



Request for College Approval of an Honorarium

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 Vice President for 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." (Refer to the Edmonds CC ethics policy No. 6.3.104 and regulation No. 6.3.104 R101 for a related discussion of gifts, outside employment and reimbursement for reasonable expenses, all of which are not within the definition of "honorarium.")

PROPOSED HONORARIUM

1. EMPLOYEE TO RECEIVE THE HONORARIUM _____

2. FORM AND DOLLAR VALUE OF THE HONORARIUM _____

3. PERSON/ORGANIZATION PROVIDING THE HONORARIUM _____

4. DATE(S) AND TIME(S) OF THE ACTIVITIES _____

5. WHAT WILL EMPLOYEE DO IN EXCHANGE FOR THE HONORARIUM?

EMPLOYEE CERTIFICATION

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

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR APPROVAL

EMPLOYEE SUPERVISOR SIGNATURE _____ DATE _____

RETURN COMPLETED FORM TO HUMAN RESOURCES

COLLEGE APPROVAL

The activities and honorarium listed 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.

VICE PRESIDENT FOR HUMAN RESOURCES _____ DATE _____