

THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

ANTI-NEPOTISM CERTIFICATION

Under the Employment of Related Persons policy, an Anti-Nepotism Certification is required when a relative or otherwise closely identified person of a current or prospective employee is employed within the same department, division or other functional unit of the school. Managers are encouraged to jointly consider potential difficulty in the employment relationship and recommend whether and under what conditions employment or related persons is in the interest of the School.

1. Proposed Placement

Name: _____

Last

First

Middle Initial

Position Being Considered For: _____

Department Name: _____

Related Applicant/Employee: _____

Last

First

Middle Initial

Relationship: _____

2. Department Certifications

This placement will not result in a relative or closely identified person supervising or having any influence over the other relative's employment, promotion, salary administration, or other related management or personnel considerations, or in any other violation of the Employment of Related Persons Policy. This placement does not suggest the potential for difficulty in the employment relationship. If recommending restrictions on the employment, please explain:

Authorized Signature: _____

Dean or Director

Date

Authorized Signature: _____

Dean or Director

Date

Send the completed Anti-Nepotism Certification to the Office of Human Resources.

3. HR Recommendation to the Office of the Chancellor

Recommendation and reasons:

Authorized Signature: _____

Director of Human Resources

Date

4. Office of the Chancellor

Reviewed by General Counsel

Chancellor Approval