

# UNIVERSITY OF ALASKA FAIRBANKS

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## Memorandum:

**TO:** UAF Faculty, Staff & Students

**FROM:** Frank L. Williams  
Designated Ethics Representative, UAF

**DATE:** September 25, 2001

**SUBJECT:** Annual Report of Outside Employment

Under the terms of the Alaska Executive Branch Ethics Act (Alaska Statute 39.52), if you are compensated for work in addition to your University employment, the work must be reported each year to me, your designated ethics representative. This work may be, for example, a job (or jobs) with another employer, work as an independent contractor, or work for or income from a business you own.

**Even if you reported the same work last year, it must be reported again.** The law requires a report each year, whether or not a change occurs. If you are not on contract on July 1, you should submit your disclosure within 30 days of beginning or resuming employment. In addition, if your outside employment changes during the year, you must notify me in a timely manner.

Any volunteer or noncompensated work in addition to your University employment must also be disclosed if there is any possibility that the work might conflict with your official University duties. In case of doubt, be on the safe side and disclose.

Reports can be made on the Outside Employment or Service Notification form printed on the back of this memorandum. Please note that the form requires your work supervisor's signature. After the form is completed and signed by your supervisor, send it to me. I will review the disclosure and forward it to the UA Designated Ethics Supervisor. If a problem is found with your disclosure, you will be contacted. **If you have submitted your ethics form for the current year (July 1, 2001 or later) you do not have to submit a new form until July 2002. If you do not have outside employment, fill out the form and write *none* in the disclosure box, sign and submit to your supervisor.**

Other ethics forms (e.g., Disclosure Relating to Employment of Immediate family Members (Nepotism), Grants/Contracts/Leases/Loans Notification, Notification of Potential Violation, and Notification of Receipts of Gifts in Excess of \$150) may be obtained by contacting our Human Resources office or me.

A helpful worksheet has been prepared by the University Ethics officer at Statewide to clarify these issues, and is available from your department payroll person. Please use this work sheet if you have any questions.

Cc: M. Neumayr, UA Designated Ethics Supervisor  
M. Lind, Chancellor  
C. Chapman, HR Director