

TO: Director of Personnel
FROM:
SUBJECT: Employment of Relatives

This is to report that a supervisory subordinate relationship exists between the relatives listed below:

_____ Supervisor's Name	_____ Title of Position
_____ Subordinate's Name	_____ Title of Position

Relationship _____

In accordance with Board of Regents policy, "I will disqualify myself from all deliberations and actions affecting economic benefits to my relative and other actions where appropriate. Evaluation of performance and professional competence shall be carried out objectively and fairly through committees and outside review."

Supervisor's Signature

Approved:

Dean/Director