

## Who is Covered?

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

## 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 "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 said individual has: (1) received a contribution or made an expenditure for the purpose of influencing their nomination or election to such office, whether or not the individual has announced the specific office for which they 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 themselves for nomination or election to such office. The term shall include individuals nominated or elected as write-in candidates unless they resign from 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 office or governmental body vested with the power to finally confirm or reject proposed appointments to public office or employment.



**STATE ETHICS COMMISSION**  
**Finance Building**  
**613 North Street, Room 309**  
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## THE ETHICS ACT

*Public office is a  
public trust . . .*



*. . . everything you need  
to know.*

**717-783-1610**  
**1-800-932-0936**  
**[www.ethics.pa.gov](http://www.ethics.pa.gov)**

# State Ethics Commission Ethics Training

To schedule an ethics training, please complete the form below and fax or mail to the State Ethics Commission.

## About the State Ethics Commission:

The powers and duties of the State Ethics Commission are statutorily mandated in Section 7 of the 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 for your agency, organization or association upon request at no charge. In the past, Commission staff members have made appearances at scheduled annual events, conferences, seminars, workshops, panels and presentations held by agencies, organizations and associations in relation to the Ethics Act 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 are available to answer questions.

## Training Content:

Topics covered during an ethics and conflicts of interest training 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
- Website and eLibrary

Agency, Organization or Association

Contact Person

Email

Telephone Number

Proposed Dates for Training

Approximate Number of Attendees

Description of Audience in Attendance

Address of Training Facility

Are you charging a registration fee?