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|--|---|--|------------------|--|---------------------|--|-----------------|--|--|--|
| <p style="text-align: center;"><b>NEBRASKA<br/>ACCOUNTABILITY AND<br/>DISCLOSURE COMMISSION</b><br/>11<sup>th</sup> Floor, State Capitol<br/>P.O. Box 95086<br/>Lincoln, NE 68509<br/>(402) 471-2522</p> | <h2 style="margin: 0;">EMPLOYMENT OF<br/>IMMEDIATE FAMILY<br/>MEMBERS<br/>DISCLOSURE<br/>STATEMENT</h2> <p style="margin: 20px 0 0 0;"><b>NADC FORM C-4</b></p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">POSTMARK<br/>DATE</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 2px;">MICROFILM<br/>NUMBER</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">OFFICE USE ONLY</td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> </table> | POSTMARK<br>DATE |  | MICROFILM<br>NUMBER |  | OFFICE USE ONLY |  |  |  |
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| <p>BEFORE COMPLETING THIS FORM<br/>READ THE FILING REQUIREMENTS<br/>ON PAGE 3</p>  |   |  |                  |  |                     |  |                 |  |  |  |

- Local public officials and employees employing, recommending employment, or supervising the employment of an immediate family member must disclose the employment either in writing or on the record to the governing body employing the immediate family member. **This form should not be used by state officials or employees.**
- File this form or other written disclosure with the person in charge of keeping records for the governing body employing the immediate family member.
- Persons who fail to disclose the employment of immediate family members or who otherwise do not comply with the law are subject to penalties.

|               |   |
|---------------|---|
| <b>ITEM 1</b> | <b>NAME, ADDRESS AND TELEPHONE NUMBER OF PUBLIC OFFICIAL OR PUBLIC EMPLOYEE</b> |
|---------------|---|

|         |   |               |  |
|---------|---|---------------|--|
| Name    | <div style="display: flex; justify-content: space-between;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>  | Telephone No. |  |
| Address | <div style="display: flex; justify-content: space-between;"> <span>STREET ADDRESS OR RURAL ROUTE</span> <span>City</span> <span>STATE</span> <span>ZIP CODE</span> </div> |               |  |

|               |   |
|---------------|---|
| <b>ITEM 2</b> | <b>OFFICE OR POSITION, ADDRESS, TELEPHONE, TERM OF OFFICE</b> |
|---------------|---|

|                                    |  |           |  |
|------------------------------------|--|-----------|--|
| Office or Position:                |  | Term:     |  |
| Identify City, County or District: |  |           |  |
| Address:                           |  | Telephone |  |

|               |  |
|---------------|--|
| <b>ITEM 3</b> | <b>MEMBER OF YOUR IMMEDIATE FAMILY WHOM YOU INTEND TO EMPLOY, RECOMMEND FOR EMPLOYMENT, OR SUPERVISE (Use ITEM 5 CONTINUATION, if necessary)</b> |
|---------------|--|

|          |                                      |
|----------|--------------------------------------|
| A. Name  | Relationship                         |
|          |                                      |
| Position | Employer                             |
|          | (IDENTIFY CITY, COUNTY, OR DISTRICT) |
| B. Name  | Relationship                         |
|          |                                      |
| Position | Employer                             |
|          | (IDENTIFY CITY, COUNTY OR DISTRICT)  |
| C. Name  | Relationship                         |
|          |                                      |
| Position | Employer                             |
|          | (IDENTIFY CITY, COUNTY OR DISTRICT)  |

**ITEM 4 FOR NEWLY ELECTED OR APPOINTED PUBLIC OFFICIALS AND EMPLOYEES**

List members of your immediate family who were employed before your election or appointment and who are now employed or supervised by you.

A. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Position \_\_\_\_\_ Employer \_\_\_\_\_  
Date Hired \_\_\_\_\_ (IDENTIFY CITY, COUNTY OR DISTRICT)

B. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Position \_\_\_\_\_ Employer \_\_\_\_\_  
Date Hired \_\_\_\_\_ (IDENTIFY CITY, COUNTY OR DISTRICT)

(Use ITEM 5, CONTINUATION, if necessary)

**ITEM 5 CONTINUATION**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## General Information - Filing Requirements

A public official or public employee of a political subdivision may employ, recommend the employment of, or supervise the employment of an immediate family member if:

- 1) he or she does not abuse his or her official position; and
- 2) makes a written disclosure with the person in charge of keeping records for the governing body or a disclosure on the record to the governing body; and
- 3) he or she has first made a reasonable solicitation and consideration of applications for such employment:

NOTE: Examples of abuse of one's position could include, but are not limited to, (1) providing an unreasonably high salary, (2) not requiring the employee to actually perform the duties of his or her position, (3) terminating another employee to make a position available for an immediate family member, (4) hiring an immediate family member who is not qualified to hold the position.

### I. Who Must File:

- A. Public officials and employees of political subdivisions employing, recommending employment, or supervising the employment of an immediate family member must make a disclosure to the person in charge of keeping records for the governing body of the entity. Where applicable the disclosure may be made on the record to the governing body of the entity in lieu of a written disclosure.
- B. Public officials and employees who currently employ or supervise an immediate family member(s) employed prior to the election or appointment of the public official or public employee.

### II. When to File:

- A. Public officials and employees must file prior to employing, recommending employment, or supervising the employment of an immediate family member.

- B. Newly elected or appointed public officials or employees shall file prior to or as soon as reasonably possible after the official date of taking office.

### III. Where to File:

This form or other written disclosure should be filed with the person in charge of keeping records for the governing body of the entity served. (i.e., officials and employees of public power districts file with the district office; county officials and employees file with the county clerk; city or village officials or employees file with the city or village clerk; officials and employees of natural resource districts file with the office of the district manager; school district officials and employees file with the district superintendent or secretary of the school board. **Disclosure need not be made to the Nebraska Accountability and Disclosure Commission.**

#### **Disclosure of Contractual Interests by Local Officers.**

If you are disclosing an interest in a contract to which a local governing body on which you serve is a party, use NADC Form C-3, Contractual Interest Statement.

#### **Disclosure of Potential Conflict of Interest by Officials, Employees, and Others Required to file Statements of Financial Interests.**

If you are disclosing a potential conflict of interest use NADC Form C-2, or NADC Form C-2A Potential Conflict of Interest Statement.

**NOTE:** This form should not be used by State officials or State employees. See §49-1499.07 of the Nebraska Revised Statutes or contact the Commission.

### Definitions

**Governing body** means the village board of a village, the city council of a city, the board of commissioners or board of supervisors of a county, the board of directors of a public power district, or any body with the ultimate power to determine the entity's policies and control its activities.

**Immediate Family Member** means a child residing in an individual's household, a spouse of an individual, or an individual claimed by the public official or employee or his or her spouse as a dependent for federal income tax purposes.

Statutory Authority: Section 49-1499.04 Revised Statutes of Nebraska.