

Disclosure of Employment or Services Outside of the University of Alaska

(Illegible or incomplete forms will be returned)

“Public Employees,” including employees of the University of Alaska, are subject to the Alaska Executive Branch Ethics Act (AS 39.52.010-960). As required by AS 39.52.170(b), please use this form to report your employment or provision of services outside of the University of Alaska.

Step 1: To Be Completed By Employee

Printed Name:	Timekeeping Location as listed on your timesheet:
Department/Unit	Unit
Position Title	Campus:

Describe this Outside Activity, including: the hours and days of week; how it affects your usual University duties or duty hours; how it may be incompatible or in conflict with the proper performance of your duties; whether your outside job duties are similar or related to your University duties; and whether you will be dealing with people or entities with whom you deal as part of your University duties (attach additional sheets if necessary).

Circle all applicable classifications below:

Faculty	ACCFT	United Academics – AAUP/AFT	Adjunct	NonRepresented	
Staff	Classified	Local 6070	APT	Student	Officer/Senior Administrator
	Full Time/Regular	Part Time/Regular	Full Time/Temp	Part Time/Temp	

I understand that: 1) for any Outside Activity I perform for compensation, no University owned/operated facilities, supplies, equipment and/or vehicles (including personnel time or effort) may be utilized in any manner; 2) I may not take or withhold official action in order to affect a matter in which I have a personal or financial interest; 3) I am obligated to declare any potential violation of the Ethics Act on a separate form, and to refrain from taking official action on that matter until a determination is made as provided in AS 39.52.210; and 4) I must report any change in my Outside Activity, when it occurs, and at least once each year on or before July 1. **I certify that to the best of my knowledge, my disclosure statement is true, correct and complete. I understand that, in addition to any other sanction that may apply, if I submit a false statement that I do not believe to be true, I am punishable under AS 11.56.200-240.**

Employee Signature: _____ Date: _____

Step 2: Forward To Dean/Director/Supervisor For Completion

I, (PRINTED NAME) _____ have reviewed this disclosure and I (CIRCLE ONE) *AGREE DISAGREE* that the Outside Activities described above will not adversely affect the employee’s usual University duties or duty hours or otherwise be incompatible or in conflict with the proper performance of the employee’s duties. I have attached any additional documentation required, including measures taken to avoid or correct potential Ethics Act violations and/or special areas of concern.

Signature Dean/Director/Supervisor

Step 3: Forward this form to your Campus Ethics Representative as follows:

UAA--Director of Human Resource Services UAF—**Staff:** Vice Chancellor for Administrative Services; **Faculty:** Provost
 UAS—Director of Personnel Services **System Office**--General Counsel's Office

Signature: _____ Date _____
 Campus Ethics Representative

Signature: _____ Date _____
 University of Alaska Designated Ethics Supervisor

Receipt of this disclosure of Outside Activity is acknowledged with the understanding that this Outside Activity will in no way detract from, be incompatible or in conflict with the proper performance of your duties and responsibilities at the University of Alaska. Please report any changes that would affect this understanding as they occur.

Please see <http://www.alaska.edu/labor/indexes/ethics.html> or contact your Campus Ethics Representative or Campus Human Resources Office for more information about Ethics Act responsibilities.