



Benefits & Employee Services
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Staff Employment
256.824.6381

Training & Development
256.824.6638

MEMORANDUM

February 20, 2013

TO: Selected UAHuntsville Employees

FROM: Laurel C. Long, Assistant Vice President 
Human Resources

SUBJECT: **FILING OF 2012 STATEMENT OF ECONOMIC INTERESTS FORM**

The Alabama Ethics Law requires that certain public officials and employees complete the Statement of Economic Interests (SEI) form each year. The SEI form pertains to the period of January 1 through December 31 of the reporting year. You are required to file the SEI form if your base annual salary was \$75,000 or more in your University position during the reporting period; if you were a supervisor; if you were employed in a chief administrative, financial, accounting, or grant position; or, if you were employed as a purchasing or procurement agent. Each person who meets these criteria is required to file if they were employed by the University at any time during the reporting period.

Of course, filing the SEI is not the only obligation UAH employees have under the Alabama Ethics Law. For example, please continue to be aware of the restrictions imposed by the Ethics Law regarding receipt of gifts, meals, or other hospitality from vendors or other third parties. If you are approaching retirement or otherwise intend to leave UAH, you may be prohibited from accepting reemployment at UAH for a period of two years under what is known as the "revolving door" restriction. You should direct any questions you have regarding your continuing ethical responsibilities to your supervisor.

The online SEI form and instructions on how to complete and submit the SEI form electronically are available on the Alabama Ethics Commission's website at www.ethics.alabama.gov. The completed form must be submitted to the State of Alabama Ethics Commission no later than **March 29, 2013**.

If you have any questions or need further information, please contact Human Resources at (256) 824-2281.

/ll

C: Mr. Ray Pinner
Mr. Robert Rieder