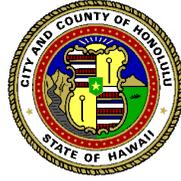


**ETHICS COMMISSION
CITY AND COUNTY OF HONOLULU**

925 DILLINGHAM BOULEVARD, SUITE 190 • HONOLULU, HAWAII 96817
PHONE: (808) 768-7787 • FAX: (808) 768-7768 • EMAIL: ethics@honolulu.gov • INTERNET: www.honolulu.gov/ethics



KIRK CALDWELL
MAYOR

JAN K. YAMANE
EXECUTIVE DIRECTOR
AND LEGAL COUNSEL

January 3, 2017

MEMORANDUM

TO: SPECIFIED CITY OFFICERS AND EMPLOYEES

FROM: HONOLULU ETHICS COMMISSION

SUBJECT: FINANCIAL DISCLOSURE – FREQUENTLY ASKED QUESTIONS (FAQs)

1. Why are City officials and employees required to file a Financial Disclosure Form?

As a City employee, you are a public servant with an obligation to perform your official City duties in the best interests of the public. Serving the best interests of the public requires that you anticipate and prevent conflicts of interest from occurring. Annual disclosure of financial interests makes you aware of potential conflicts and reminds you to deal responsibly with your conflicts.

2. Which Financial Disclosure form do I file?

- City employee filers must use the EForm Financial Disclosure posted on the City's Intranet.
- Board and commission members may use the pdf Financial Disclosure Form posted on the Honolulu Ethics Commission's website: www.honolulu.gov/ethics
- Candidates for elective office, elected officers, and City agency directors and first deputies obtain Financial Disclosure Forms from the Office of the City Clerk: clerks@honolulu.gov

3. When do I file my Financial Disclosure Form?

- Initial – within 20 working days of entering City office or employment
- Annual – by January 31st of each year
- Leaving Office – at least ten working days prior to leaving office or employment with the City

4. Where do I file my Financial Disclosure Form?

- City employee EForm filers – Honolulu Ethics Commission (via the Intranet)
- Board and commission members submit using the pdf Financial Disclosure Form – ethics@honolulu.gov or Honolulu Ethics Commission, 925 Dillingham Blvd., Suite 190, Honolulu, Hawai'i 96817

5. Who may access my EForm or pdf Financial Disclosure?

EForm and pdf Financial Disclosures are confidential.

6. How do I access the EForm Financial Disclosure?

- Go to the city's intranet site: <http://intranet/>
- Click on "EForms" icon
- Under the heading "Request," click on "Submit a Request."
- Under "Category," click on "ETH Forms" and "ETH – Financial Disclosure."
- First-time users click on "Create New Request."
- Read the instructions and FAQ memo carefully before completing the form.
- Submitted information from the preceding year (January 1st – December 31st)
- NOTE: If you have previously submitted an EForm Financial Disclosure, you can submit an updated copy of your prior EForm. **Please, make any necessary changes before submitting your EForm.**
 - *In the "Status" field, click on "ALL"*
 - *In the "Last Routed From/To" fields select the appropriate time period of your last submitted the form*
 - *Click "Search"*
 - *Select the EForm you want to copy.*
 - *Click on "Copy Selected Request" to retrieve that prior form with of your data*
 - ***Make any necessary changes***

- *Click on "Submit"*

7. I am an Executive Branch employee, am I required to file an EForm Financial Disclosure?

Generally, if you are a full-time exempt Executive Branch employee and NOT on a personal services contract, you are required to file an EForm Financial Disclosure.

8. I am a Legislative Branch employee, am I required to file an EForm Financial Disclosure?

Generally, if you work for the Legislative Branch as a full-time exempt employee or on a personal services contract, you are required to file an EForm Financial Disclosure.

9. I am a candidate for elective office, an elected officer, or city agency director or first deputy, am I required to file a Financial Disclosure Form with the Honolulu Ethics Commission?

No. Contact the Office of the City Clerk to obtain and file your Financial Disclosure Form. Unlike other City officers and employees, your form will be public record.

10. My actual title is not "Division Chief," am I required to file an EForm Financial Disclosure?

Yes, all Division Chiefs, regardless of your actual title, are required to file an EForm Financial Disclosure. Additionally, "Program Heads" who report directly to Department Directors are considered Division Chiefs for the purposes of the financial disclosure law.

11. What could happen if I fail to file an EForm or pdf Financial Disclosure on time?

You may be subject to a civil fine of \$100 for the first late filing; \$200 for the second late filing; and thereafter for each additional late filing, the fine imposed for the previous late filing plus \$200. Additionally, you may be subject to disciplinary action and a criminal penalty of a fine of not more than \$2,000 or imprisonment of not more than one year, or both.

* * * * *

Specified City Employees and Officers

January 3, 2017

Page 4

DISCLAIMER: These FAQs provide general guidance and do not constitute legal advice. If you have any questions regarding filing, please contact the Honolulu Ethics Commission at (808)768-7787 or ethics@honolulu.gov