**MEMORANDUM**

DATE: Click here to enter a date.

TO: Recruitment and Staffing

Office of Human Resource Services

PO Box 115002

FROM: Name of Dean or Director

Choose an item.

SUBJECT: Employment of Relatives in Same Organizational Unit

I have read the University of Florida’s policy regarding employment of relatives, 6C1-1.009, available online at: <http://regulations.ufl.edu/chapter1/1009.pdf>, and certify that there is no conflict of interest between \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of employee, title, UFID, department), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of employee, title, UFID, department), who are \_\_\_\_\_\_\_\_ (nature of relationship).

Neither employee has direct nor indirect supervisory responsibility for the other nor will they ever have supervisory responsibility in the absence of the primary supervisor. In addition, neither employee approves the other’s time or leave. In addition, neither employee participates in personnel decisions, including evaluations or salary recommendations, for the other.

Please let me know if you need any further information. I can be reached by phone at XXX-XXXX.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of employee, title) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of employee, title) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Dean/Director) Date