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| **Honorarium Approval Clark College** |

The Washington State Ethics in Public Service Act (RCW 42.52) requires that College employees may not accept honoraria without prior approval from the College. College employees considering a task where an honorarium may be paid should complete this form, have it approved by their supervisor, and forward it to the College Internal Auditor for final approval under the delegated authority of the president.

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 below.

 **Proposed Honorarium**

1. Employee to receive the honorarium:

2. Dollar value of the honorarium:

3. Person/organization providing the honorarium:

4. What services are being provided to receive the honorarium?

5. What date(s) and time(s) will these activities be performed?

 **Employee Certification**

I certify that the activities and honorarium listed above do not constitute a conflict of interest under RCW 42.52. The activities required do not conflict with my work assignments. The activities will be performed outside of my office hours or I agree to take leave if the activities are during regular office hours.

***Employee's Signature & Title*** ***Date***

 **Supervisor Approval**

I have reviewed the above request and I recommend approval of the honorarium as described above.

***Supervisor's Signature & Title*** ***Date***

 **College Approval**

The activities and honorarium as described above do not constitute a conflict of interest, do not conflict with the employee's assigned duties, and are not prohibited by RCW 42.52.130. Accordingly, the honorarium is approved.

***Internal Auditor***  ***Date***

**RCW42.52.130 - 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.

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