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Happy Holidays



The Ethics Committee and staff wish you and yours a very happy holiday season filled with good times and good cheer. May the new year be prosperous and productive!

Office Move



The Ethics office is moving back to the Anchorage Legislative Information Office building – the new one that is nearing completion!

Effective January 1, 2015, our new address will be:



**716 W. 4th Avenue, Suite 207
Anchorage, AK 99501-2133**

Mailing Address:

P. O. Box 101468

Anchorage, AK 99510-1468



Is your office considering hiring an intern for the 2015 Legislative Session?

Legislative internship programs, (other than those sponsored by the University of Alaska), must be approved by the Ethics office, pursuant to AS 24.60.080(h) and the committee's Rules of Procedure, Section 2(f), Internship Program Approval. The process is quick and easy! For additional information, please visit the Ethics website or click "[HERE](#)".*

*A legislative internship program through the University of Alaska is established by the Legislative Council under AS 24.20.060(8).

Below is a list of Legislative INTERNSHIPS that have been approved:

- ❖ **First Alaskans Institute**
- ❖ **JobXperience Internship**
- ❖ **McCombs School of Business**
- ❖ **Mercer University**
- ❖ **DePaul University**
- ❖ **Tlingit/Haida Tribal Vocational Rehabilitation (TVR) Program**
- ❖ **IDEA (Individuals with Disabilities Education Act) Alaska Close Up Program**
- ❖ **MASST (Mature Alaskans Seeking Skills Training) Intern Program**
- ❖ **Bob Jones University**
- ❖ **REACH, Inc.**
- ❖ **University of Alaska Political Science Department Course PSA495 Internship**
- ❖ **Creighton University's School of Law-The Werner Institute**

Seasonal Greeting Cards

A legislator may use state resources to send "seasonal greeting cards", pursuant to AS 24.60.030(a)(2)(E).

- Staff
- Equipment
- OAA Funds

POET Account funds can also be used for this purpose.

Seasonal greeting cards may be sent to constituents (AO 13-03 interpreted

"constituent" to mean a natural person residing within the legislator's district) to individuals residing outside of the legislator's district if the person has requested to be on the mailing list, and other individuals/ organizations with whom the legislative office has had contact; i.e., worked on a bill or issue, for example.



If you plan to use the U. S. Postal Services' "Every Door Direct Mail (EDDM)", be sure to check the carrier or zip code routes since they may have changed due to new district boundaries in effect. [AO 13-03](#) addresses considerations relating to delivery of legislative communications using EDDM to persons who are not the legislator's constituents.





Ethics Training for 2015 Legislative Session

Ethics training for the 2015 Legislative Session has been scheduled and can be found on the next page. 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 employees
- Non-political employees
- Salaried employees
- Legislative interns and volunteers who work for more than 30 days in one legislature, are required to complete ethics training.

(*Senior staff:* Please inform new staff of these requirements.) AS 24.60.150 (a)(4) and AS 24.60.155

Hourly employees who work as tour guides, teleconference moderators, casual laborers, and supply movers are exempt.

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 offered in January. 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) **STAFF OUTSIDE OF JUNEAU:** Training will be held via teleconference or in-person at the Anchorage LIO the in early February. (Dates and times TBD.)

New handbooks for 2015 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!

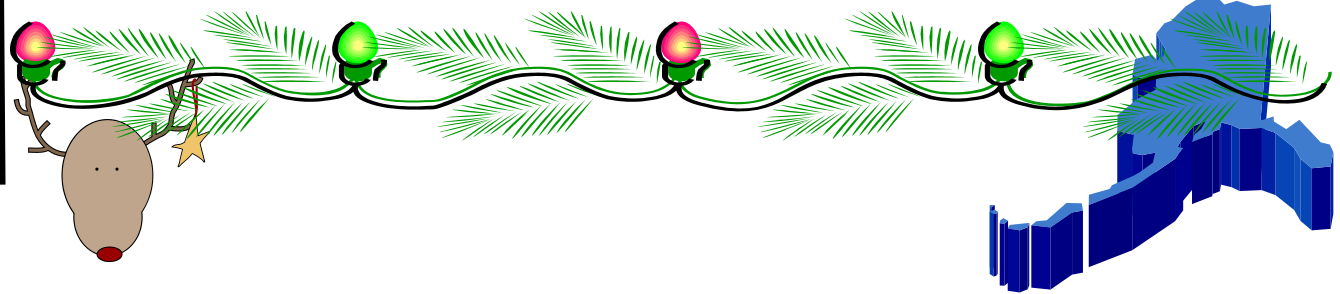
If you have any questions or need clarification on any of the training information we have provided in this newsletter, please contact our office.

Continuing Legal Education Credits (CLEs)



If you are a member of the Alaska Bar Association and would like to receive a certificate of completion for attending ethics training, please let us know at training or send an email to linda.leigh@akleg.gov and she will send you a certificate.





2015 Ethics Training Schedule

Mark your calendars!

WHO:	New and Returning Non-Partisan Support Staff (Such as, LAA Admin, Leg Audit Div, Finance Div, Ombudsman, and Victims' Rights)
WHEN:	TUESDAY, JANUARY 13 9:00AM -11:00AM OR 2:00PM-4:00PM
WHERE:	Centennial Hall
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WHO:	New Legislators only
WHEN:	WEDNESDAY, JANUARY 14 1:30PM-4:30PM
WHERE:	TBD
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WHO:	New & Returning Staff working for the House and Senate
WHEN:	THURSDAY, JANUARY 15 1:00PM-4:30PM
WHERE:	Centennial Hall
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WHO:	Returning Legislators
WHEN:	MONDAY, JANUARY 19 OR TUESDAY, JANUARY 20 2:00AM-4:00PM 8:30AM—10:30AM
WHERE:	State Capitol—Butrovich/Fahrenkamp Room
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WHO:	Staff working for the House and Senate (Open to those who were unable to attend the January 15th training)
WHEN:	THURSDAY, JANUARY 22 OR FRIDAY, JANUARY 23 9:00AM-11:30AM 1:00PM—3:30PM
WHERE:	TBD TBD

Also check the Legislature's Intranet Event Calendar at:
http://intranet.akleg.gov/executive/leg_calendar/index.php