

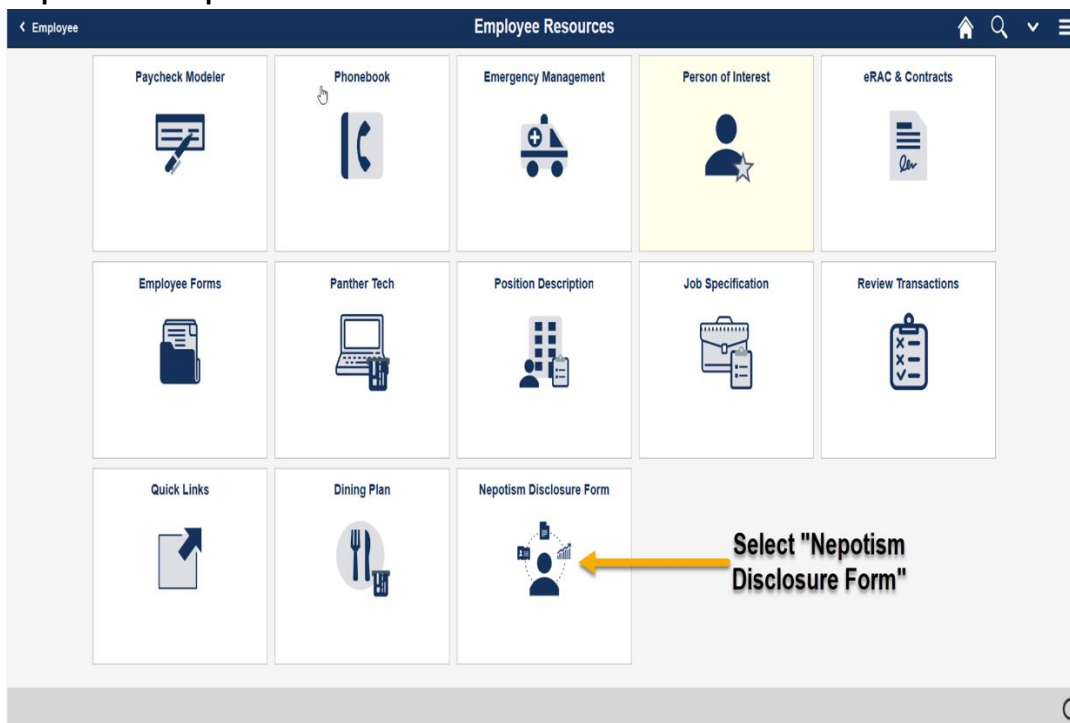
Nepotism Toolkit

Section 1 – Disclosing a Relationship as an Employee

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

The screenshot displays the myhr.fiu.edu interface. The top navigation bar features the FIU logo and a dropdown menu currently set to 'Employee'. The main content area is a grid of tiles. The 'Employee Resources' tile is highlighted with an orange arrow and the text 'Select "Employee Resources"'. The bottom navigation bar shows the 'Manager' tab selected, with an orange arrow pointing to it and the text 'Select Employee Screen if you are a Manager Disclosing'. The Manager menu is expanded, showing a grid of tiles for various HR functions.

Step 2: Select Nepotism Disclosure Form.



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

The screenshot shows the 'Nepotism Disclosure Form' page. It includes a header with 'Employee Resources' and 'Nepotism Disclosure Form'. Below the header is a section titled 'Nepotism Disclosure Form' with a sub-header '5022171 Alkene Archange'. The main content area contains a paragraph of text explaining the policy. Below the text is a table titled 'Relationship Information' with columns: Submission Id, Disclosure Date, Empl ID, Relationship, Status, Last Update By, Last Update, Workflow Status, and Edit. The table has one row with the number '1' in the 'Submission Id' column. Below the table is a button labeled 'Add Relationship'. An orange arrow points from the text 'Select "Add Relationship"' to the 'Add Relationship' button. At the bottom of the page is a 'Nepotism Annual Certification' section with a text box for the user to certify the information and a 'Certify' button.

Nepotism Disclosure Form

5022171 Alkene Archange

It is the policy of Florida International University not to discriminate with its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Standards for new hires, promotions, and re-appointments are based on experience and qualifications for the position. Relationship to another individual employed by the university shall not constitute a bar to hiring, promotion, or reappointment provided that no employee shall be under the direct supervision or in the line of authority of a related person (line of authority is defined as authority extending vertically through one or more organizational levels of supervision or management). The university retains the right to refuse to appoint a person to a position in the same department, division, or facility wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security and morale, or involves a potential conflict of interest.

Relationship is defined as individuals related by blood, marriage, adoption (e.g. 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, Florida Statute Section 112.313(1)(c)); a person a public employee intends to marry, or with whom the public employee intends to form a household, or any other natural person having the same legal residence as the public employee, Florida Statute Section 112.312, Code of Ethics, domestic partnership, dating, or other personal relationship in which objectivity might be impaired.

For more information, please refer to the Nepotism Policy via the university's Policies and Procedures Library - policies.fiu.edu

Relationship Information

Submission Id	Disclosure Date	Empl ID	Relationship	Status	Last Update By	Last Update	Workflow Status	Edit
1								

Add Relationship

Select "Add Relationship"

Nepotism Annual Certification

I certify the information submitted is complete, accurate and up to date.

Certify

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

The screenshot shows the 'Add Nepotism Relationship' dialog box overlaid on the 'Nepotism Disclosure Form' page. The dialog box has a title bar 'Add Nepotism Relationship' and a close button. Inside, it says 'Nepotism Disclosure Form' and '5922171 Alcene Archange'. Under 'Related Person Information', there are two search fields: '*Empl ID' and '*Relationship to Employee', both with magnifying glass icons. An orange arrow points to the '*Empl ID' field. Below these fields is a 'Relationship Status' dropdown set to 'Active'. At the bottom are 'Save' and 'Cancel' buttons. The background page shows the 'Nepotism Disclosure Form' with a table for 'Relationship Information' and a 'Certify' button at the bottom.

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

This screenshot is similar to the previous one, showing the 'Add Nepotism Relationship' dialog box. However, the orange arrow now points to the '*Relationship to Employee' search field. The rest of the dialog box and the background page are the same as in the previous screenshot.

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

The screenshot shows a web browser window with the URL https://hrdevweb.fiu.edu:8200/psp/pshtst/EMPLOYEE/HRMS/c/FIU_NEPOTISM.FIU_NEPOTISM.GBL?1=1. The page title is "Nepotism Disclosure Form". A modal window titled "Add Nepotism Relationship" is open. Inside the modal, the "Related Person Information" section contains the following fields: "Empl ID" (with a search icon), "*Relationship to Employee" (dropdown menu showing "09" and "Other personal relationship"), "Relationship Status" (dropdown menu showing "Active"), and "*Specify Other Type" (text box containing "Ex-husband"). A yellow arrow points from the text "If 'Other Personal Relationship' is selected, please specify the type of relationship (i.e., Roommates, Ex-spouse, Personal Business Partners, etc.)" to the "*Specify Other Type" text box. At the bottom of the modal are "Save" and "Cancel" buttons. Below the modal, there is a "Certify" button and a statement: "I certify the information submitted is complete, accurate and up to date."

Step 6: Click **Save** to submit your disclosure.

This screenshot shows the same "Add Nepotism Relationship" modal window as the previous one. The "Save" button is highlighted with a yellow arrow and the text "Select Save". The background shows the "Nepotism Disclosure Form" page with a table of submission records. The table has columns for "Submission Id" and "Disclosure Date". The first row shows "1" in the "Submission Id" column. The "Add Relationship" button is visible at the bottom of the background page.

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

Nepotism Disclosure Form

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"Relationship" is defined as individuals related by blood, marriage, adoption [e.g. 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, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister, Florida Statute Section 112.3135(1)(d)], a person a public employee intends to marry, or with whom the public employee intends to form a household, or any other having the same legal residence as the public employee, Florida Statute Section 112.312, Code of Ethics; domestic partnership, dating, or other personal relationship in which objectivity might be impaired.

For more information, please refer to the Nepotism Policy via the university's [Policies and Procedures Library - policies.fiu.edu](#).

You can view the status of your disclosures on the "Nepotism Disclosure Form"

Relationship Information

Submission Id	Disclosure Date	Empl ID	Name of Related Person	Relationship	Status	Last Update By	Last Update	Workflow
1 00000089	10/13/2019			Sibling/Half Sibling/Step Sibling	Active	6201396	10/13/2019	
2 00000090	10/13/2019			Sibling/Half Sibling/Step Sibling	Active	6201396	10/13/2019	
3 00000105	10/17/2019			Relative (in-law)	Active	6201396	10/17/2019	

Add Relationship

Step 8: Click **Certify under the **Nepotism Annual Certification** to attest.**

Nepotism Disclosure Form

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Relationship Information

Submission Id	Disclosure Date	Empl ID	Name of Related Person	Relationship	Status	Last Update By	Last Update	Workflow
1 00000001	11/06/2019			Sibling/Half Sibling/Step Sibling	Active	6056865	11/06/2019	

Add Relationship

Nepotism Annual Certification

I certify the information submitted is complete, accurate and up to date.

Certify

Click **Certify under the **Nepotism Annual Certification** to attest.**

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 Disclosure Form tile. You will receive a notification from the Office of Employee and Labor Relations once finalized.