



Covered Relative Disclosure Form



System Policy 07.05, Nepotism

A system employee shall not approve or confirm a covered relative's appointment, reappointment, employment, reemployment, change in status, compensation, or discipline, including dismissal.

A member may employ an employee's covered relative or two covered relatives provided that:

(a) Neither relative has responsibility for direct or indirect supervision of the other, or authority over any term or condition of the other's employment, including salary or wages; and

(b) The member's chief executive officer (CEO)/President or designee has authorized the employment in writing, including a determination that the covered relatives' supervision complies with System Policy 07.05, Nepotism.

Please complete the form and route to the President for approval.

Check the appropriate box: New Hire Current Employee Disclosure of Relationship

Name: _____ Name of Related Person: _____

Title: _____ Title: _____

Department: _____ Department: _____

Supervisor: _____ Supervisor: _____

Relationship: _____

<i>*An answer of "Yes" for questions one and/or three will result in noncompliance with <u>System Policy 07.05, Nepotism</u>.</i>	Yes	No
1. Will this employment action result in a direct or indirect supervisory relationship?		
2. Will the employees work in the same office location?		
3. Will either employee have authority over the other that will affect the terms and conditions of employment (<i>assignments, evaluation, compensation, promotions, leave, disciplinary actions, terminations, etc.</i>)?		

I certify that this employment action complies with System Policy 07.05, Nepotism and it is in the best interest of the University.

Requesting Dean/Administrative Head (Print Name) Signature

CEO/President Signature Date

Submit completed form to Human Resources, CP 161-163. Per system policy, written authorization of a covered relative's employment and supervision must be maintained in both relatives' personnel files.