



### Employment of Relatives (Nepotism) Policy Form

Under the University's [Employment of Relatives \(Nepotism\) Policy](#), relatives (defined as spouses, parents, grandparents, children, grand-children, siblings, aunts/uncles, or nieces/nephews—whether related by blood, adoption, marriage (“in-laws” or “step”), or other legal action) may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, and Department Heads are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, or other employment and payroll functions for their relatives.

<b>Candidate/Employee Name:</b>	<b>Employee ID (if applicable):</b>
<b>Department:</b>	<b>Job Title:</b>

If you do not have relatives employed at Florida State University, complete [Section 1](#).

**Section 1:**  I do not have relatives employed at Florida State University and understand that if this changes during the course of my employment, I have a responsibility to report any potential violations of the Employment of Relatives (Nepotism) policy or conflicts of interest to my supervisor.

If you do have relatives employed at Florida State University, complete [Section 2](#).

**Section 2:**  I have relatives employed at Florida State University. I understand that further evaluation and approval is required. If any change in my employment results in a violation of the Employment of Relatives (Nepotism) policy, it is my responsibility to report to my supervisor.

**Relatives Employed at FSU**

<b>Name:</b>	<b>Department:</b>
<b>Relationship:</b>	<b>Job Title:</b>
<b>Name:</b>	<b>Department:</b>
<b>Relationship:</b>	<b>Job Title:</b>

<b>Candidate/Employee Signature:</b>	<b>Date:</b>
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**Section 3 (completed by Supervisor):**

I acknowledge that the above candidate/employee has relatives employed at Florida State University and that no direct or indirect subordinate-supervisor relationship exists and neither employee will have authority that will affect the terms and conditions of employment of the other.

I acknowledge that the above employee has relatives employed at Florida State University that will result in a direct or indirect reporting relationship. I understand further evaluation is required and additional approvals must be obtained prior to hiring.

<b>Supervisor Signature:</b>	<b>Date:</b>
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To request an exception to the Policy, you must submit this form to **the Office of Human Resources, ATTN: Employment & Recruitment Services** and receive approval **prior to hiring or submitting an HR Action** that would result in a violation of the Policy.

Provide a brief statement explaining: 1) why this employment action is in the University's best interests; and 2) how conflicts of interest will be mitigated (e.g., restructure of supervisory chain or removal from decisions affecting appointment, retention, tenure progression, work assignment, evaluations, promotion, demotion, or salary).

<b>Submitted by:</b>	<b>Department:</b>		
<b>Signature:</b>	<b>Date:</b>		
<b>Signature:</b>	<b>Date:</b>	<input type="checkbox"/> <b>Acknowledged</b>	
Dean/Director/Department Head			
<b>Signature:</b>	<b>Date:</b>	<input type="checkbox"/> <b>Endorsed</b>	
Renisha Gibbs, Assistant Vice President for Human Resources (or Designee)			
<b>Staff/OPS Positions</b>	<b>Date:</b>	<b>Faculty Positions</b>	<b>Date:</b>
<b>Signature:</b>	<b>Signature:</b>		
Kyle Clark, Vice President for Finance and Administration (or Designee)	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>	Sally McRorie, Provost (or Designee)	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>