**Documentation of Exception for**

**Procedure 4.10.1**



**Supervisor or Manager**

|  |  |
| --- | --- |
| Name: | Title: |
| Department/Work Unit: |  |
| Relationship to employee: |  |

**Employee or Applicant for employment**

|  |  |
| --- | --- |
| Name: | Title: |
| Department/Work Unit: |  |

**Reason for granting exception under System Procedure 4.10.1 Nepotism, Part 3 General, Subpart B. Exceptions:**

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**What actions have been put in place to ensure that there is no violation of Minnesota Statutes section 43A.38, the Code of Ethics for Employees in the Executive Branch?**

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| Approved by President | Date |

**This form is to be kept in the Human Resources Office.**