

SUBJECT: Employment of Relatives	Effective Date: 2-24-2015	Policy Number: 3-008.2	
	Supersedes: 3-008.1	Page 1	Of 4
	Responsible Authority: President or President's designee (for faculty members, undergraduate students, and graduate students) Associate Vice President and Chief Human Resources Officer (for all others)		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 05-11-2005

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 and UCF is committed to maintaining a fair and professional work environment 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 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.

Because the employment of any relative creates a potential or real conflict of interest, no relatives shall be employed by, transferred to, or promoted within a single unit, department, or college where a direct or indirect supervisory relationship or 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.

DEFINITIONS

Conflict of Interest. A divergence between an individual's private interests and his or her 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.

Employment. For purposes of this policy, 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 great- :

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

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. Any relatives of current UCF employees seeking appointment at the university must self-disclose on the application the name and relationship to any current UCF employee. Failure to properly disclose relative relationships constitutes failure to follow this policy and may be grounds for non-selection and discipline, up to and including termination.
- B. For relatives seeking appointment, or considered for promotion or transfer into a position in the same unit, department, or college of the UCF employee to whom they are related, the following actions must occur prior to hiring or employment action:
 - a. The prospective supervisor of the relative seeking a new or transfer appointment at UCF must complete and sign an Employment of Relatives Form (request form) and obtain the signature of the current UCF employee's supervisor.

- b. After the prospective supervisor of the relative and the current UCF employee's supervisor signs the request form, 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.
 - c. A formal organizational chart depicting the separation of the related employees within the unit, department, or college must be attached to the request form.
 - d. Once the request form has been signed by the prospective supervisor, current UCF employee's supervisor, and the academic, research, or administrative unit head and the provost or appropriate vice president, it must be forwarded for final action as follows:
 - i. Faculty appointments (including adjunct faculty members) along with teaching and research undergraduate or graduate student assistantships on contract are forwarded for final action to the Office of Faculty Relations. Requests will be processed within two business days.
 - ii. A&P, USPS, and OPS (including student employee) appointments are forwarded to Human Resources for final action. Requests will be processed within two business days.
 - e. All approvals must be received prior to extending an offer of employment, promotion or transfer of any relative.
 - f. A completed and signed request form will be completed for each relationship, and a new request form must be completed if there is a change in reporting structure or employee relationship.
 - g. There are additional steps required for instances when a UCF employee is considered for a position for which he or she is uniquely qualified to fill, but upon transfer or promotion, would create a direct or indirect supervisory relationship with his or her relative. Those steps include an additional review, including an establishment and enforcement of a plan to mitigate and monitor the conflict of interest and approval by the appropriate vice president or provost.
 - h. In those instances when a research project requires unique skills or attributes of an individual that is not available in another candidate besides that of the employee's relative, a plan to mitigate and monitor the conflict of interest must be submitted to the Research Conflict of Interest Committee for review and approval. Under no circumstances will a principal investigator be permitted to directly or indirectly supervise his or her relative.
 - i. Copies of the signed and executed request form, mitigation plan, and monitoring plan shall be provided to both supervisors of the UCF employee and relative, and maintained in each employees' personnel file.
 - j. Upon approval, the supervisor will notify all employees working in the single unit, department, or college 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.
- C. Employees or applicants failing to follow this policy are subject to corrective action including non-selection and discipline up to and including termination.

FORM

Employment of Relatives

<http://hr.ucf.edu/files/EmploymentofRelativesForm.pdf>

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-008.2</u>	
Initiating Authority: <u>Will J. Menhert</u>	Date: <u>2-23-15</u>
University Policies and Procedures Committee Chair: <u>Shonda L Bishop</u>	Date: <u>2/20/2015</u>
President or Designee: <u>John C. Hill</u>	Date: <u>2/24/15</u>

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