

STATE OF ARKANSAS
 Department of Finance and Administration

ADDENDUM TO ARKANSAS EMPLOYMENT APPLICATION

EMPLOYEE DISCLOSURE REQUIREMENTS NOTICE

Governor's Executive Order 98-04 requires agencies to notify employees that they must report any benefit obtained from a state contract by a business in which the employee has a financial interest. The employee must report this benefit to the Director of the Department of Finance and Administration. The report is required by Arkansas Code Annotated § 19-11-706.

A state employee has a "financial interest" in a business if he/she:

- (a) Has received within the past year, or is presently or in the future entitled to receive, more than one thousand dollars (\$1,000) per year, as a result of ownership of any part of the business or any involvement in the business; or
- (b) Owns more than a five percent (5%) interest in the business; or
- (c) Holds a position in the business such as an officer, director, trustee, partner, employee, or the like, or holds any position of management.

Any employee who knows or should have known of such benefit and fails to report the benefit to the director is in breach of the ethical standards of Ark. Code Ann. § 19-11-706. In addition to existing civil and administrative remedies, Ark. Code Ann. § 19-11-712 allows the Director of the Department of Finance and Administration to impose, after notice and an opportunity for a hearing, any one or more of the following for failure of the employee to report:

- (a) Oral or written warnings or reprimands;**
- (b) Forfeiture of pay without suspension;**
- (c) Suspension with or without pay for specified periods of time; and**
- (d) Termination of employment.**

Pursuant to Arkansas Code Annotated § 19-11-702, **any employee who shall knowingly fail to report such benefit to the director shall be guilty of a felony and upon conviction shall be fined in any sum not to exceed ten thousand dollars (\$10,000) or shall be imprisoned not less than one (1) nor more than five (5) years, or shall be punished by both.**

I certify that I have received a copy of Ark. Code Ann. §§ 19-11-706, 19-11-702 and 19-11-712, and this Notice. The Regulations promulgated to enforce Executive Order 98-04 contain additional information regarding this reporting requirement at Section 13, posted by the agency in a conspicuous place. I understand that it is my responsibility to comply with the requirement to report as explained in Ark. Code Ann. § 19-11-706, this Notice and the regulation.

Agency Name

Name of Employee (Please Print) Social Security Number

Signature of Employee Date