



Employment of Relatives

Policy Number 3-008.3

Responsible Authority Vice Provost for Faculty Excellence or Provost's designee (for faculty members, undergraduate students, and graduate students) and the Associate Vice President and Chief Human Resources Officer or designee (for all others)

Initiating Authority Provost and Executive Vice President for Academic Affairs, Sr. Vice President for Administration and Finance

Effective Date 12/7/2023

Date of Origin 5/11/2005

APPLICABILITY/ACCOUNTABILITY

This policy is applicable to all members of the university community.

POLICY STATEMENT

The overall employment policy of the university supports equal opportunity and affirmative action, a fair and professional work environment, and a workplace that is free of conflicts of interest. In accordance with UCF's employment policies, the basic criteria for employee selection or promotion shall be appropriate qualifications in terms of education, experience, training, and performance, consistent with UCF's needs. Relationships that meet the definition of a relative, as set forth by this policy, shall constitute neither an advantage nor a disadvantage to the selection, promotion, salary level, or other conditions of employment.

UCF permits the appointment of relatives where a potential or real conflict does not exist. No relatives shall be employed by, transferred to, or promoted within a single unit, department, college, or division where a direct or indirect supervisory relationship exists, a conflict of interest exists, or any situation which places relatives in a foreseeable conflict between the interests of the university and the interests of the relatives. UCF does not permit the appointment, transfer, or promotion of relatives within the same chain of command.

The university process for evaluating potential conflicts in the appointment of relatives requires submission of an Employment of Relatives (EOR) form that must be reviewed by university officials when the appointment, promotion (non-faculty), or transfer of a relative is in the same unit, department, college, or division. For all non-faculty positions, the EOR form must be reviewed and approved prior to extending an offer of employment, promotion, or transfer of any

relative. For faculty positions, the EOR form must be submitted and approved prior to the execution of the faculty agreement or transfer of any relative.

To reduce the risk of potential conflicts that are inherently created with temporary appointments, the university does not permit OPS (non-student), Visiting (A&P non-faculty), and Time-Limited (USPS) relative appointments within the same unit or department excluding student assistants, medical residents, standardized patients, or residents/housing staff.

In those instances when current employees working in the same unit, department, college, or division form a relationship that meets the definition of a relative, those employees must immediately disclose the relationship to their supervisor(s). Employees and supervisors should ensure that any relationship does not impact or impair the work of other employees or the operations of the university. Relationships that do not meet the definition of “relative” but create a supervisory or power imbalance because of an amorous relationship should be reported using the process outlined in UCF Policy 2-014 Amorous Relationships Prohibition.

Employees or applicants failing to follow this policy are subject to corrective action including non-selection and discipline up to and including termination.

DEFINITIONS

Conflict of Interest. A divergence between an individual's private interests and their employment obligations to the university such that an independent observer may reasonably question whether the individual's actions or decisions are partially or wholly influenced or determined by considerations other than the best interest of the university. Examples include, but are not limited to, participation by a relative in making recommendations or decisions specifically affecting the appointment, retention, performance review, tenure, promotion, demotion, or salary of the related person, or a relative leveraging their position to provide opportunities for their relative that results in a benefit to themselves and/or their relative.

Employment. For purposes of this policy, employment includes appointments to a position in any pay plan, temporary or casual employment, or paid student positions such as OPS student assistants, graduate assistants, research assistants, or OPS non-student employees.

Relative. Anyone related to an employee in the following ways, and includes those within these categories who are referred to as adopted, step-, foster, grand-, half-, in-law, spouse of, or:

- parent
- child
- sibling
- uncle or aunt
- first cousin
- nephew or niece
- spouse, domestic partner

Persons who intend to marry or with whom the employee intends to form a domestic partnership or other intimate relationship are also included in this definition of *relative*.

Supervisory Relationship. Exists when a relative is directly or indirectly, through span of control, responsible for supervising, directing, evaluating, or influencing the work activities, or job performance of another relative, or is in the same chain of command of the relative.

PROCEDURES

- A. Relatives of current UCF employees seeking appointment at the university must self-disclose on the application the name of and relationship to any current UCF employee.

- B. Relatives who are seeking appointment, or will at the same time be employed, or are being considered for promotion (non-faculty) or transfer into a position in the same unit, department, college, or division of the UCF employee to whom they are related, the following actions must occur prior to hiring or employment action:
 - 1. The prospective supervisor of the relative seeking a new position, promotion (non-faculty), or transfer appointment at UCF must complete and sign an Employment of Relatives Form (EOR form) and obtain the signature of the current UCF employee's supervisor.
 - 2. Next, the prospective supervisor must submit the form for review and approval by the prospective academic, research, or administrative unit head and the provost or appropriate vice president.
 - 3. A formal, legible organizational chart depicting the separation of the related employees within the unit, department, college, or division must be attached to the EOR form.
 - 4. Completed forms shall be routed to the appropriate area for final action as follows:
 - i. Faculty submissions (including adjunct faculty members, nine and twelve month faculty) and undergraduate/graduate teaching/post docs/research related positions or student assistantships on contract are forwarded to Faculty Excellence for final action.
 - ii. A&P, USPS, and OPS (student and non-student) submissions are forwarded to Central Human Resources for final action.
 - iii. Processing time of an EOR submission for review and consideration for approval will typically not exceed five business days. However, submissions that may require additional vetting prior to disposition may extend beyond a five-business day turnaround.
 - 5. A new EOR form must be completed and submitted for review when there is a change in reporting structure or employee relationship.
 - 6. In the rare occasion where a current UCF employee is considered for a position for which they are uniquely qualified, but upon transfer or promotion, creates a direct or indirect supervisory relationship with their relative, an additional review must occur, including the establishment and enforcement of a plan to mitigate and monitor the conflict of interest. The plan requires approval and enforcement by the appropriate vice president or provost.

- i. Copies of the signed and executed EOR form, mitigation and/or monitoring plan (where applicable) shall be provided to both supervisors of the relatives and maintained in each employee's personnel file.
 - ii. Upon approval, the supervisor will notify all employees working in the single unit, department, college, or division of the appointment of the relative. Transparency in relative appointments provides employees the assurance that UCF is committed to an environment free of conflicts of interests.
7. Under no circumstances will a principal investigator be permitted to hire or include their relative on a research project. Relatives in a position of authority may only work together on a research project as co-investigator or co-principal investigator when a supervisory relationship does not exist. The Research Compliance Office evaluates relative appointments on research projects at the proposal stage. If a potential conflict is identified, the Research Compliance Office will escalate the request to the Research Conflict of Interest Committee for review prior to any appointment.

FORM

[Employment of Relatives Form](#)

CONTACTS

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POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-008.3

Michael D.
Johnson

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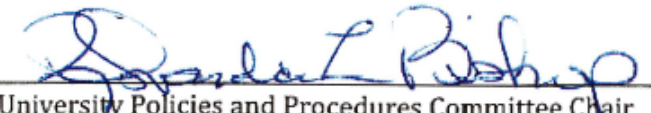
Date: 12/7/2023

Initiating Authority



Date: 12/6/2023.

Initiating Authority



University Policies and Procedures Committee Chair

Date: 11/29/2023



President or Designee

Date: 12/7/2023

History 3-008 5/11/2005; 3-008.1 7/15/2011; 3-008.2 2/24/2015