**Wenatchee Valley College**

**Honorarium Request and Approval Form**

*The Washington State Ethics in Public Service Law requires that state employees may not accept honoraria without prior approval by the employing agency. College employees considering a task where an honorarium may be paid should complete this form, have it approved by their supervisor, and route it to the ethics officer in human resources.*

*RCW 42.52.010 defines “honorarium” as: “money or thing of value offered to a state officer or state employee for a speech, appearance, article, or similar item or activity in connection with the state officer’s or state employee’s official role.” (Gifts, outside employment, and reimbursement for reasonable expenses are* ***not*** *within the definition of "honorarium." Refer to RCW 42.52.130 for the statutory conditions under which the college* ***cannot*** *approve an honorarium. Also noted below). If an honorarium includes payment for travel, lodging or subsistence expenses, the employee cannot also seek or accept college reimbursement of such expenses.*

**Proposed Honorarium**

1. Employee to receive the honorarium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Form and dollar value of the honorarium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Person/organization providing the honorarium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What will you do in exchange for the honorarium? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. What date(s) and time(s) would you do the activities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee’s Certification**

I certify that the activities and honorarium listed above do not constitute a conflict of interest under RCW 42.52 (Ethics in Public Service Law). The activities required do not conflict with my work assignments. The activities will be performed outside of my work hours or I agree to take annual leave, personal holiday leave or leave without pay if the activities are during regular work hours.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

**Supervisor’s Approval**

I have reviewed the above request and I 🞏 recommend 🞏 do not recommend approval of the honorarium as described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date

**College Approval**

The activities and honorarium as described above 🞏 do 🞏 do not constitute a conflict of interest,

🞏 do 🞏 do not conflict with the employee’s assigned duties, and 🞏 are 🞏 are not prohibited by RCW 42.52.130. Accordingly, the honorarium is 🞏 approved 🞏 not approved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director of Human Resources Date

**RCW 42.52.130 Honoraria**

1. No state officer or state employee may receive honoraria unless specifically authorized by the agency where they serve as state officer or state employee.

2. An agency may not permit honoraria under the following circumstances:

a. The person offering the honorarium is seeking or is reasonably expected to seek contractual relations with or a grant from the employer of the state officer or state employee, and the officer or employee is in a position to participate in the terms or the award of the contract or grant;

b. The person offering the honorarium is regulated by the employer of the state officer or state employee and the officer or employee is in a position to participate in the regulation; or

c. The person offering the honorarium (i) is seeking or opposing or is reasonably likely to seek or oppose enactment of legislation or adoption of administrative rules or actions, or policy changes by the state officer's or state employee's agency; and (ii) the officer or employee may participate in the enactment or adoption.

3/9/16 tm