

## Memorandum

**TO:** Shippensburg University Public Employees and Former Public Employees

**FROM:** David Topper  
Assoc VP Admin & Finance/CHRO

**DATE:** March 2, 2020

**RE:** 2019 Calendar Year Financial Disclosures  
Required by the *Public Official and Employee Ethics Act*

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You have been identified as an individual who meets the definition of public employee under the [Public Official and Employee Ethics Act](#), 65 Pa.C.S. §§ 1101–1113. This act requires the completion of a *Statement of Financial Interests* form for each calendar year in which you serve as a public employee and the year following termination of service.

The purpose of this memorandum is to request your cooperation in completing the attached *Statement of Financial Interests for the calendar year 2019*. If you believe that you do not meet the definition of public employee, please contact me as soon as possible to discuss the matter.

Please read all instructions carefully before completing the form. The following is clarification on select items that have historically been problematic or caused confusion.

- Item 02**
  - You may list either your home or business office address. Please note these forms are available for public inspection and you may want to consider listing your university business address.
- Item 03**
  - The following individuals are included in the definition of public employees:
    - Senior Policy Executives
    - “Public employees” include individuals who: have contracting or procurement responsibilities; are responsible for administering or monitoring grants or subsidies; and/or who take official action where the economic impact on the interests of any person is greater than a *de minimis* nature
- Item 04**
  - For current employees—check the box labeled “Hold” and list the position(s) held in 2019
  - For former employees – check the box labeled “Held” and list the position(s) held in 2019
- Item 05**
  - List any other sources of income. The attached form has been prepopulated with the Pennsylvania State System as a source of income.
- Item 07**
  - This field has been prepopulated with the year 2019. Please note that all other interests reported should relate to the 2019 calendar year.
- Item 08**
  - Applies only to real estate transactions with the Commonwealth of Pennsylvania or a governmental body within the Commonwealth of Pennsylvania

- Items 09–15** • If no information is provided in a section, remember to check “If NONE, check this box”
- Item 09** • No dollar amounts owed are required to be listed, only the name and address and interest rate for covered debts where the amount owed exceeded \$6,500 at any point in the 2019 calendar year. You may include an attachment, if necessary. Please note these forms are subject to public inspection. Any information provided may be reviewed by parties outside the State System. Please do not include financial statements or other confidential materials as attachments.
- Item 10** • The State System has been prepopulated in this field as a source of income. Report all other sources of (gross) income of \$1,300 or more as an attachment.
- Item 11** • Report all covered gifts valued at \$250 or more in the aggregate.
- Item 12** • List reimbursements that exceeded \$650 per event for actual expenses incurred during official business for transportation, lodging, or hospitality that were **reimbursed by an outside entity** (such as a foundation, philanthropic group or professional organization). The reporting requirement **does not** include reimbursement by a government body or by an organization of public officials that you serve in an official capacity.
- Item 13** • List all officer and directorships and employment you may hold with any business entity, regardless of whether you receive income  
• Business entities **include non-profit entities** such as religious organizations, community organizations and civic organizations

Please print, sign, and date the form and **return to Dave Topper by April 6, 2020**. Keep a copy and the instructions for your files.

If you have any questions regarding what needs to be included on the *Statement of Financial Interests* form, please contact Dave Topper, Human Resources.

Please note the State Ethics Commission website allows for electronic filing of forms. Any online filing submitted on the State Ethics Commission website by a Pennsylvania State System employee **is not transmitted to the Pennsylvania State System**. If you file online, you will still need to submit either a signed copy of the electronically-filed form or an original copy of the attached form.

Attachment:  
*2019 Statement of Financial Interests* form for employees