



New Hire Promotion Reclass Reassign Reappoint New Relationship

Name of subordinate employee(s): _____ Job Title: _____

Employing Department: _____ Supervisor: _____

Relationship to Employee: _____

JUSTIFICATION FOR WAIVER

Employees are prohibited from making hiring decisions regarding relatives or household members (if such a conflict exists, please notify HR). Employees are prohibited from directly supervising relatives or household members (exception permitted where the supervisor or the employee is the only qualified person available to take on the role, as determined by president). Employees are prohibited from engaging in the duties of a direct supervisor over an individual who has a nepotistic relationship with the employee's superior or from supervising two individuals who have a nepotistic relationship with each other (exceptions permitted at the discretion of the appropriate VP). Supervisory functions include assigning duties, allocating salary, arranging schedules, allocating equipment or facilities, budgetary decisions, or handling matters involving discipline, termination, or promotion.

In all situations, conflicts of interest must be resolved as outlined in PPM 3-6. Please attach a clear, written explanation of the nepotistic relationship, which exception applies, and, if applicable, how direct supervisory functions will be handled so as to eliminate any conflicts of interest and otherwise comply with the PPM 3-6 and the requirements of Utah Code Ann. § 52-3-1.

This arrangement will be reviewed at least every two years to ensure compliance with law and policy however, this arrangement may be reviewed and modified at any time. This document will be placed in the personnel file of all impacted employees.

Direct Supervisor Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

Vice President/President Signature*: _____ Date: _____

Current Employee Signature: _____ Date: _____

Prospective Employee Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Date to be Reviewed Again: _____

*Dependent on type of conflict