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: ____________________________________________
   
   Position Being Considered For: ________________________________
   
   Department Name: _________________________________________
   
   Related Applicant/Employee: _________________________________
   
   Relationship: _____________________________________________

2. **Department Certification**

   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