



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)