

THE ADVISOR

CAMPAIGN FUNDRAISING RESTRICTIONS DURING SPECIAL SESSION HELD IN THE CAPITAL CITY

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The Legislature will meet in special session beginning October 24, 2015. With the special session come restrictions in campaign fundraising. See AS 24.60.031 at <http://www.legis.state.ak.us/basis/statutes.asp#24.60.031>

A Legislator may not solicit or accept a contribution or a promise or pledge to make a contribution:

- For the legislator's own campaign for state and municipal office
- For another candidate in an election for municipal, state or federal office
- To influence a state ballot proposition or question
- For a political party; and
- Accepting money from an event if the substantial purpose is to raise money for the legislator's campaign for state or municipal office.

A Legislative Employee is restricted from state or municipal office campaign fundraising and accepting money from an event if the substantial purpose is to raise money on behalf of the employee for political purposes.

**SELECT COMMITTEE ON
LEGISLATIVE ETHICS****Physical Address:****716 W. 4th Ave., Rm 217
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Anchorage, AK 99510-1468****We're on the web!**<http://ethics.committee@akleg.gov>**Questions on ethics? Call for informal advice 269-0150**

Timely leave slips:

A legislative employee should note that in the event a 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. It is important that 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.

Leave slips must be submitted within 24 hours after return to duty according to LAA policy.

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

From the State of Alaska Legislative Staff Employee Handbook p 64-65

Legislative employees are subject to the statutes regarding the accrual and use of personal leave. All employees who receive leave benefits accrue leave at a rate based on their prior service in the positions with leave benefits. The Legislative Affairs Agency Personnel Office should be notified by the supervisor when an employee is absent either in a memorandum or with submission of a leave slip. Leave slips should be completed by the employee, signed by the employee's supervisor and submitted to LAA Personnel immediately upon the employee's return to work.

**[ETHICS OFFICE NOTE: "Comp Time" is not an appropriate accounting for Political Legislative Staff Employees].

From the State of Alaska Handbook for Legislative Affairs Agency Employees p 11-12

When an employee plans an absence from work, a leave slip should be submitted to the supervisor for approval. Upon return from leave the leave slip should be returned to the supervisor and submitted to the LAA Personnel Office for processing. If the absence from work encompasses a large block of time (more than a couple of days) the leave slip should be turned into the Personnel Office before the employee leaves the office. In the case of unplanned absences, such as an illness, the leave slip should be completed and submitted through the supervisor to the LAA Personnel Office as soon as the employee returns to work. If an employee has an unplanned absence such as illness, they are required to notify their supervisor as soon as possible via phone or e-mail. Preferable notification should occur prior to the start of their shift. The employer reserves the right to request a doctor's slip to accompany any absence due to illness in excess of three days or for an absence that the supervisor deems suspicious. If the 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.

Important Information on Campaign Websites

All verbiage and visuals referencing “soliciting” campaign contributions must be removed from campaign websites during a legislative session.

You may state, “Campaign contributions cannot be accepted during a legislative session.”



- However, you may not include a statement similar to, “Check back after session for information on how to donate”.

Please contact the Ethics Office if you have a fact-specific scenario that needs clarification.

