

Important Filing Information

Please read carefully

1. **Who Must File:** Please see below for a list of those who are required to file.
2. **Where and When to File:** Affected employees shall file completed statements of financial and other interests with the Board of Ethics within two weeks of employment or appointment and by April 15 of each year thereafter.
3. **Period of Reporting:** In the case where the form is filed within two weeks of employment or appointment, the form shall contain information for the preceding *12 calendar months*. Each annual statement of financial and other interests shall contain information for the *preceding calendar year*.
4. **Continuing Duty to Notify Supervisor:** Filing a statement of financial and other interests does not relieve an employee of the duty to notify his or her supervisor or appointing authority in writing of a potential conflict of interest, as required by K.C.C. 3.04.037. See K.C.C. 3.04.050(G). The supervisor or appointing authority is required to resolve the conflict of interest and keep records of the actions taken.
5. **Whose Financial and Other Interests Must Be Reported:** The information reported shall include information for you and the members of your immediate family.

Who Is Required to File a Statement of Financial and Other Interests

Employees in the following categories, under K.C.C. 3.04.050(B.1):

- Employees appointed by the county executive.
- Employees appointed by the county administrative officer or department directors who are subject to approval by the county executive.
- Employees of the county council.

In addition, employees in the following categories, under K.C.C. 3.04.050(C):

- Employees who participate in or have decision-making responsibilities for the administration of agreements or contracts for the purchase, lease, rental, disposal or sale of personal tangible property or real property or public works contracts.
- Employees who participate in or have decision-making responsibilities for grants and services contracts, whose duties include, but are not limited to, the following activities: writing or preparing specifications; evaluating bids and proposals; negotiating, administering or monitoring performance on contracts; and exercising contract signature authority.
- Employees who participate in or have decision-making responsibilities for the investment, management, or expenditure of county funds.
- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Assessor.

- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Sheriff's Office.
- Employees whose duties and responsibilities include having access to information that is not available as a matter of public knowledge or public record, including, but not limited to, administrative assistants and confidential secretaries in non-career service positions.
- Employees who provide administrative support, greater than clerical support, to county boards, commissions, committees and other multimember bodies that are established by county council action and whose members are appointed by the executive or county council.
- Employees who conduct or supervise the conduct of audits, including audits of county programs and third-party activities.
- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Prosecuting Attorney, and employees appointed by the Prosecuting Attorney to serve as his or her deputies.
- Employees who supervise, directly or through others, employees identified in these categories.
- Nominees for appointment and persons appointed by the executive or county council to serve on county boards, commissions, committees and other multimember bodies that are established by county council action.

Definitions

These terms are defined in the Code of Ethics. They are used throughout this statement, and are underlined to make them easy to find.

- **"Compensation"** means anything of economic value, that is paid, granted or transferred, or is to be paid, granted or transferred for, or in consideration of, personal services to any person.
- **"County action"** means any action on the part of the county, including, but not limited to: (1) any decision, determination, finding, ruling or order; and (2) any grant, payment, award, license, contract, transaction, sanction, or approval, or the denial thereof, or the failure to act with respect thereto. "County action" shall not include actions of the county's judicial branch but shall include employees of the department of judicial administration.
- **"County employee" or "employee"** means any individual who is appointed as an employee by the appointing authority of a county agency, office, department, council, board, commission or other separate unit or division of county government, however designated, but does not include employees of the county's judicial branch. "County employee" also includes county elected officials and members of county boards, commissions, committees, or other multimember bodies, but does not include officials or employees of the county's judicial branch but does include employees of the department of judicial administration.
- **"Doing business with the county" or "transaction with the county"** means to participate in any proceeding, application, submission, request for ruling or other determination, contract, claim, case or other such particular matter which the county employee or former county employee in question believes, or has reason to believe: (1) is, or will be, the subject of county action; (2) is one to which the county is or will be a party; or (3) is one in which the county has a direct and substantial proprietary interest.
- **"Gift" or "Thing of Value"** means anything of economic value, but shall not include campaign contributions regulated by the provisions of chapter 42.17A RCW, the charter and ordinances implementing them; informational materials exclusively for official or office use; memorials, trophies, and plaques of no commercial value; gifts of \$50 or less for bona fide, nonrecurring, ceremonial occasions; or any gifts which are not used and which within 30 days after receipt are returned to the donor or donated to a charitable organization without seeking a tax deduction.
- **"Immediate family"** means a county employee's spouse, domestic partner, employee's child or the child of an employee's domestic partner, and other dependent relatives if living in his or her household.
- **"Participate"** means, in connection with a transaction involving the county, to be involved in a county action personally and substantially as a county employee either directly, or through others through approval, disapproval, decision, recommendation, the rendering of advice, investigation, or otherwise. However, for the purposes of K.C.C. 3.04.035, "participate" does not include the provision of legal advice or other activities involving the practice of law and does not include, as an elected official, preparation, consideration or enactment of legislation or the performance of legislative duties.
- **"Person"** means any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit. The term does not include governmental units within the United States unless so specified.

Alternate Formats Available
206-263-7821 TTY Relay 711