethics" file for future reference; they are great resources!
7. Lastly, we will be applying for accreditation of continuing legal education credits with the Alaska Bar Association. If you are a member of the Alaska Bar Association and would like to receive a Certificate of Completion, please let us know at training or send an e-mail to Linda\_Leigh@legis.state.ak.us; she will send one to you after we have received approval.

*If you have any questions or need clarification on any of the training information we have provided in this newsletter, please contact our office.*

**SELECT COMMITTEE ON  
LEGISLATIVE ETHICS**

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**Fax: (907) 269-0152**

E-mail: [ethics\\_committee@legis.state.ak.us](mailto:ethics_committee@legis.state.ak.us)



**We're on the web!**

<http://ethics.legis.state.ak.us>

# 2013 ETHICS TRAINING SCHEDULE



## **New and Returning Non-Political Support Staff**

(Such as, LAA Admin, Leg Audit Div, Finance Div, Ombudsman, and Victims' Rights)

**THURSDAY, JANUARY 3**

**9:00AM-11:00AM**

**OR**

**2:00PM-4:00PM**

Terry Miller Bldg Gym

**MARK YOUR CALENDAR!**

## **New Legislators only**

**WEDNESDAY, JANUARY 9**

**1:30PM-4:30PM**

Terry Miller Bldg (Room TBD)

## **New Staff working for the House and Senate**

(Open to returning legislative staff, as well.)

**THURSDAY, JANUARY 10**

**1:00PM-4:30PM**

Terry Miller Bldg Gym

## **Returning Legislators**

**TUESDAY, JANUARY 15 OR WEDNESDAY, JANUARY 16**

**9:00AM-11:00AM**

**8:00AM—10:00AM**

State Capitol—Butrovich/Fahrenkamp Room

## **Returning Staff working for the House and Senate**

(Open to new staff who were unable to make the January 10th training)

**THURSDAY, JANUARY 17 OR FRIDAY, JANUARY 18**

**12:00PM-3:30PM**

**9:00AM-12:30PM**

Terry Miller Bldg Gym

**Also check the Legislature's Intranet Event Calendar at:**

[http://intranet.legis.state.ak.us/executive/leg\\_calendar/jan.php](http://intranet.legis.state.ak.us/executive/leg_calendar/jan.php)