

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR – 1006**

<b>Subject: Employment of Relatives</b>	
<b>Authority:</b> Section 112.3135, Florida Statutes and Florida A&M University Regulation 10.121; Board of Trustees Policy Number: 2005-03	<b>Effective Adopted Date: 06/29/2006</b>
<b>Revision(s)</b>	<b>06/27/1996; 06/29/2006; 3/2017</b>
<b>Related References</b>	
<b>Purpose</b>	To set forth the conditions by which the employment of relatives in a salaried position or Other Personal Services (OPS) is permissible at the University.

**1.0 General Information**

- A. The employment of related persons in a single organizational unit or in a job-related organizational unit is permitted provided that such employment will not involve a conflict of interest, including but not limited to, participation by the relative in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion or salary of the related person.
- B. The President or President's designee shall determine, prior to employment of related persons the existence of a conflict of interest.

**2.0 Definition**

- A. Relative is defined by Section 112.3135(1)(c), Florida Statutes as an individual who is related to another as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half- brother, or half-sister.
- B. Favoritism is the basing of decisions regarding appointment, promotion, wages, hours or other terms and conditions of work or employment on relationship rather than objective standards and the best interests of the university.
- C. Nepotism is favoritism toward related persons.
- D. Emergency is an occurrence, or threat thereof, whether natural, technological, or manmade, which result or may result in substantial injury, harm or damage to the University, its students and employees, or its property.
- E. Short Term Employment is the temporary employment of a related person for no more than six (6) months.

### **3.0 Responsibilities**

### **4.0 Procedures**

- A. If the appointment of an individual will conflict with Section 2, A of this Operating Procedure, the procedures outlined below shall be followed to seek approval of the appointment.
  - a) The dean, director or department head shall submit a written request to the President or President's designee for approval to employ the relative. The request must provide the following information:
    - 1. The name and position title of the affected University employee, the name of the organizational unit where employed and the relationship to the applicant.
    - 2. The name of the applicant, proposed position title and organizational unit where the applicant will be employed.
    - 3. A statement regarding the existence of any supervisory/subordinate reporting relationship of the affected individuals.
- C. A copy of the approved request shall be attached to the Employment Notification form requesting the appointment of the affected individual. The approved form shall be included in the official personnel file of both the employee and the relative.

### **5.0 Records**