

Regulation Number	Subject	Effective Date	Revised Date
4.0050R	Employment of Relatives	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Regulation	<input type="checkbox"/> Major Revision of Existing Regulation	<input type="checkbox"/> Minor/Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

I. OBJECTIVE & PURPOSE

The purpose of this regulation is to prevent conflicts of interests, actual or perceived, regarding the employment of relatives at the University.

II DEFINITION

For purposes of this regulation “relative” means individuals who are related as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandparents, father-in-law, mother-in-law, grandparents-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.

III. STATEMENT OF REGULATION

A. Selection Committees: Employees should avoid situations where they may influence the decision to hire a relative at the University. A conflict of interest would exist, for example, if employees serve on a selection committee or in a decision-making chain where a relative has applied for employment. In such a scenario, employees should disclose their familial status to the chair of the selection committee or the Director of Human Resources prior to the candidate’s interview and recuse themselves from any deliberations regarding their family member.

B. Supervision: Employees are not permitted to supervise relatives as a conflict of interest may exist in situations such as assigning duties, determining pay, conducting performance appraisals or other supervisor-employee scenarios.

References: 1001.74, FS.; 1001.75, FS. and relevant Collective Bargaining Agreements

History: NEW 2-1-06; Repealed 6C9-4

Adopted by the University of North Florida Board of Trustees as part of the University’s Personnel Program on January 26, 2006.