



Under the University's Employment of Relatives (Nepotism) Policy, relatives [defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-laws/step), or other legal action: spouses; parents; grandparents; children; grandchildren; siblings; aunts/uncles; nieces/nephews or other persons residing in the same household, including but not limited to domestic partners] may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, Department Heads and Principal Investigators (PI) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI).

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

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 (Attach a list providing additional names, if needed.)

Name:	Department:	
Relationship:	Job Title:	
Name:	Department:	
Relationship:	Job Title:	
Candidate/Employee Signature:		Date:

Section 3 (completed by Supervisor):

If the relative falls anywhere within the candidate's chain of command (even if there are layers of supervision in between), if either employee would control any of the employment/payroll functions outlined in the first paragraph for the other, or if the appointment would entail a relative and PI working on the same sponsored research account, additional approvals will be required. After reviewing the information provided by the candidate and the official reporting structure, please indicate if a direct/indirect reporting relationship or control over any of the employment/payroll functions outlined in the first paragraph would exist for each relative listed.

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 control over the employment/payroll functions as outlined in the first paragraph for 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 or control over an employment/payroll function as outlined in the first paragraph. I understand further evaluation is required and additional approvals must be obtained prior to hiring.

Supervisor Signature:	Date:
-----------------------	-------

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 the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives).

Submitted by:	Department:
---------------	-------------

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

Updated: 2/2024