

FAIRBANKS NORTH STAR BOROUGH

Conflict of Interest (Outside Employment or Service)

Service excludes professional service to organizations relating to your core job functions/responsibilities, but includes other volunteer activities that have fiduciary responsibilities or could violate 2.32.220 and 6.32

Determination Processing Form

Employee Name: _____

Job Title: _____

Dept/Division: _____

Supervisors Name: _____

INSTRUCTIONS: *Only Regular Employees are required to complete this form. Complete your section of the form in its entirety. Attach copy of employee's FNSB job description, and job description of other employment or service if available.*

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

GOVERNING ORDINANCES AND POLICIES

FNSB Ordinance 2.32.220 prohibits outside employment or activity that conflicts with the interests of the Borough:

No borough employee shall accept outside employment or engage in an activity that:

- A. Poses a conflict with the interest of the borough or in any way reflects unfavorably upon the borough: [or]
- B. Is not compatible with the employee's borough work; [or]
- C. Detracts from the employee's efficiency in the performance of borough work; [or]
- D. No borough employee shall be a contractor to the borough or be employed by a contractor on borough matters while receiving a wage from the Borough.

The Conflict of Interest Policy FNSB 01.02 requires disclosure of potential conflict of interests at the earliest possible time, in accordance with FNSB Ordinance 6.32.

FORM ROUTING:

Employee

Supervisor

Director

Human Resources

Legal

Mayor's Office

Human Resources

Human Resources Notification to Employee/Supervisor

Human Resources will notify the employee and supervisor of final determination. A copy will be placed in the employee's personnel file.

EMPLOYEE SECTION: This section to be completed by the employee.
Once completed and signed, forward the document to your supervisor.

Employee's disclosure of outside employment or services: _____

Hours worked per week:

For Borough:

For Other Employment or services:

Scheduled Days/Times:

For Borough:

For Other Employment or services:

Additional Information:

I certify that the information provided herein is complete, true and accurate. I understand that any change to my outside service or employment must be reported to my Department Director as soon as reasonably possible after it occurs. (FNSB 6.32.080)

Employee's Signature: _____ Date: _____

SUPERVISOR SECTION:

Do you believe outside employment or service may be incompatible with employee's Borough duties? Why or why not? _____

Do you believe that outside employment or service may interfere with the employee's job performance or reflect unfavorably on the Borough? Why or why not: _____

Do you believe there may be scheduling conflicts with the outside employment or service? If yes, describe: _____

Additional Information/Supervisor's Comments: _____

Supervisor's Signature: _____ Date: _____

Director's Comments: _____

Director's Signature: _____ Date: _____

BOROUGH ATTORNEY OPINION:

____ No apparent conflict, if outside employment or service does not interfere with job performance.

____ Conflict for following reasons: _____

____ Unable to determine need additional information: _____

Borough Attorney

Date

DETERMINATION: _____ **No Conflict**
 _____ **Conflict Exists**

Borough Mayor

Date

- cc: Employee
- Employee's Supervisor
- Employee's Director
- Employee's Personnel File

FORM ROUTING: Employee, Supervisor, Human Resources, Legal, Mayor's Office, Human Resources. Final determination sent to cc's as noted above.