

# 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

October 2024

### Ethics Committee Public Member Vacancy – 2025

The Select Committee on Legislative Ethics has a public member vacancy. Public members are selected by the Chief Justice of the Alaska Supreme Court and ratified by two thirds of the full membership of the legislature. Public members serve a three-year term.

A Public Member may not be a legislator, a legislative employee, an elected or appointed official required to make disclosure under AS 39.50 (public official financial disclosure), an officer of a political party, a candidate for public office, or a registered lobbyist.

Considerations for Public Members:

- Members are only provided per diem and travel expenses to attend meetings,
- Members must file Financial Disclosures with APOC, and
- The Committee normally meets four to six times/year in Anchorage or Juneau.

Individuals may apply to be a public member of the committee by sending a letter of interest along with a resume to Chief Justice Peter Maassen, Alaska Supreme Court, 303 K St., Anchorage, AK 99501, and include your political party affiliation as noted on your voter registration on file with the Alaska Division of Elections.

Please inform friends or colleagues that you feel would be an asset to the Ethics Committee to submit a letter of interest and resume to the Chief Justice's office.

### Committee Members

Deb Fancher, Chair  
Skip Cook  
Jerry McBeath  
Conner Thomas  
Joyce Anderson  
Sen Gary Stevens  
Sen Löki Tobin  
Rep DeLena Johnson  
Rep Sara Hannan

**Kevin Reeve**  
Administrator

*Here's a Tip!*

### Moratorium on Ethics Complaints During a Campaign Period

Complaints received concerning the conduct of a candidate for state office during a campaign period may be returned. AS 24.60.170(o) & (p)

The campaign period began on Saturday, July 6, and ends at the close of General Election Day, November 5. AS 24.60.170(q)

### Ethics Committee Alternate Public Member Vacancy

Alternate public members are selected by the Chief Justice of the Alaska Supreme Court and ratified by two thirds of the full membership of the legislature. Alternate public members serve a three-year term.

Apply to be an alternate public member of the committee by sending a letter of interest along with a resume to Chief Justice Peter Maassen, Alaska Supreme Court, 303 K St., Anchorage, AK 99501, and include your political party affiliation as noted on your voter registration on file with the Alaska Division of Elections.

### In This Issue

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# Legislative Staff Required to Submit Timely Leave Slips

Legislative staff 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 have questions about completing leave slips, 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 cut-off, 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].

## Social Media Reminders

Social Media is a wonderful tool to disseminate timely and important information. Campaign season can be challenging for legislators and staff members to maintain the separation of multiple social media accounts. Frequently legislators will have multiple accounts including:

- Official legislative pages,
- Campaign pages, and
- Personal pages

During campaign season, remember:

- ◆ Legislative activities may not be posted on campaign pages
- ◆ Campaign activities may not be posted on official pages
- ◆ Personal pages should not contain official legislative or campaign information/activities

Although staff members may be allowed to post on the legislators social media page, ***it is paramount for the legislator to remember that they are responsible for the content of their pages, and ensure that content is appropriate for the page where it is posted.***

Contact the Ethics Office if you have questions.

### 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/>

# Disclosure Notes

## *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.

## 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.**



**DISCLAIMER:** Information in this newsletter is given as a general overview.

Your circumstances may require more specific information and 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.