

Employment of Relatives Approval Form

The University of Florida is committed to a policy of employment and advancement on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. [UF Regulation 1.009](#), Employment of Relatives, specifically prohibits the appointment of relatives or *persons living in the same household* to any position where a direct or indirect supervisory relationship would exist between relatives or would create a perceived or actual conflict of interest. This includes, but is not limited to appointment, compensation, assignment of work, evaluation, grants administration and sponsored research projects, and financial authority or transactions. **Note: Effective February 28, 2017, the University will not hire the minor children of employees.**

The University reserves the right to refuse or terminate the appointment of a relative in the same department, division, or college wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, security, morale, or conflict of interest. All potential conflicts of interest that arise when relatives work in the same unit must be guided by a written management plan signed by the individual relatives and the supervisor. The plan must be approved by the Vice President of Human Resources or her designee. When faculty and Postdocs are involved, an additional approval is required by the Provost. The plan should consider and address where appropriate the following elements:

- **Supervision and Influence** - Influence in the employment situation may concern issues such as hiring, promotion, supervision, evaluation, determination of salary, or working conditions.
- **Departmental appointments** - Relatives may not be appointed to positions such as associate chair, chair of the tenure and promotion committee, graduate coordinator, or undergraduate coordinator without recusing themselves from participation in evaluation of a relative.
- **Assignments** - Relatives may not assign one another. Such things as work assignments, or course assignments, must be determined by someone other than a relative, in consultation with appropriate departmental or unit officers and committees, without input from the relative.
- **Evaluation** - A relative may not play a role or provide input on an employee's evaluation. This includes but is not limited to: peer evaluations of teaching; annual letters of evaluation; recommendations for merit pay raises, for which the dean or next level supervisor will have authority, acting on input from any merit pay committee; nominations for college or University prizes or distinctions, and ranking of applications for sabbatical or travel awards; awarding of departmental or unit funds for any purpose; annual staff evaluations; tenure, permanent status, and promotion assessments.
- **Grant Administration** - Family members working on the same grant raises special concerns. Supervision of the work itself falls under the same requirements as for assignments and evaluations above. Oversight of the grant itself, and research compliance, may require an additional reporting line to the college and additional oversight by the Office of Research.
- **Financials** – If either employee is responsible for financial reporting, purchasing, or approval of any items (including items included in a grant or contract) associated with the relative, the conflict of interest must be mitigated.

PRIOR TO HIRE, please submit the following to Human Resource Services at nepotismagreementsrequest@ad.ufl.edu:

- Employment of Relatives Form with all fields completed and all required signatures.
- Organizational chart which includes both positions and reporting lines, with the individuals to be covered by the plan clearly indicated.
- Position description or job duties of the position currently being hired.
- Resume or CV of relative being hired and any additional information that makes the case for why the relative is uniquely qualified for the position.
- Description of the plan to mitigate the conflict, addressing all aspects of the conflict, name of supervisor(s), financial activity, grant oversight, etc.

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ALL FIELDS ARE REQUIRED. Incomplete forms will be returned and will delay review.

Completed packets should be submitted to nepotismagreementsrequest@ad.ufl.edu

Current UF Employee	Candidate/Relative to be Hired
Employee's Name: _____	Relative's Name: _____
UFID: _____	UFID: _____
College/Dept.: _____	College/Dept.: _____
Position Title: _____	Position Title: _____
Direct Supervisor: _____	Direct Supervisor: _____
Building/Work Location: _____	Building/Work Location: _____
FTE: _____	FTE: _____

Relationship:

Justification as to why this candidate is uniquely qualified to fill this position:

1. Will this employment action result in a subordinate-supervisor relationship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Will employees be working/being paid from the same grant or sponsored research project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will either employee have authority that will affect the terms and conditions of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will either employee be responsible for processing personnel transactions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will either employee have financial authority/responsible for processing financial transactions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Was a competitive recruitment conducted for this position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes to questions 1 -5, please provide on a separate attached sheet the plan that will be put into place to mitigate risk, or for question 6, explain why no search was conducted.

Current Employee Name Signature Date

Relative Name Signature Date

Supervisor Name Signature Date

Relative's Supervisor Name Signature Date

Vice President/Dean Signature Date

Human Resource Services Signature Date

Additional College Approval (Optional) Date

Provost (if faculty or postdoc involved) Date

Department Contact: _____
Name Phone E-mail