

Chapter 1: Agency Administration

Contact:	Ethics Advisor	Effective:	March 28, 2024
Reference:	RCW 42.52.010(11) RCW 42.52.130 HCA Administrative Policy 1-07, Accepting Gifts	Supersedes:	HCA Administrative Policy 1-03, <i>Accepting an Honorarium</i> (July 14, 2022)
Forms Used:	N/A	Applies to:	All employees
		Approved by:	<u>/s/Jody Costello</u> Administrative Services Director

Accepting an Honorarium

PURPOSE

To provide guidelines to HCA employees when offered an honorarium for a speech, appearance, article, or similar item or activity in connection with their official role.

DEFINITIONS

Honorarium 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.

POLICY REQUIREMENTS

1. No HCA employee may accept an honorarium for any speech, appearance, article, or similar activity that is connected with the employee's official role.
2. HCA does not grant exceptions to this policy.
3. Reimbursement to HCA for travel expenses incurred by an HCA employee for travel and subsistence in connection with a speech, presentation, appearance, or similar activity made in an official capacity is not an honorarium and may be accepted if permitted by HCA Administrative Policy 1-07, *Accepting Gifts*.
4. An HCA employee may accept money or an item of economic value for a speech or other activity that is not related to the employee's official role.