

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4004 Employment of Relatives

Employment of related persons in a single organizational unit or in work-related organizational units is permitted, provided that such employment will not involve a conflict of interest, including but not limited to participation by the relative as a supervisory employee in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion, or salary of the related person.

(1) Definitions

- (a) A “Supervisory Employee” is a College employee or public officer who has or could have direct or indirect administrative, evaluative, or decision-making authority over a Related Person; whose decisions or actions may affect the evaluation or compensation of a Related Person; or whose decisions or actions may affect other College decisions or actions concerning a Related Person.
- (b) A “Related Person” means an individual who is related to the Supervisory Employee, the Supervisor Employee’s spouse, or the Supervisory Employee’s domestic partner as father, mother, son, daughter, grandson, granddaughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, step-grandson, step-granddaughter, step-brother, step-sister, half-brother, or half-sister, or a person living in the same household as the Supervisory Employee.

(2) The employment of a Related Person and/or Supervisory Employee must be specifically approved in writing by the Provost or, for non-academic units, the Vice President for Finance and Administration. Conditions may be imposed on such employment. If the Related Person is a relative of the Provost or Vice President, as applicable, the President must approve the employment and any conditions placed on the employment. Requests for approval should be submitted through the Director of Human Resources for processing prior to the offer of employment to the Related Person or Supervisory Employee, or prior to the time that a current College employee will become a Related Person or Supervisory Employee under this Regulation.

(3) In all cases, current College employees must promptly disclose if a relative has been hired by the College or if a current College employee is about to become a relative under this Regulation.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. Chapter 112; Fla. Board of Governors Regulations 1.001 and 1.006

History: Adopted 01-28-04, as Rule 6C11-8.003; Revised and renumbered 09-11-10; Revised 09-08-12, 02-24-17 (technical amendment)