## Nepotism Toolkit – Section 1

## Disclosing a Relationship as an Employee

FIU **^ `** Employee -< 2 of D Personal Details Announcements tism/Intimate Relationship Outside Activity Form Total Rewards 20 CONFLICT OF INTEREST FIU • Access Request Employee Resources Recruiting Tuition Waiver Pending Approvals Learning and Development () Ŷ. **1** =~  $\heartsuit$ Flexible Work Request Payroll Delegations Emergency Management Health and Safety 410<sup>\$</sup> ÅÅ 0 0

Step 1: Log into myhr.fiu.edu and select Employee Menu and the Employee Resources Tile.

Step 2: Select Nepotism/Intimate Relationship Form.



Step 3: Review the Nepotism Policy. Select Add Relationship.

C Employee

## Nepotism/Intimate Relationship

It is the policy of Florida International Universi and qualifications for the position. Relationsh authority is defined as authority extending ve another employee has the potential for creatin	ity not to discriminate with its emploi ip to another individual employed l irtically through one or more organ ig adverse impact on supervision, s	yment and personnel actions with respect to its employ by the university shall not constitute a bar to hiring, pri- izational levels of supervision or management). The u afety, security and morale, or involves a potential confl	yees and applicants on the basis of marital or familial status. Stan omotion, or reappointment provided that no employee shall be un ninversity retains the right to refuse to appoint a person to a posit ict of interest.	lards for new hires, pri der the direct supervis on in the same depar	omotions, and re-appointments are based on exp ion or in the line of authority of a related person tment, division, or facility wherein his/her relation	erience (line of nship to					
"Relationship" is defined as individuals relate stepmother, stepson, stepdaughter, stepbroth legal residence as the public employee, Florid	d by blood, marriage, adoption [e.s er, stepsister, half-brother or half-si la Statute Section 112.312, Code o	9. father, mother, son, daughter, brother, sister, uncle, ster, Florida Statute Section 112.3135(1)(d)]; a person f Ethics; domestic partnership, dating, or other persona	aunt, first cousin, nephew, niece, husband, wife, father-in-law, mot a public employee intends to marry, or with whom the public emplo I relationship in which objectivity might be impaired.	her-in-law, son-in-law, yee intends to form a	daughter-in-law, brother-in-law, sister-in-law, ste household, or any other natural person having th	pfather, le same					
"Intimate Relationship" is defined as any relat exist on the basis of a single interaction.	tionship that may reasonably be de	scribed as including, but not limited to, sexual, roman	tic, amorous, and/or dating or the pursuit thereof. Physical contact	is not a required elen	nent of such relationships. An Intimate Relationsh	hip may					
The Intimate Relationship regulation works in that is inclusive and free from abuse of author	conjunction with the University's N ity, conflict of interest, coercion, se	epotism Policy 1710.205 and Nepotism in Research P- cual harassment, and favoritism.	olicy and Procedure 2320.060, to further Florida International Univ	ersity's commitment to	maintaining an educational and workplace envir	ronment					
For more information, please refer to the Nepolism Policy via the university's Policies and Procedures Library-policies fue edu.											
For more information on the intimate Relationship Regulation, please refer to https://regulations.flu.edu/docs=276.											
Relationship Information											
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Add Relationship											

Nepotism/Intimate Relationship

**Step 4**: Enter related **employee's ID** or click the magnifying glass to search for related employee by name.

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**Step 5**: Select **Relationship to Employee** type by clicking magnifying glass and selecting applicable relationship type.

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If **Other Personal Relationship** is selected, specify the type of relationship in the text box.

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Step 6: Click Save to submit your disclosure.

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Step 7: Review the information on file to ensure the disclosures are complete, accurate and up to date.

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Submission ID         Disclosure Date         Related Employee ID         Name of Related Person         Relationship         Status         Workflow Status           1	i4 ∢ 1:1 of 1 ~									
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## Step 8: Click Certify under the Nepotism/Intimate Relationship Annual Certification to attest.

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	Submission Id	Disclosure Date	Empl ID	Name of Related Person	Relationship	Status	Last Update By	Last Update	Workfie
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				i certify the infor	mation submitted is complete, accurate and op	to date	Certifica	tion to atte	st.
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No further action is required. A notification will be sent to the employee you disclosed. At any time, you can view the approval status of your disclosures in the Nepotism/Intimate Relationship Form tile. You will receive a notification from the Office of Employee and Labor Relations once finalized.