

MEMORANDUM

TO: All UA Statewide Employees

FROM: Michael P. Hostina, UA Designated Ethics Supervisor/Associate General Counsel

DATE: June 15, 2007

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 governs 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 interest; **Misuse of 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 visit the web sites listed below for more information.

Employees also must disclose any work they perform outside of their University employment. Examples of outside activities that must be disclosed are self-employment, independent contracting, or consulting. In addition, any volunteer or noncompensated work performed outside of the University must be disclosed if there is any possibility that the work might involve the same issues or people as your University duties. In case of doubt, be on the safe side and disclose. If you have no outside activities, you are **not** required to submit a form.

Outside employment must be disclosed prior to beginning the employment, when changes occur, **and every July 1, even if a form was previously submitted** (or within 30 days of beginning or resuming University employment). The form on the reverse side of this memo titled, "Disclosure of Employment or Services Outside of the University of Alaska" must be completed in full, signed by the employee, and reviewed by the employee's supervisor. The supervisor makes an initial determination about possible adverse affect on employment, and forwards the form to the designated MAU ethics representative for review.

Other ethics disclosure forms (interest in grants/contracts/leases/loans, notification of receipt of gift in excess of \$150, notification of receipt of gift from another government, notification of potential violation, disclosure of employment of immediate family members) may be obtained from the Office of the General Counsel. Additional information regarding the Ethics Act is also available at <http://alaska.edu/labor/indexes/ethics.html> or <http://www.law.state.ak.us/doclibrary/ethics.html>. Please note that the disclosure form on the reverse side of this memo was revised June 2005; any blank forms with an earlier date should be destroyed.

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

Attachment (disclosure form on reverse side & Ethics Act Quick Reference)

cc: Mark R. Hamilton, President