

07.05.99.K1 Nepotism4

- 1.3.2. If the president is related to the applicant or employee, approval must be obtained from the chancellor in accordance with Section 2.2 of System Policy 07.05.

2. APPLICANT DISCLOSURE OF COVERED RELATIVES

- 2.1. Applicants must disclose covered relative(s) on the employment application. If the position is not posted through Human Resources, such as a student worker position, the *Disclosure of Employment of Relatives Form* must be submitted. Human Resources will identify and appropriately address inherent conflicts of interest that may exist concerning disclosed covered relatives of the applicants in the relevant candidate pool and the hiring manager/committee.
- 2.2. After an offer of employment has been accepted, the hiring manager will review the reporting structure and interactions of disclosed covered relatives, if applicable, to ensure compliance with System Policy 07.05. If a covered relative has responsibility for direct or indirect supervision of an employee or authority over any term or condition,

