TO:   All University of Alaska Employees

FROM:  Andy Harrington, UA Designated Ethics Supervisor

DATE:  June 15, 2015

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

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). The Act sets standards for how you do your University job, and to some extent, limits what you can do in your personal life. For example, the 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. See the attached “Quick reference” or the web sites listed below for more information.

As part of this ethical obligation, you must disclose any work you perform outside of your University employment, for example, any self-employment, independent contracting, or consulting. All compensated outside activities are to be disclosed, and even volunteer outside work must also be disclosed, if you get reimbursed for anything in connection with that volunteer work (travel, meals, etc.), or if there is any possibility that the volunteer work might involve the same issues or people as your University duties, or interfere with your University responsibilities. However, you are not required to submit the form if you have no outside activities.

Outside employment is to be disclosed within 30 days of beginning or resuming University employment. Thereafter, any outside employment is to be reported prior to beginning that outside employment (bearing in mind that if your supervisor finds that an adverse effect from your outside employment is possible, you may not start that outside employment unless and until your supervisor or the designated ethics supervisor gives approval). Updated outside employment forms are required as changes in that outside employment occur. Most significantly, outside employment is also to be reported every July 1, even if a form was previously submitted.

The supervisor makes an initial determination about possible adverse effect on employment, and forwards the form to the designated UAA, UAF, UAS, or SW ethics representative for review.

Remember that there are different forms for making other disclosures. For example, there is a separate form for disclosing employee and employee family member interests in contracts with the University; these must be disclosed and pre-approved using the “Interest in Contracts, Grants, Leases, or Loans” form, available at http://www.alaska.edu/hr/forms/hr_ethicsforms/. Other disclosure forms are available at the same site (Notification of Receipt of Gift in Excess of $150, Disclosure of Employment of Immediate Family Members/Nepotism). Additional information regarding the Ethics Act is also available at http://www.law.state.ak.us/doclibrary/ethics.html.

You may be required to submit other disclosures if you engage in sponsored research. Please contact your research compliance officer for further information. Thank you for your cooperation. Feel free to contact me if you have questions.