

Texas A&M University-Kingsville

Disclosure of Employment of Relatives

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge.

INSTRUCTIONS This form is to assure compliance with [System Policy 07.05 Nepotism](#).

For the purpose of this form, "relative" is defined as a parent, child, sibling, grandparent, grandchild, great-grandparent, great-grandchild, aunt, uncle, nephew, niece, spouse, your spouse's child, parent, sibling, grandparent, or grandchild, or the spouse of your parent, child, sibling, grandparent, or grandchild. The end of a marriage by divorce or the death of a spouse ends the relationship created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.

Applicant / Employee Name	Date
Position applying for / Employee Job Title	UIN, if applicable
Are you related to any current Texas A&M University-Kingsville employee, graduate assistant, or student employee including those at the Citrus Center?	
If yes, complete Section A, read and sign Section B, and return this form to the Office of Employee Services.	
<p>Section A If yes, list below information about your relative(s) (name, type of relations, current position and division where employed at TAMUK). (Attach additional sheets if required). If the employment of you and your relative(s) has previously been authorized in writing, attach a copy of the authorization with this form.</p>	
Name of Relative(s), Relationship(s), Position(s), Department/Location(s), and Supervisor(s)	
<p>Section B</p> <ul style="list-style-type: none"> • I acknowledge that a facsimile or copy of this document shall have the same validity, force, and effect as the original. • I acknowledge that I am required to notify update this form or submit a new form if any of this information changes. <p>In accordance with System Policy 07.05 <i>Nepotism</i>, I hereby certify that all information provided by me on this form is true, complete, and correct to the best of my understanding.</p>	
Employee Signature	Date

As an Equal Opportunity/Affirmative Action Employer, Texas A&M University-Kingsville does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, or veteran's status in recruitment, employment, promotion, compensation, benefits or training.

NEED HELP?
Office of Employee Services
Phone (361) 593-3705

Instructions

Actions: If a relative(s) has been disclosed, verify all requested information has been provided. If information is missing, gather that information from the employee in an interactive process. If a relative has responsibility for direct or indirect supervision of another relative or authority over any term or condition including salary or wages of the other's employment, develop a plan to mitigate.

Provide pertinent information about relative(s) not originally provided. Summarize any changes to job duties or normal reporting structures, i.e., primary and/or secondary supervisory relationships, if applicable.	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dean / Department Head Signature	Date

Vice President or Division Administrator Actions: Review disclosure of relative(s), summary of changes, if applicable, and previously granted employment authorizations for relative(s), if applicable, to verify compliance with System Policy 07.05 *Nepotism*. If not approved, return form to department. If approved, send the completed form to the Office of Employee Services.

<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes (see comments) <input type="checkbox"/> Not Approved	
Comments:	
Vice President or Division Administrator Signature	Date

President/CEO Approval

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
President/CEO Signature	Date

Human Resources Actions: Notify the departments of all relatives of the decision. This form is retained in both the employee's and the covered relative's official personnel files as specified in System Policy 07.05 *Nepotism*.