

## Who is Covered?

The State Ethics Act applies generally to public officials and public employees. Candidates and nominees for public office or employment are also subject to certain provisions in the Ethics Law.

### Public Officials

Any person elected by the public or elected or appointed by a governmental body, or an appointed official in the Executive, Legislative, or Judicial Branch of the state or any political subdivision thereof, provided that it shall not include members of advisory boards that have no authority to expend public funds other than reimbursement for personal expense, or to otherwise exercise the power of the state or any political subdivision thereof.

### Public Employees

Any individual employed by the Commonwealth or a political subdivision who is responsible for taking or recommending official action of a non-ministerial nature with regard to: (1) contracting; (2) administering or monitoring grants or subsidies; (3) planning or zoning; (4) inspecting, licensing, regulating, or auditing any person; or (5) any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term of "public employee" shall not include individuals who are employed by the state or any political subdivision thereof in teaching as distinguished from administrative duties.

### Candidates

Any individual who seeks nomination or election to public office by vote of the electorate, other than a judge of elections, inspector of elections, or official of a political party, whether or not such individual is nominated or elected. An individual shall be deemed to be seeking nomination or election to such office if he has: (1) received a contribution or made an expenditure for the purpose of influencing his nomination or election to such office, whether or not the individual has announced the specific office for which he will seek nomination or election at the time the contribution is received or the expenditure is made; or (2) take the action necessary under the laws of this Commonwealth to qualify himself for nomination or election to such office. The term shall include individuals nominated or elected as write-in candidates unless they resign such nomination or elected office within 30 days of having been nominated or elected.

### Nominees

Any person whose name has been submitted to a public official or governmental body vested with the power to finally confirm or reject proposed appointments to public office or employment.

State Ethics Commission

**YOU AND THE  
ETHICS ACT -**  
*Everything you  
wanted to know . . .*



*. . . but were afraid to ask*

1-800-932-0936  
[www.ethics.state.pa.us](http://www.ethics.state.pa.us)

# PA State Ethics Commission Educational Outreach



## About the Ethics Commission:

The powers and duties of the State Ethics Commission are statutorily mandated in Section 7 of the State Ethics Act. These requirements of the law have been delineated in furtherance of the stated purpose of the Act; “to strengthen the faith and confidence of the people of the State in their government.”

The State Ethics Commission strives to fulfill its educational role by providing guidance to public officials and public employees regarding their duties and responsibilities under the Public Official and Employee Ethics Act. Commission staff members are ready, willing and able to conduct educational training workshops to your association, group or organization upon request at no charge. In the past, Commission staff members have made appearances at association annual events, conferences, seminars, workshops, panels and presentations in relation to the Ethics Law and ethics in government. At conferences, Commission staff members avail themselves to conference attendees by staffing an informational booth in the exhibit halls where they distribute information and answer questions.

## Seminar Content:

Topics covered during an ethics and conflicts of interest training seminar include but are not limited to:

- Intent of the Law
- Jurisdiction
- Definitions
- Exceptions
- Public Employee
- Conflicts of Interest
- Restricted Activities
- Revolving Door
- Opinions and Advices
- Financial Disclosure
- Investigations
- Confidentiality
- Penalties
- Questions and Answers
- Where to obtain additional information
- Ethics website and eLibrary

**To schedule a training workshop, please complete the information on this form and fax or mail to the PA State Ethics Commission at the address indicated below:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Name of Organization: \_\_\_\_\_

\_\_\_\_\_

Proposed dates for training: \_\_\_\_\_

\_\_\_\_\_

Approximate number of people that will attend: \_\_\_\_\_

\_\_\_\_\_

Description of audience in attendance: \_\_\_\_\_

**Phone:** 717-783-1610  
**Fax:** 717-787-0806  
**Email:** [ethics@state.pa.us](mailto:ethics@state.pa.us)

**State Ethics Commission**