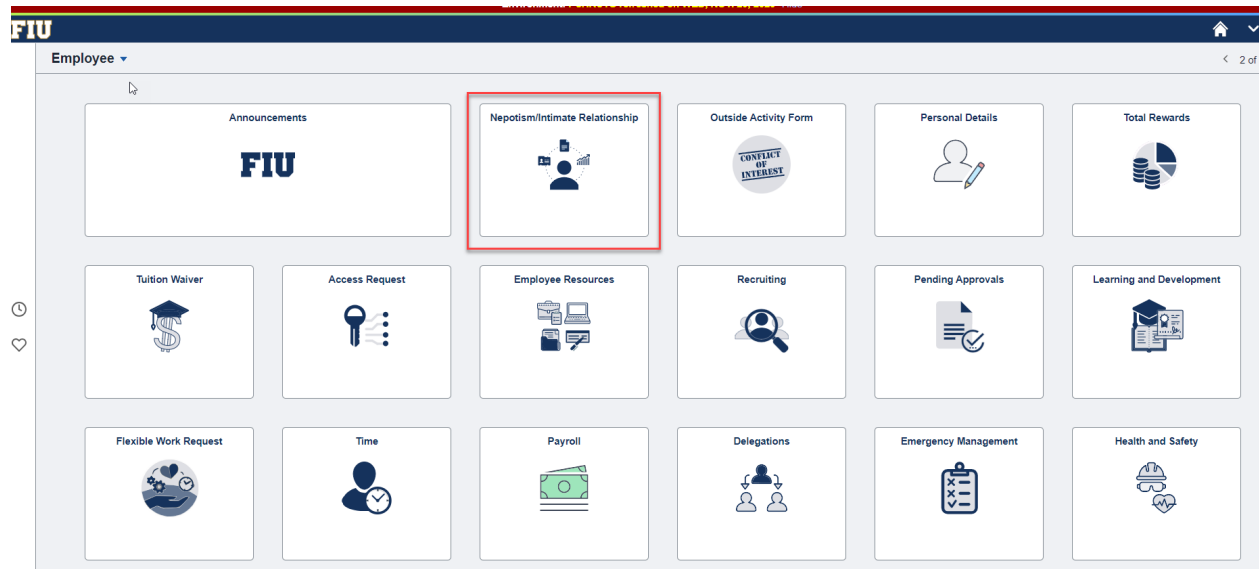


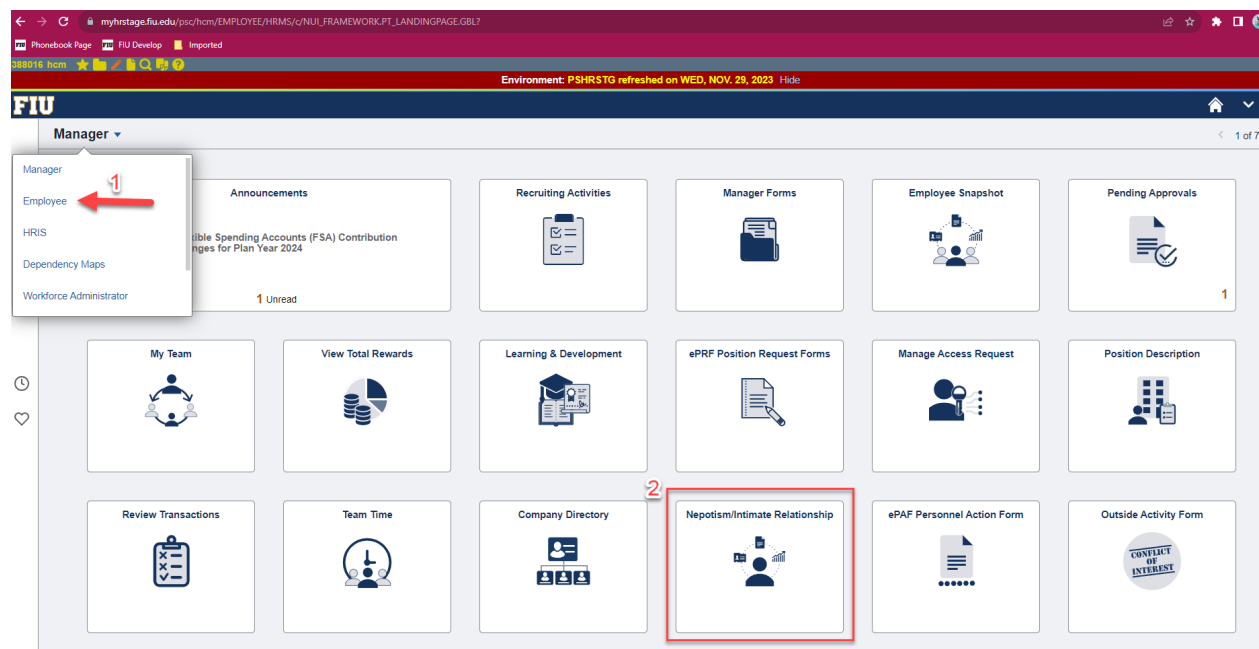
## Nepotism Toolkit – Section 1

### Disclosing a Relationship as an Employee

**Step 1:** Log into [myhr.fiu.edu](http://myhr.fiu.edu) and select **Employee Menu** and the **Employee Resources** Tile.



**Step 2:** Select **Neptism/Intimate Relationship** Form.



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

### Neptism/Intimate Relationship

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 112.3135(1)(d)); a person a public employee intends to marry, or with whom the public employee intends to form a household, or any other 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.

"Intimate Relationship" is defined as any relationship that may reasonably be described as including, but not limited to, sexual, romantic, amorous, and/or dating of the pursuit thereof. Physical contact is not a required element of such relationships. An Intimate Relationship may exist on the basis of a single interaction.

The Intimate Relationship regulation works in conjunction with the University's Neptism Policy 1710.205 and Neptism in Research Policy and Procedure 2320.060, to further Florida International University's commitment to maintaining an educational and workplace environment that is inclusive and free from abuse of authority, conflict of interest, coercion, sexual harassment, and favoritism.

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

For more information on the Intimate Relationship Regulation, please refer to <https://regulations.fiu.edu/docs=276>.

#### Relationship Information

Submission ID	Disclosure Date	Related Employee ID	Relationship	Status	Workflow Status	Edit
1						

Add Relationship

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

Environment: PSHRSTG refreshed on WED, NOV. 29, 2023

1388016 hcm

< Employee

Neptism/Intimate Relationship

Neptism/Intimate Relationship

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Relationship Information

Submission ID	Disclosure Date	Related Employee ID	Relationship	Status	Workflow Status	Edit
1						

Add Relationship

**Add Neptism Relationship**

Neptism/Intimate Relationship

Related Person Information

\*Empl ID

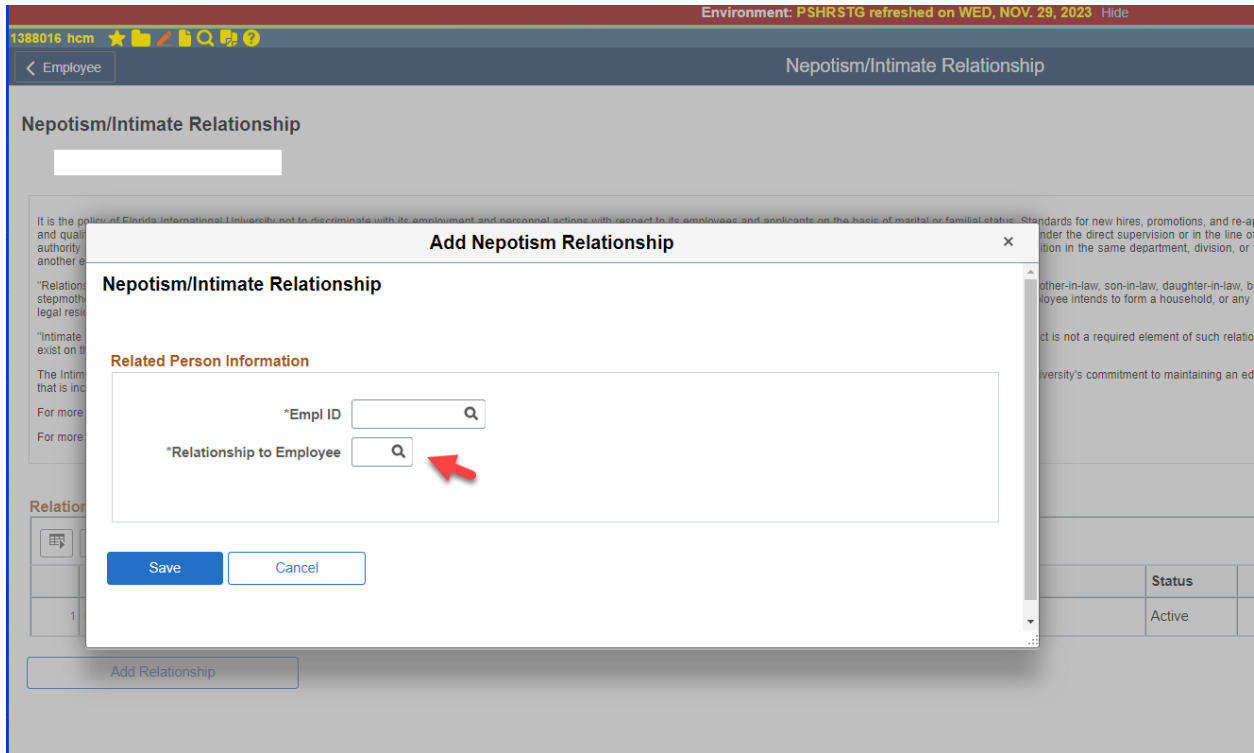
\*Relationship to Employee

Save Cancel

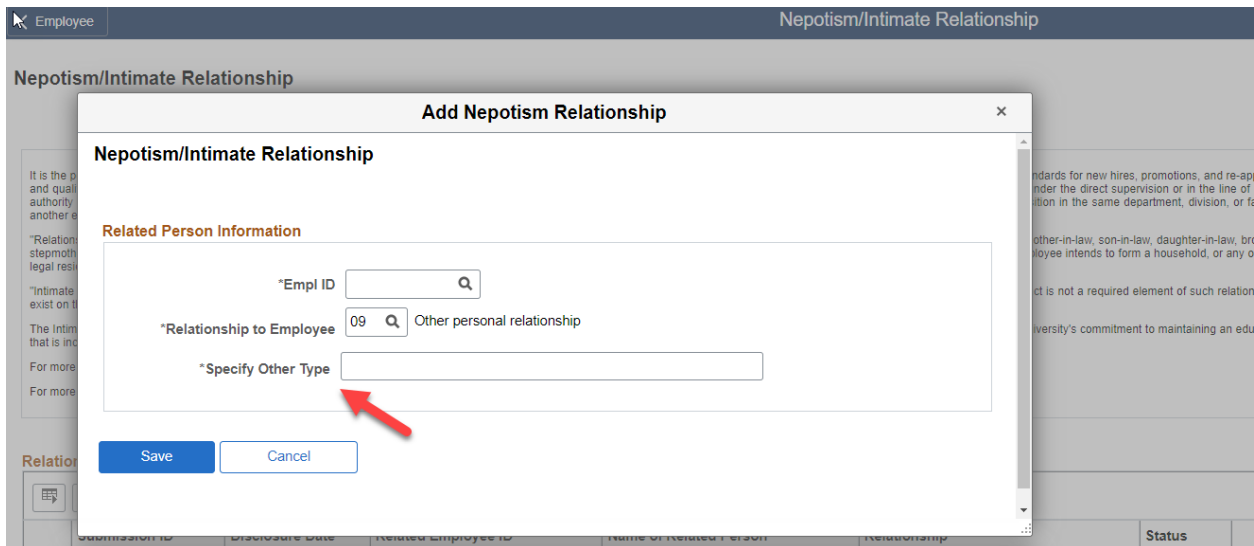
Add Relationship

Status
Active

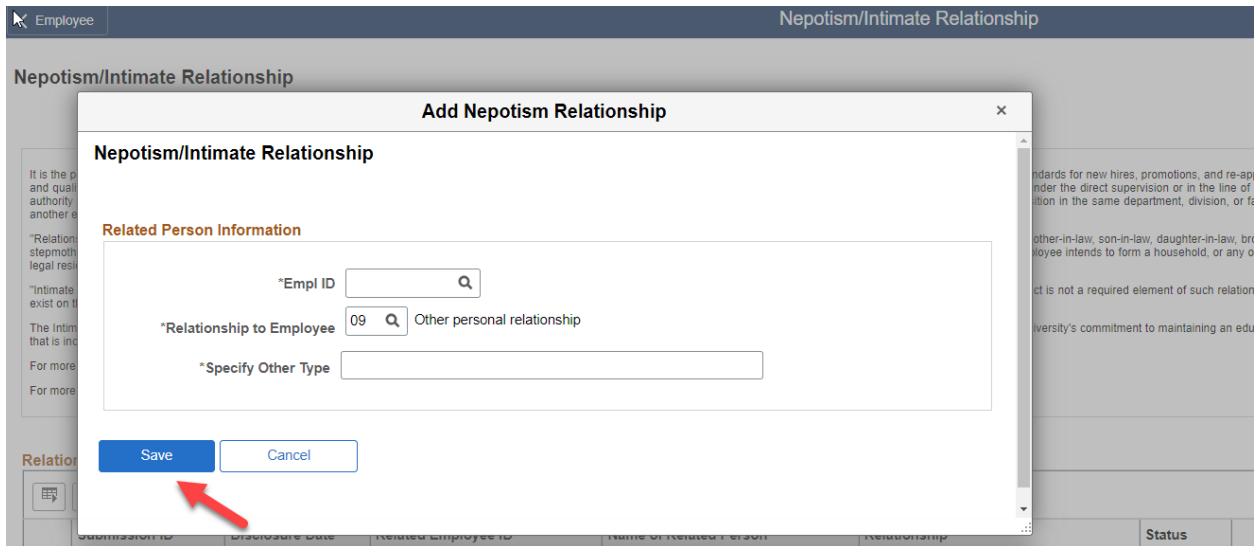
**Step 5:** Select **Relationship to Employee** type by clicking magnifying glass and selecting applicable relationship type.



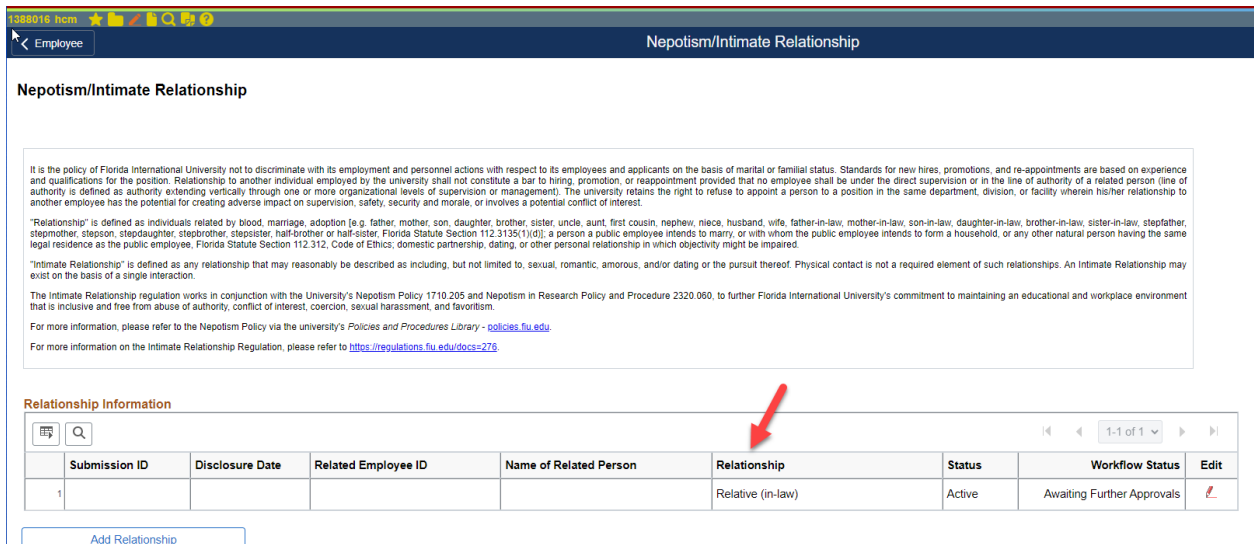
If **Other Personal Relationship** is selected, specify the type of relationship in the text box.



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



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



**Step 8:** Click **Certify** under the **Nepotism/Intimate Relationship 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/Intimate Relationship Form tile. You will receive a notification from the Office of Employee and Labor Relations once finalized.