

DISCLOSURE BY UNIVERSITY OF ALASKA EMPLOYEE
RELATING TO EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

The Alaska Ethics Act (AS 39.52.010 through 960) prohibits all public employees, including University employees, from taking or withholding official action in order to affect a matter in which that employee has a personal or financial interest. **Among other things, this prohibits an employee from taking or withholding action on employment contracts involving members of their immediate family.** Effective January 1, 1999, "immediate family member" is defined by statute to include a spouse, child, including stepchild or adopted child, a parent, sibling, grandparent, aunt, or uncle of the employee, a parent or sibling of the employee's spouse. It also includes "another person cohabiting with the [employee] in a conjugal relationship that is not a legal marriage."

Employees who are involved in a situation that may be in violation of these statutory prohibitions are requested to complete this form.

Employee's Name: _____
Employee's Job Title: _____
UA Department or Office: _____
Campus Address: _____
Work Phone: _____

Name of Family Member: _____
Relationship to Employee: _____
Family Member's Title or Position in UA: _____
Family Member's Immediate Supervisor: _____

Nature of Employee's Involvement in Decisions and/or Other Actions with Respect to the Family Member's Employment with the University: _____

I hereby certify that the foregoing constitutes a full and complete disclosure of any and all involvement I have or have had with respect to the above family member's University employment.

I further certify that I will refrain from taking any official action relating to this matter until a determination has been made by the University's Designated Ethics Supervisor as to whether there is in fact a violation.

Date

Signature of Employee