

**DISCLOSURE of EMPLOYMENT of IMMEDIATE FAMILY MEMBER
(Nepotism Rev. 06-2011)**

University of Alaska employees and potential employees must complete this form and obtain approval if their Immediate Family Member (see "Notice" below) is employed or applies for employment by the University of Alaska.

Your Name: _____ **UA Title:** _____
Hire or Projected Start Date: _____ **Contact Phone:** _____
UA Department or Office: _____
Supervisor's Name & Title: _____ **Work Phone:** _____

Family Member Name: _____ **UA Title:** _____
Hire or Projected Start Date: _____ **Contact Phone:** _____
UA Department or Office: _____ **Relationship to Employee:** _____
Supervisor's Name & Title: _____ **Work Phone:** _____

Would your **position** directly supervise a family member's position or be supervised by your family member's position? Yes ____; No ____

Would your **position** have authority over a unit in which a family member works or would your family member's **position** have authority over your unit? Yes ____; No ____

Describe the reporting line between your Family Member's position and your position: _____

Describe any involvement you have had in obtaining authorization for, describing, recruiting or supervising the Family Member's position: _____

I hereby certify that to the best of my knowledge the above is a true, correct and complete statement. I acknowledge receipt of the notice below.

Date Signature of Disclosing Party

Employee must forward to MAU's Designated Ethics Office for review and approval. See list

_____ **Forwarded to GC?** ____ yes; ____ No _____
Reviewed by MAU Ethics Representative _____ **Date**

(MAU must forward to General Counsel those forms where the employee's position either directly supervises or has authority over the unit in which the family member works.)

Notice: Thank you for your disclosure. Family member employment is not prohibited by Regents' Policy 04.10.040 or the Alaska Executive Branch Ethics Act. However, the Act restricts Immediate Family Member employment where an employee's position has authority to take official action affecting the family member's contract of employment (AS 39.52.150). Employment may still be possible if authority may be removed and re-delegated. "**Immediate Family Member**" (IFM) is defined by statute to include a spouse, another person cohabiting with the [employee] in a conjugal relationship that is not a legal marriage, a 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. Other provisions of the Act may apply, including granting unwarranted benefits or treatment, and taking or withholding official action in order to affect a matter in which the employee (or the employee's IFM) has a personal or financial interest (AS 39.52.120). See http://www.alaska.edu/hr/forms/hr_ethicsforms/, or contact your MAU ethics representative for more information about Ethics Act Responsibilities.