

Conflicts of Interest and Political Activity Policies for MACPAC Staff

Highlights from the MACPAC Employee Handbook.

MACPAC employees must:

- Comply with the U.S. Senate Code of Official Conduct
- Report and get approval for any outside employment even if unpaid
- File appropriate financial disclosures with the Senate Ethics Committee if paid at a rate of pay above 120 percent of GS-15 (\$123,175 for 2016)
- Annually update a conflict of interest form, reporting any outside positions, compensated or not
- Disclose when negotiating terms of employment with a contractor with whom they have worked at MACPAC, for example, as a project officer
- Exercise good judgment in all actions, taking care not to create a real or perceived conflict of interest

MACPAC employees may not:

- Per the Senate Code of Official Conduct, accept any gift worth \$49.99 or more at one time or \$99.99 or more from any one source over the course of a year. Gifts below \$9.99 do not count towards the \$99.99 limit
- Engage in outside employment related to their work at MACPAC
- Per the Senate Code of Official Conduct, earn outside income that exceeds \$27,765 (15 percent of level II of the Executive Schedule, which is \$185,100 in 2016)
- Participate in the awarding of contracts in which they have a personal financial interest (see conflict of interest form above)
- Accept honoraria for making presentations or reviewing articles, or allow registered lobbyists to make a charitable contribution on their behalf
- Be directly involved in partisan political activities or advocacy of behalf of political causes related to MACPAC business
- Per the Senate Code of Official Conduct, be involved in fundraising for a candidate for office

MACPAC employees may:

- Participate in political activities on their own time, and without identifying themselves as MACPAC employees, such as attending political rallies, distributing literature, canvassing by phone or in person, or making political contributions.

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