



**DECLARATION OF FAMILIAL RELATIONSHIPS AND NEPOTISM WAIVER
(Employment of Relatives, BCC Policy Number _____)**

Appointing Department:

Date:

A. DECLARATION

The department is reporting the appointment or change in position of an individual who has a familial relationship with a current employee(s) of the department. A family member is described under BCC Policy No. _____ "Nepotism and Personal Relationships."

NEW EMPLOYEE OR EMPLOYEE CHANGING POSITIONS

Name:

Division/Section:

Location:

Class Title:

CURRENT EMPLOYEE(S)

Name:

Relationship:

Division/Section:

Location:

Class Title:

Name:

Relationship:

Division/Section:

Location:

Class Title:

B. NEPOTISM WAIVER

When a familial relationship exists, an approved Nepotism Waiver is required prior to a final job offer being made to a classified or a partially exempt position. A Nepotism Waiver will not be approved if there is an employment or direct supervisory relationship between the named individual and the current employee(s) or the employee otherwise has authority to take or to withhold official action affecting the terms or conditions of the family member's employment in a manner that violates state law.

I certify that there will not be an employment or direct supervisory relationship between the named individual and the current employee(s).

**Vice President of Human Resources
and Organizational Effectiveness**

Date:

C. DETERMINATION (Circle Applicable Determination)

Approved*

Not Approved

Comment:

President, BCC

Date:

*Approval/acknowledgement is for the specified position only. Change in duties, working relationship, position, or employee status will require a new approval. Any change in the above reported position or organizational status that creates an employment or direct supervisory relationship voids this particular approval.