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Health Care Authority

Administrative Policy

No. 1-03

**Chapter 1: Agency Administration**

Contact: HCA Audit Manager

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Approved by: Ida Zodrow

Administrator

**Accepting an Honorarium**

**PURPOSE**

To provide guidelines to employees when offered an honorarium for a speech, appearance, article, or similar item or activity in connection with the state officer's or state employee's official role.

**DEFINITIONS:**

Honorarium An honorary payment or reward usually given as compensation for services on which custom or propriety forbids any fixed business price to be set or for which no payment can be enforced at law. An honorarium is not negotiated or agreed to, but is more akin to a token of appreciation.

**POLICY**

**1. No employee of the Washington State Health Care Authority (HCA) may accept an honorarium for any speech, appearance, article or similar activity that is connected with the employee's official duties.**

The Health Care Authority will not grant exceptions to this policy.

**2. Reimbursement to the HCA, for reasonable expenses incurred by the HCA employee, for travel and subsistence in connection with a speech, presentation, appearance, etc., made in an official capacity, may be accepted.**

The reimbursement check shall be made payable to the Washington State Treasurer, and the person/organization offering the reimbursement is not:

- a) seeking or is reasonably expected to seek a contractual relationship or a grant from the HCA, and the employee is in a position to participate in the terms of the award of the contract or grant; or
- b) seeking or opposing, and is not likely to seek or oppose, enactment of legislation or adoption of administrative rules, actions, or policy changes by the HCA.

**3. 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.**

Example: An HCA employee's official duty is as a budget analyst. This employee, outside of the official duty, collects antique dolls and is an expert on the subject. This person is offered an honorarium as a guest speaker at the National Historical Society. The honorarium may be accepted, as it has no connection to the official duties of the HCA employee.