

EMPLOYMENT OF RELATIVES

Administrative & Professional (A&P), University Support Personnel System (USPS), and OPS Non-Students

All hiring decisions for the University of Central Florida must comply with all federal laws, state statutes, and University policies. UCF Policy 3-0008.1 *Employment of Relatives* specifically governs this process. The employment of relatives at the University of Central Florida is allowed where there is no conflict of interest. Please review the policy to ensure that there is no conflict of interest in the hiring decision.

For the purpose of this process, *employment* includes appointments to regular positions in any pay plan, temporary or casual employment, or paid student positions such as student assistants, graduate assistants, or research assistants. *Relative* is anyone related to an employee, including, where applicable, (adopted, step-, grand-, half-, in-law, or great-) parent, child, sibling, first cousin, spouse, uncle, aunt, nephew, and niece. Persons who intend to marry or with whom the employee intends to form a domestic partnership or other intimate relationship are included in the definition of *relative*.

After completing this form and acquiring the appropriate signatures, please submit to Human Resources, + 0140.

Applicant Name: _____ Hiring Authority: _____

Department: _____ College: _____

Applicant Position Title: _____ EmplID (if available): _____

Relative Name: _____ Relationship: _____

Department: _____ College: _____

Relative Position Title: _____

A *conflict of interest* includes, but is not limited to, participation by the relative making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluations, promotion, demotion, or salary of the related person.

In accordance with UCF Policy 3-0008, a conflict of interest *does* or *does not* exist because of the following:

Dean/Director Name (print)	Dean/Director Signature	Date
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Vice President Name (print) <i>(Non-Academic)</i>	Vice President Signature <i>(Non-Academic)</i>	Date
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Director of HR Name (print)	Director of HR Signature	Date
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All Faculty, Post-Doctoral Associates, Adjunct, Undergraduates, and Graduate Student employees should use the Faculty Affairs Employment of Relatives Form: <http://www.facultyaffairs.ucf.edu/docs/EmploymentofRelatives.pdf>.