

University of Arkansas at Pine Bluff

STATEMENTS OF FINANCIAL INTEREST DUE!!!

Also part of the State Employee Ethics Reporting requirements, A.C.A. 21-8-301 et seq. and Ark. Code Ann. § 21-8-701(a) require that employees in certain high level positions file a written Statement of Financial Interest on an annual basis.

The attached memo from General Council for the University of Arkansas System reflects an Advisory Opinion from the Arkansas Ethics Commission listing high level employees at the campus level of four-year institutions as being required to file the Statement of Financial Interest. It states:

The following categories of University administrators should file a Statement of Financial Interest:

President and Vice Presidents at the System Office;
Chancellors or chief executive officers of all campuses, divisions, or units;
Provosts, Deans, Vice Chancellors for Finance and Administration; and
Vice Chancellors for Advancement at UAMS and all four year institutions

The Arkansas Ethics Commission, which enforces the statute, has prepared instructions, along with the office of the Secretary of State, whose office maintains the records, to assist persons required to file these statements. If you have any questions concerning the reporting requirements or how to fill out your Statement of Financial Interest, call or write either the **Arkansas Ethics Commission**, Post Office Box 1917, Little Rock, Arkansas 72203-1917, tel. (501) 324-9600 or the **Secretary of State, Elections Division**, State Capitol, Room 026, Little Rock, Arkansas 72201, tel. (501) 682-5070.

When preparing the Statement of Financial Interest, please **print or type the information**. You must also sign the Statement in Section 13 and your signature must be attested to before a Notary Public.

The form and instructions can be found online at <http://www.arkansasethics.com>. The address to file the statement is on the attached form. **Do not submit them to the Human Resources Department.**

The deadline to submit the form to the Secretary of State's Office is January 31, 2017.

The form may also be accessed on the HR forms webpage under "General Forms."