

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

DECEMBER 2025

New Employees Only!

Legislative Ethics Training January 16, 2026

If you completed ethics training in 2025, you do not need training in 2026!

AS 24.60.155 requires that all **new and returning** legislative employees who will serve over a 30-day time period complete a legislative ethics course administered by the Select Committee on Legislative Ethics within 30 days of beginning service during each legislative session. **In person ethics training will be available in Juneau on January 16, 2026.** If you or someone you work with needs to complete training, note the date to take advantage of the training opportunity.

Contact the Ethics Office at 907-269-0150 or 907-269-8179 if you have training questions.

Committee Members

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

Kevin Reeve, Administrator

Ethics Committee Public Member Vacancies

There is one regular public member term expiring in 2026. The public member has expressed interest in continuing to serve, however, other interested individuals are welcome to apply.

There is also an alternate public member vacancy.

Ethics Committee public members are selected by the Chief Justice of the Alaska Supreme Court and must be ratified by two thirds of each house 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.

Public member considerations:

- 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.

Interested individuals may apply to be a public member of the committee by sending a letter of interest along with a resume to **Chief Justice Susan Carney, Alaska Supreme Court, 303 K St., Anchorage, AK 99501**. Include your political party affiliation on file with the Alaska Division of Elections.

Learn about the [Select Committee on Legislative Ethics](#) or about the [vacancies](#) on the Ethics Committee website or call 907-269-0150.

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.

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Disclosure Notes

Do You Participate in a State Benefit or Loan Program?

Legislators and legislative employees may participate in state benefit programs or receive loans from the state. **No disclosure is required** if the program or loan meets **all three** of the following criteria (AS 24.60.050):

1. The program is generally available to the public.
2. The program has fixed, objective eligibility standards.
3. The program requires minimal discretion when determining who qualifies.

If you participate in a state benefit or loan program **that does not meet the criteria**, you may be required to file a **State Benefit and Loan Program Disclosure**. Appendix C of the Standards of Conduct Handbook lists the programs that require disclosure. Disclosures are due **within 30 days** of beginning participation in the program and annually thereafter.

IMPORTANT: The list of programs requiring disclosure is updated annually. **Changes may result in new filing requirements. Stay in compliance by reviewing the list in Appendix C every year to determine whether you need to file a disclosure.**

Contact the Ethics Office at **907-269-0150** if you need more information.

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 the 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 or Domestic Partner*
- Gift of Travel and/or Hospitality Primarily for Matters of Legislative Concern
- Gift of Travel and/or Hospitality - *Family Member*
- Gift of Legal Services in Matters of Legislative Concern
- Gift for Compassionate Reasons
- Sanctioned Charity Event
- Sanctioned Charity Event - *Family Member*

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/> and scroll down to the "File an Ethics Disclosure" section.
2. Click on "Login."
3. Enter your credentials (your computer log-in, not your email address).
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. **Attach a detailed agenda and a one sentence narrative that addresses how the information you obtained at the event is a matter of legislative concern.**
6. Check your completed disclosure for accuracy 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.**

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

Email: Ethics.Committee@akleg.gov

Website: <http://ethics.akleg.gov/>

Seasonal Gifts May be Subject to Restrictions in the Ethics Act

A selection of informal advice about common gift questions

May a legislator distribute seasonal greeting cards to constituents and others who have contacted the office regarding legislative issues?

Yes. A legislator is permitted to purchase and mail seasonal greeting cards. Contact Legislative Accounting if you need more information about using state resources. Legislative staff may address and sign the cards.

You may send seasonal greeting cards to constituents, and to individuals and organizations who are not your constituents that 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 are prohibited, for example, to constituents of one political party only or to family members and personal friends.

May a legislative employee accept a gift card for \$25 for a coffee shop as a thank you for helping a constituent?

No. AS 24.60.030(a)(1) states a legislative employee may not solicit, agree to accept, or accept a benefit other than official compensation for the performance of public duties. A gift certificate of any amount is not appropriate to give or for a legislative employee to accept.

May a legislative office accept the gift of a cake or other incidental food items from a constituent as a thank you gift for work on the constituent case?

Yes, gifts of an incidental nature are permitted. Incidental gifts have no "personal" value to either the office in general or staff in the office. Telling a donor a gift is not necessary when accepting a gift is a good practice to engage in to avoid the appearance of a conflict under AS 24.60.030(a)(1).

May a Legislative Information Office accept a gift of two smoked salmon filets to be shared? Is it ok to share the name of the giver if asked?

Yes, if the gift value is less than \$250. There is no reason the giver's name may not be shared.

May a legislative employee accept a book, valued at \$10, from a member of the public?

The book may be accepted if the book is on a topic in which the employee has an interest; but not for a 'job well done'

For answers to your specific gift questions, contact the Ethics Office at 907-269-1050.



Here's a Tip!

Keeping a gift log is a helpful way to track gifts you receive throughout the year.

Download a gift log at <https://ethics.akleg.gov/disclosures.php>.

Remember the Two Key Gift Rules this Season!

RULE #1:

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

Exceptions to Rule #1

- **Hospitality** at a residence within the state or at a social event or meal (No disclosure is required)
- **Discounts** generally available to the public or benefits the state (No disclosure is required)
- **Culturally shared food** (No disclosure is required)
- **Travel and hospitality** primarily for the purpose of obtaining information on a matter of legislative concern (Gift of travel disclosure is required within 60 days)
- **Gifts from an immediate family member** under AS 24.60.080(c)(5) (No disclosure is required)
- **Gifts not associated with the recipient's legislative status** (Confidential disclosure is required within 30 days)
- **Welcome to Juneau gifts or discounts** during session (No disclosure is required)
- **Legal services for a legislative matter** (Disclosure is required within 30 days)
- **Gift of transportation from** a legislator or a legislative employee to a legislator or legislative employee if the transportation takes place in state on or in a means of transportation owned or under the control of the donor (No disclosure required)
- **Charitable contribution or ticket** to a sanctioned charity event (Disclosure

RULE #2:

You 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** from an immediate family member. (Lobbyist spouse, no disclosure required)
- **A gift delivered on the premises of a state facility** and accepted on behalf of a recognized nonpolitical charitable organization. (No disclosure required)

DISCLAIMER

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

Contact Ethics Committee Administrator Kevin Reeve at 907-269-0150 or 907-201-0125 to make sure your intended action complies with the Ethics Act AS 24.60.



Are you considering hosting an intern in 2026?

New legislative internship programs sponsored by educational institutions, government agencies, or nonprofit organizations require prior approval through the Ethics Office pursuant to AS 24.60.080(h) and the committee's Rules of Procedure, Section 2(f), Internship Program Approval.

If you anticipate hosting an intern who is **not associated** with the University of Alaska under AS 24.20.060 (8) and AS 24.20.062 or **is not associated** with one of the approved programs listed below, contact the Ethics office at 907-269-0150 or [visit the website](#) to learn about the internship approval process.

Current Ethics Committee Approved Internship Programs – Interim and Session
First Alaskans Institute
SERRC JobX Internship Program
McCombs School of Business
Mercer University, Walter F. George School of Law
DePaul University, Graduate School of Business
Tlingit and Haida Tribal Vocational Rehabilitation (TVR) Program
IDEA (Individuals with Disabilities Education Act) Alaska Close Up Government Internship Program
MASST (Mature Alaskans Seeking Skills Training) Intern Program
Bob Jones University
REACH, Inc.
American Council of Young Political Leaders
Creighton University's School of Law-The Werner Institute
Seattle University School of Law
Sealaska Internship



Reminder: Legislative Staff Are 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 an employee is unable to turn in a leave slip by the pay period deadline, for whatever reason, it is the responsibility of the supervisor to fill out the leave slip and submit it to the Personnel Office.

If you need to complete late leave slip requests, contact the LAA Personnel Office at 907-465-3854.

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.

See the [State of Alaska Legislative Staff Employee Handbook](#) for more information.