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 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