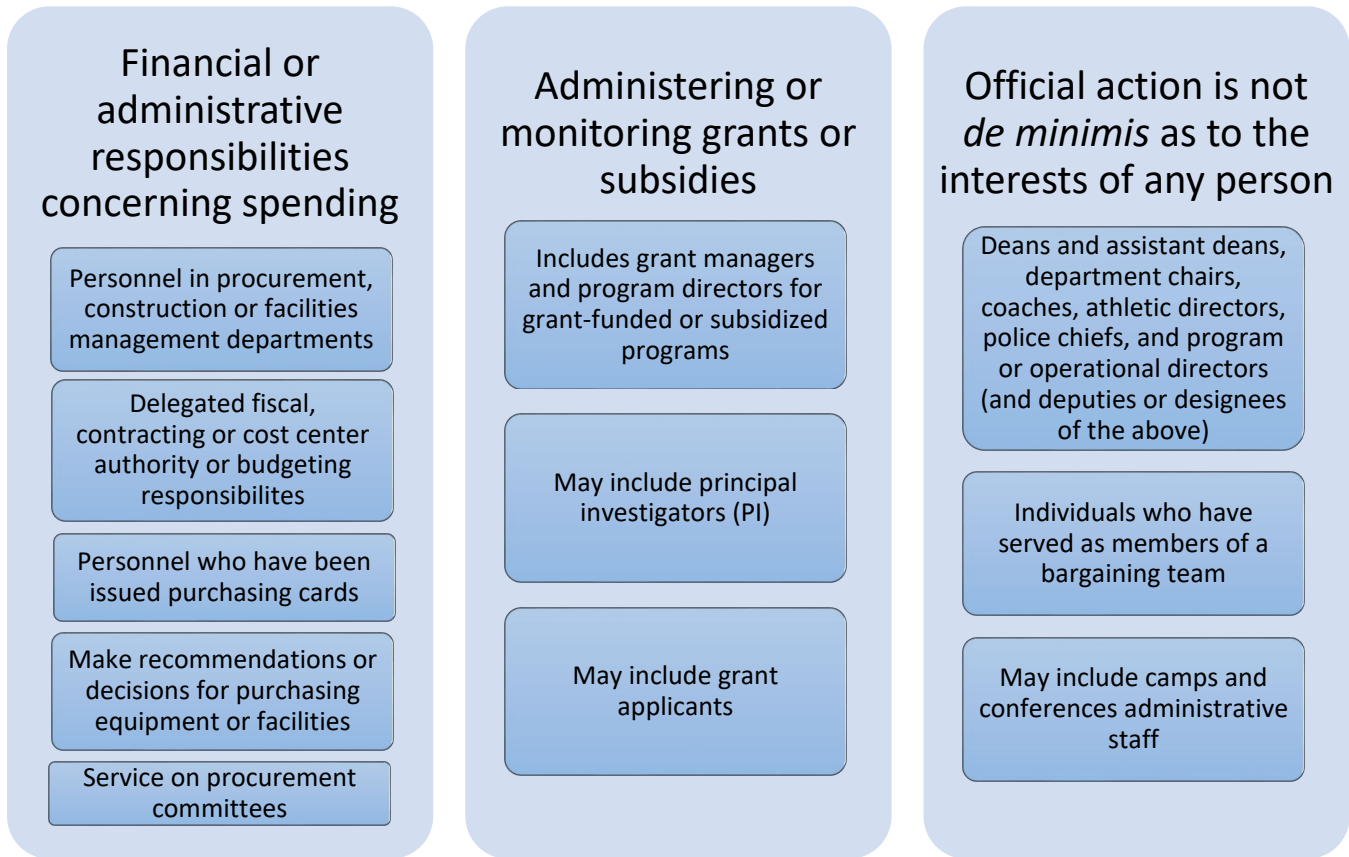


WHO IS CONSIDERED A PUBLIC EMPLOYEE UNDER THE PUBLIC OFFICIAL AND EMPLOYEE ETHICS ACT?



Factors to consider in each of the functional areas

- Whether the individual has the authority to make final decisions
- Whether the individual has the responsibility/authority to forward or stop recommendations made to the person who makes the final decision
- Whether the individual prepares or supervises the preparation of final recommendations
- Whether the individual makes final technical recommendations
- Whether the individual makes recommendations or takes action on a recurring basis as part of the inherent responsibilities of the position that affect organizations other than his/her own

Excluded individuals

- Individuals who are only involved in any of the above functional areas in an exclusively ministerial capacity (clerical staff, maintenance workers, equipment operators, police officers, etc.)
- Faculty who do not have any administrative duties or other responsibilities described above

NOTE: FORMER PUBLIC EMPLOYEES AND PUBLIC OFFICIALS MUST FILE FOR THE CALENDAR YEAR FOLLOWING SERVICE