



# Florida International University

## Request to Employ a Related Individual

It is the policy of Florida International University not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Standards for hiring, promotion, reappointments, and evaluation, working conditions, responsibilities, salary and terminations are based on ability, qualifications for the position, and performance. 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 of a related individual. 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, morale, or involves a potential conflict of interest.

New Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

FIU's Employee Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Individuals should not be employed in a department or unit, which will result in a subordinate-supervisor relationship between the employees through any "line of authority". Line of authority is defined as authority extending vertically through one or more organizational levels of supervision or management.

1. Will this hire result in a subordinate-supervisor relationship?    YES    NO
2. Will this hire result in the employees working in the same office location?    YES    NO
3. Will either employee have authority over the other that will affect the terms and conditions of employment (i.e. assignments, evaluation, compensation, promotions, leave, disciplinary actions and terminations)?

I certify that this employment action is in the best interest of the University.

\_\_\_\_\_  
Requesting Dean/Administrative Head Name  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

To be completed by the Division of Human Resources:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Vice President Signature/ Date