

# Nepotism Disclosure Form

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Board Policy DBE (LOCAL) - Relation to District Employee states:

*No person shall be employed in the District who is related within the 3<sup>rd</sup> degree by consanguinity (blood) or 2<sup>nd</sup> degree by affinity (marriage) to an employee who has the authority to make decisions relating to employment practices for the position in question, including employment and approval of pay.*

*After March 15, 1990, when a person in a supervisory position marries a person whom he or she supervises, the supervised spouse shall be transferred to another position for which he or she is qualified if such a position is available within the College. In the event such position is not available within the College, the supervised spouse shall be deemed to have resigned his or her employment with the College effective as of the date of the marriage.*

*This policy shall not apply to persons employed in either full-time or part-time positions prior to March 15, 1990.*

To assure compliance with Board Policy DBE (LOCAL), we are asking all College employees to submit the following information.

Select the option below that applies to you.

I am related by blood or marriage within the third degree to another employee of Lee College. Examples of these relationships would be husband and wife, parent and child, grandparent or grandchild, brother and sister, great-grandparent or great-grandchild, aunt or uncle, niece or nephew, mother and father-in-law, brother and sister-in-law, son and daughter-in-law, and step-relatives of the same relationships.

If yes, list the name of your relative, your relationship to this person, and the department in which he/she works.

Relative's Name	Relationship	Department
<i>Example: John Smith</i>	<i>Example: Spouse</i>	<i>Example: Maintenance</i>

I am **NOT** related by blood or marriage within the third degree to another employee of Lee College.

I acknowledge that the information I provided above is correct to the best of my knowledge. In the event a relationship by blood or marriage, as defined above, is created/modified at a future point, I shall report this change to the Human Resources Department immediately. I understand that failure to disclose relationships upon request is grounds for discipline or dismissal.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_