TO: All SW Employees

FROM: Ardith Lynch, SW Designated Ethics Supervisor/Associate General Counsel

DATE: June 28, 2014

RE: Ethics Act Compliance & Annual Disclosure of Employment or Services Outside of UA

All University employees, including regular, term, temporary, student and full and part-time faculty and staff are responsible for complying with the Alaska Executive Branch Ethics Act (Alaska Statute 39.52). If you are compensated for work in addition to your university employment, the Ethics Act requires you report your outside employment by July 1 of each year to me, your designated ethics supervisor. You should report, for example, a job (or jobs) with another employer, work as an independent contractor, or work for or income from a business you own. Please also report volunteer services if you receive any form of compensation, such as per diem or travel expenses.

Even if you reported the same work or service last year, you must submit another annual disclosure. In addition, volunteer or uncompensated work performed outside of the University must be disclosed if there is any possibility that the work might involve the same issues or people as your University duties. If you have no outside activities, you are not required to submit a form. All employee and employee family member interests in contracts with the University must be disclosed and pre-approved using the Interest in Contracts form, not the Outside Employment form. Employment of your “Immediate Family Members” by the University is an interest in a contract with the University and must be disclosed using the Nepotism or Interest in Contracts forms. In case of doubt, be on the safe side and disclose.

The outside employment disclosure form is attached, or it can be downloaded from here: [http://www.alaska.edu/files/hr/EthicsDisclosureForm_staff_student.pdf](http://www.alaska.edu/files/hr/EthicsDisclosureForm_staff_student.pdf). If you engage in employment or services outside of university employment, the form needs to be completed in full, signed by you, and reviewed by your supervisor. The supervisor makes an initial determination about possible adverse effects on employment, and forwards the form to the designated ethics representative for review.

The Ethics Act regulates: Official Action that affects your personal or financial interests; Misuse of Official Position; Abuse of Subordinates; Misuse of Resources; Partisan politics; Use of information; Gifts; Participation in Grants, Contracts, Leases & Loans; Representation of 3rd Parties; and Post-Employment Actions. Forms for those disclosures may be obtained from the Office of the General Counsel or online at [http://www.alaska.edu/hr/forms/hr_ethicsforms/](http://www.alaska.edu/hr/forms/hr_ethicsforms/).

A “quick reference” handout is attached to this message. FAQs about the Ethics Act requirements are here: [http://www.law.state.ak.us/doclibrary/ethics/EthicsFAQ.html](http://www.law.state.ak.us/doclibrary/ethics/EthicsFAQ.html). Additional information regarding this is also available at [http://www.law.state.ak.us/doclibrary/ethics.html](http://www.law.state.ak.us/doclibrary/ethics.html). Please note that the outside
employment disclosure forms were revised June 2014; any blank forms with an earlier date should be destroyed.

Thank you for your cooperation. Feel free to contact me if you have questions.