



**ADMINISTRATIVE POLICY 604 - Nepotism
Nepotism Disclosure Form**

An employee in a close personal or financial relationship with another employee as outlined in Administrative Policy 604, must inform their department head or human resources by completing this disclosure form.

The disclosure form must be completed within five (5) business days of the beginning of a close personal relationship or the change in the reporting relationship. Personal relationships that are in the same chain of command must be included.

Name: _____ Title: _____

Department: _____ Work Location: _____

Telephone: _____ Supervisor: _____

Date of Hire: _____

Name of related person:

Describe the nature of the relationship:

1. _____
2. _____
3. _____

Does the related person directly supervise you or do you hold a position that has influence over: employment; transfer or promotion; salary considerations; or other terms or conditions of the employment of the personal relationship? Explain:

Employee Signature _____ Date _____

Dept. Head/Signature _____ Date _____

Date Received in HR _____ by _____