

EMPLOYMENT OF RELATIVES FORM

UCF Policy 3.008

UNIVERSITY OF CENTRAL FLORIDA

<u>Instructions</u>: Per UCF Policy 3.008, this form must be received and approved <u>PRIOR</u> to hire or employment action (non-faculty), promotion or transfer of any relative within the same Unit, Department, School, College or Division.

- A&P, USPS and OPS Non-Faculty; completed forms must be sent to Human Resources via eerelations@ucf.edu.
- Faculty, Adjuncts, Post-Doctoral Associates, and Teaching/Research Undergraduate/Graduate Students; completed forms must be sent to Faculty Excellence via faculty excellence@ucf.edu.
- A formal and legible organizational chart, that demonstrates the chain of command for both individuals, along with the most
 recent position description for the current employee (non-faculty), must be submitted with this form. If the current employee is
 OPS, a summary of duties will be acceptable.
- Note: Incomplete forms (missing signatures or required documentation) will delay the review process.

Employment Action Type: ☐ New Hire ☐ Prom	notion ☐ Trans	fer		
	CURRENT EM	PLOYEE		
Name:		Employee ID:		
School/College/Division:		Department:		
Position Title:		Appointment Type:		
Direct Supervisor's Name:		Title:		
Second Level Supervisor's Name:		Title:		
Relationship to Applicant:		□ Most recent Position Description attached (non-fa	culty hires)	
AF	PLICANT/RELATIV	E TO BE HIRED		
Name:				
School/College/Division:		Department:		
Position Title:		Appointment Type:		
Direct Supervisor's Name:		Title:		
Second Level Supervisor's Name:		Title:		
Relationship to Current Employee:		If applicant is <i>current</i> employee, please pro Employee ID#:	If applicant is <i>current</i> employee, please provide Employee ID#:	
JUSTIFICATION FOR HIRE: Please describe why to necessary.	he applicant is unio	quely qualified to fill this position. <i>Please add attacl</i>	nments, if	
Current Employee's Supervisor's Name (Print)	Signature	Date		
Applicant's Supervisor's Name (Print)	Signature	Date		
Head of Academic, Research or Administrative Unit (Print)	Signature	Date		
Faculty Excellence/Human Resources Approval (Print)	Signature	Date		