



**Date:** \_\_\_\_\_

**Subject:** Employment of Relatives

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

**On Behalf of Division/College's Senior Leadership:** \_\_\_\_\_

The department of \_\_\_\_\_ is requesting approval to hire the candidate below who currently has a relative employed within our department/division/college.

**Candidate Information**

**Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Employed Relative**

**Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

No Management Plan Required. There will not be any supervisory line of authority (direct or indirect) between the candidate and the employed relative.

Please see below for the appropriate work-related interaction:

These individuals may interact in a work-related capacity. However, the interaction will not violate the Nepotism policy.

These individuals will not have any work-related interaction.

Nepotism Management Plan Required.

If you have any questions, please contact me at: \_\_\_\_\_

\_\_\_\_\_  
(Supervisor of Position Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Division/College Leadership Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(President/Provost/EVPFA Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)