

**LAMAR INSTITUTE OF TECHNOLOGY, LAMAR STATE COLLEGE ORANGE, and
LAMAR STATE COLLEGE PORT ARTHUR**

Nepotism Disclosure Form
(Completed and approved Nepotism Disclosure forms must be submitted to the appropriate HR office(s).)

INDIVIDUALS INVOLVED

Employee 1

Employee 2

Nature of personal relationship (select whichever applies)

Consanguinity (blood)			Affinity (marriage)*		
First Degree	Second Degree	Third Degree	First Degree	Second Degree	Third Degree
Parent	Grandparent	Great Grandparent	Spouse	Grandparent	Great Grandparent
Child	Grandchild	Great Grandchild	Parent	Grandchild	Great Grandchild
	Sibling	Uncle/Aunt	Child	Sibling	Uncle/Aunt
		Nephew or Niece			Nephew or Niece

Nature of employment relationship (answer YES or NO)*

Will one of the employees directly supervisor the other?	Yes	No
Will one of the employees have authority (whether directly or indirectly) over the other?	Yes	No

*If all answers above are "no", then no conflict of interest relating to the Nepotism policy exists, therefore no management plan is needed. However, if any answer above is "yes", then a management plan must be identified and approved prior to start of employment/assignment.

MANAGEMENT PLAN

(Provide an outline of how possible conflicts of interest will be mitigated in this employment relationship.)

ACKNOWLEDGEMENT

I accept and agree to the terms of this Management Plan.

Employee 1 Date

Employee 2 Date

APPROVALS

Departmental:

Signature of Director/Chair Date

Vice President:

Signature of Vice President Date

President(s):

Signature of President Date

Signature of President Date

Signature of President Date