DISCLOSURE OF THE EMPLOYMENT OF RELATIVES
in the same department/college/office

TO: Chancellor

FROM: _____
Dean/Director/Provost

SUBJECT: Employment of Relatives

I hereby report the appointment/employment of a relative of an employee. The referenced individuals are:

Name of First Employee: _____

Name of Second Employee: _____

A supervisor-subordinate relationship exists/does not exist (*cross out inapplicable phrase)* between the cited employees.

In the case of a supervisor-subordinate relationship, the employees have affirmed by signature below that they will comply with the Board of Regents policy on the employment of relatives.

* * * * * *

Supervisor's Affirmation

In accordance with the Board of Regents' policy on the employment of relatives, I hereby declare that I will disqualify myself from all deliberations and actions affecting economic benefits to my relative and other actions where appropriate. Work assignments shall be made objectively and fairly. I will recuse myself from the evaluation of performance and professional competence and shall rely on committees and outside review to the extent possible.

_____ _____
Signature of Supervisory Employee-Relative Date

Acknowledged by:

_____ _____
Signature of Subordinate Employee-Relative Date

UH Form 88