

Faculty/Staff/Student Employee

Disclosure of Employment or Activities Outside of the University of Alaska

"Public Employees," including University employees, are subject to the Alaska Executive Branch Ethics Act (AS 39.52.010-960). You do not have to complete this form if you do not have any outside employment or activities to declare. You are not required to disclose volunteer work unless it is a potential conflict with your university duties or unless you receive any type of compensation or cost reimbursement (including travel or meals) for this work.

Printed Name: \_\_\_\_\_ Department: \_\_\_\_\_
UA Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Primary job category: [ ] Faculty [ ] Staff, non-exempt/hourly [ ] Staff, exempt/salaried [ ] Sr. Admin/Executive [ ] Student Employee
Primary union classification: [ ] UAFT [ ] United Academic AAUP/AFT [ ] United Academic Adjunct [ ] Local 6070 [ ] Non-represented
Primary job classification: [ ] Regular, full-time [ ] Regular, part-time [ ] Temporary, full-time [ ] Temporary, part-time

Details of outside activity (attach additional sheets as necessary) including:

Name of outside employer/organization: \_\_\_\_\_

Description of outside activity: \_\_\_\_\_

Hours/days of the week required for outside activity: \_\_\_\_\_

Effects on University schedule or hours: \_\_\_\_\_

Are your outside activities similar or related to your university duties? [ ] Yes [ ] No

Will you be dealing with people or entities with whom you deal as a university employee? [ ] Yes [ ] No

If you answered yes to either of these questions, please explain in detail: \_\_\_\_\_

Identify any other potential conflicts of interest or incompatibilities with your university duties: \_\_\_\_\_

I understand that:

- 1. For any outside activity, no university owned/operated facilities, supplies, equipment and/or vehicles (including personal 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;
4. I must report any change in my outside activity, when it occurs, and at least once each year on or before JULY 1; and
5. If my supervisor feels the outside activity may be incompatible or in conflict with my university duties, I must not engage in the activity or take official action on related matters until a determination is made as provided in AS 39.25.210.

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, submission of a false statement is punishable under AS 11.56.200-240.

(Forward to your supervisor)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ (print dean/director/supervisor's name) have reviewed this disclosure and assessed whether the outside activities described above will or 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 find (check one):

- [ ] no adverse effect; OR
[ ] adverse effect possible, and I am attaching reasons for this concern, and any conditions I recommend to avoid or correct this adverse effect.

Dean/Director/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

(Forward to Designated Ethics Office ↓)

SW: Office of General Counsel
Butrovich 203, Box 755160,
Fairbanks, AK 99775-5160

UAA/UAF/UAS/SW Ethics Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

UAA: HR Office, ULB 101,
3211 Providence Dr.,
Anchorage, AK 99508

Forward only the following forms to the University Designated Ethics Supervisor at the Office of the General Counsel:

- 1. Forms from Statewide Personnel;
2. Forms that disclose conflicts or incompatibilities with university duties;
3. Forms that require limitations or conditions on the outside activity or university duties;
4. Forms which otherwise require a formal determination.

UAF Faculty: UAF Staff:
Provost's Office VCAS Office
Box 757580 Box 757900
Fairbanks, AK Signers' 326
99775-7580 Fairbanks, AK 99775-7860

See http://www.alaska.edu/counsel/ethics-information/ or contact your ethics representative for more information about Ethics Act Responsibilities.

UAS: HR Office
11120 Glacier Hwy,
Juneau, AK 99801
(Phys offc: 11798 Glacier Highway)