



“The people of Hawaii believe that public officers and employees must exhibit the highest standards of ethical conduct and that these standards come from the personal integrity of each individual in government.”

— Hawaii State Constitution, Art. XIV

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The High Road

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State Ethics Commission Elects Chair and Vice Chair for 2017

The State Ethics Commission has elected Reynaldo Grauly as the Commission’s Chair, and David O’Neal as the Commission’s Vice Chair, for 2017.



L-R: Commissioner Melinda Wood, Vice Chair David O’Neal, Commissioner Susan DeGuzman, Commissioner Ruth Tschumy, and Chair Renaldo Grauly.

Register for Ethics Training on Oahu and the Neighbor Islands

Ethics training sessions for 2017 have been scheduled for state employees on Oahu (Honolulu and Kapolei) and the neighbor islands (Hawaii island, Kauai, and Maui). Upcoming sessions will be held in May on Oahu (Hale Pono, Department of Hawaiian Home Lands, Kapolei) and Hawaii island (University of Hawaii at Hilo). The training sessions are open to all state employees. For a complete list of training dates and locations, as well as online registration information, visit the Commission’s website at <http://ethics.hawaii.gov/2017training/>.

NEW! Ethics Guide for New Employees & Board Members

The State Ethics Commission has a new “Quick Guide” on ethics for new state employees and board and commission members. The one-page guide provides a quick overview of the major requirements of the State Ethics Code, including the ethics laws pertaining to gifts, conflicts of interests, and misuse of state position. Visit the Commission’s website to review our new “Quick Guide” at <https://tinyurl.com/khv2s58>

Ethics Director Receives *Hawaii Business* “20 for the Next 20” Recognition

Hawaii Business magazine has recognized Daniel Gluck, Executive Director of the State Ethics Commission, as one of the top twenty people expected to have a major impact on Hawaii over the next twenty years. The magazine selects its annual list of “20 for the Next 20” from Hawaii businesses, nonprofit organizations, and government. Individuals on the list are recognized for their accomplishments, leadership, and passion. Executive Director Gluck was commended for his efforts to promote integrity in state government through his work at the Ethics Commission, as well as his commitment to civil rights and equality when he previously served as the legal director of The American Civil Liberties Union of Hawaii.



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David O'Neal,
Vice Chair
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Annual Financial Disclosure Filings Due May 31, 2017

May 31, 2017, is the filing deadline for state employees and board and commission members who are required to file annual financial disclosure statements with the State Ethics Commission. Filers with no more than ten changes to report in 2017 can use a financial disclosure "short form" (Form D-103A) to update their financial interests. Filers with more than ten changes to report must complete a new long form (Form D-201). Financial disclosure forms and instructions are available on the Commission's website at <http://ethics.hawaii.gov/>.



Lobbying Expenditures Reports Due May 31, 2017

May 31, 2017, is also the filing deadline for lobbying expenditures reports for the March 1 – April 30 reporting period. Expenditures reports must be filed by (1) all registered lobbyists; (2) all organizations that employ or contract for the services of a registered lobbyist; and (3) all organizations that spend \$750 or more on lobbying during a reporting period. Expenditures report forms and instructions are available on the Commission's website at http://ethics.hawaii.gov/lobbying_forms/.

Working for a Living: Ethics Guidelines for State Employees with Private Jobs or Businesses



It is not uncommon in Hawaii for state employees to have private jobs or businesses in addition to their state employment. The State Ethics Code generally does not prohibit this, but employees should be aware of the ethics laws that apply to their private work activities. Here are a few ethics guidelines to keep in mind:

Don't use your state position to seek other employment for yourself. The ethics code prohibits you from using your state position to give special treatment to yourself or others, including using your state position to seek other employment for yourself or to promote your private business activities. (HRS section 84-13)

“The purpose of this chapter is to . . . establish an ethics commission which will . . . render advisory opinions and enforce the provisions of this law so that public confidence in public servants will be preserved.”

*— Preamble,
Hawaii Re-
vised Statutes
Chapter 84
(State Ethics
Code)*

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Don't accept a job with a business that may be involved in your official action. The ethics code prohibits you from going to work for a business that may be involved in your official action as a state employee. For example, if you inspect a business as part of your official duties, the ethics code prohibits you from getting a job with that business, even on a part-time basis. (HRS section 84-14(b))

Disqualify yourself from taking any official action in your state job affecting your private employer or business. If you already have a private job or business, the ethics code prohibits you from taking any official action as a state employee affecting your private employer or your own business. This means that you cannot make any decisions, recommendations, suggestions, approvals, or take any other discretionary action affecting your employer or business. (HRS section 84-14(a))

Don't assist or represent your private employer on matters before your state agency. The ethics code also prohibits you from assisting or representing anyone for pay – including a private employer or private business clients – on matters before your state agency. For example, you can't assist your private employer in applying for a permit from your state agency. The law also prohibits you from assisting or representing anyone for pay on matters that you have worked on, or will work on, as a state employee. (HRS section 84-14(d))

Don't engage in substantial financial transactions with your subordinates. The ethics code prohibits you from soliciting, selling, or entering into a substantial financial transaction with a subordinate or with anyone you inspect or supervise as a state employee. For example, if you have a private real estate business, you can't try to sell a condominium to someone you supervise in your state job. (HRS section 84-13(4))

Don't use state resources for your private employment or private business activities. The ethics code prohibits you from using state resources – including state time, equipment, and your state office or workplace -- for your private work activities. (HRS section 84-13(3))

Check with your state agency for other restrictions. Some agencies have additional restrictions on private employment. Check with your agency to see whether it has any restrictions that apply to you.

Contact the State Ethics Commission for more information or advice. These are general ethics guidelines only. If you have questions about your own situation, contact the State Ethics Commission's office for advice. Our attorney of the day will be happy to assist you!