

Quick Tab 10 - Ethics

University employees are responsible for complying with the Alaska Executive Branch Ethics Act (Alaska Statute 39.52). The act governs how you do your university job. For example, the act regulates action you undertake as an employee that affects your personal or financial interests.

- misuse of official position
- abuse of subordinates
- misuse of resources
- partisan politics
- use of information
- gifts
- participation in grants, contracts, leases and loans
- representation of third parties
- postemployment actions

Please share this Ethics Act quick reference guide with your employees annually and discuss ethical scenarios that might come up within the university setting: www.alaska.edu/files/hr/ethicsact_quickref.pdf.

Disclose the following:

- Employees must disclose any work they perform outside of their university employment, including self-employment, independent contracting or consulting.
- Any volunteer or uncompensated work must be disclosed if there is any possibility the work involves the same issues or people as your university duties.
- All employee and employee family member interests in contracts with the university must be disclosed and preapproved using the Interest in Contracts form.
- Employment of your immediate family members by the university must be disclosed using the Nepotism or Interest in Contracts forms.
- You may be required to submit other disclosures if you engage in sponsored research.

Outside employment must be disclosed:

- Prior to beginning the employment
- When changes occur
- Every July 1, even if a form was previously submitted (or within 30 days of beginning or resuming university employment).

You do not need to fill out a Disclosure of Employment or Services Outside of the University of Alaska form if you do not engage in work or volunteer activities outside your university employment.

Forms are available at http://www.alaska.edu/hr/forms/hr_ethicsforms/.

Discussion activity: Review relevant scenarios with employees provided by the state of Alaska at <http://law.alaska.gov/doclibrary/ethics/EthicsInfo.html>.

Please contact your campus ethics supervisor, Brad Lobland, at 474-7700 if you have any questions.