

Employment Verification Form

Personnel/Placement Approval Date

I. Drug-free Work Place Act 1988

I have reviewed a copy of Policy 4.31 which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on company premises or while conducting company business off company premises. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off company premises while conducting company business. A report of a conviction must be made within five (5) days after the conviction. I agree to abide by this policy.

Employee's Signature Date

Please print Name

II. This position is classified as:

- ____ 1. Regular full-time employee, with fringe benefits.
- ____ 2. Regular part-time employee, (29 hours or less per week, hired through affirmative action process.)
- ____ 3. Temporary part-time employment. (19 hours or less per week, one year or less, supervisor selects no fringe benefits.
- ____ 4. Temporary/seasonal (40 hours per week, up to 6 months, no fringe benefits, intermittent in nature, hired by supervisor).
- ____ 5. College Work Study (eligible students only, no fringe benefits).
- ____ 6. Part-time faculty 9 (no fringe benefits.)

III. Nepotism

A. Utah law and CEU policy 3-4 requires that any employee paid from public funds may not employ, appoint, supervise, or evaluate a person who is a relative, unless that relative meets specific exceptions. I, hereby certify that the person recommended for this position is not a relative as defined by the above policy.

Supervisor's Signature Date

If the employee is a relative, please complete information below.

B. The person recommended for this position is a relative and selection for employment is based on the following exceptions:

- ____ 1. The appointee is eligible or qualified to be employed as a result of his/her compliance with civil service laws or relations, or merit system laws or regulations;
- ____ 2. The appointee will be compensated from funds designated for vocational training;
- ____ 3. The appointed will be employed for a period of 12 weeks or less;
- ____ 4. The appointee is a volunteer;
- ____ 5. The appointee is the only person available, or eligible for the position; or is the best qualified for the position; (this condition requires an affirmative hiring procedure for both full-time and part-time);
- ____ 6. The President determines that the particular supervisor is the only person available or best qualified to perform supervisory functions for the appointee.

This employee's employment evaluation (if applicable) will be completed by the supervisor's immediate supervisor and the supervisor may not participate in decisions about hiring or salary adjustment.

APPROVED:

President's Signature

Date

