

DISCLOSURE BY SENIOR STAFF OF EMPLOYMENT NEGOTIATIONS AND RECUSAL

(Non-Public Disclosure to the Ethics Committee)

If you are a senior staffer member making \$130,500 or more a year in CY 2011, in addition to notifying your supervising Senator of job negotiations you have with a prospective private employer, you now must also file this form with the Ethics Committee (220 Hart Building) within three days of starting these negotiations or arrangements. These forms will not be made public. You can use additional sheets if necessary.

Name of Senate Staffer	
Employing Senate Office or Committee	
Name of Private Employer(s)	
Date of Commencement of Negotiations/Arrangement and Recusal as required by Rule 37.14(c)	

For your information, the relevant Senate rules read as follows:

Senate Rule 37, Paragraph 14(c) states that: “[a]n employee of the Senate earning in excess of 75 percent of the salary paid to a Senator shall notify the Select Committee on Ethics that he or she is negotiating or has any arrangement concerning prospective private employment. The notification under this subparagraph shall be made not later than 3 business days after the commencement of such negotiation or arrangement. An employee to whom this subparagraph applies shall recuse himself or herself from (i) any contact or communication with the prospective employer on issues of legislative interest to the prospective employer; and (ii) any legislative matter in which there is a conflict of interest or an appearance of a conflict for that employee under this subparagraph; and notify the Select Committee on Ethics of such recusal.”

The Senate Ethics Manual states: “[as] negotiations with prospective employers advance, there necessarily comes a point where it is imperative that a staffer inform his or her supervising Senator of negotiations, so that the Senator may make an informed decision as to how best to protect against a conflict of interest.”

If you have any questions, please call Committee staff at 224-2981.

Signature _____ **Date** _____