

**NEAR RELATIVE REQUEST FOR CHANGE OF RELATIONSHIP OF
EMPLOYEES IN THE SAME DEPARTMENT
TEMPLATE**

Hiring Department Name:

Date:

To: HR Employee and Labor Relations

Re: Near Relative

I am requesting approval for the employment of near relatives (insert the name and title of current relatives in the department.) By policy (380-13), the relationship is (describe the type of work relationship. Note: Near relative--spouse, domestic partner, parent, child, or sibling, an in-law or step-relative, or aunt or uncle in one of these relationships. Also, a relative of a domestic partner in one of these relationships or a person residing in the same household as the employee or the familial or changes to work relationship of two current employees so that the employees become near relatives in the same department).

I understand approval of near relative for current employees in the same department is required prior to changing a work relationship, or within 10 days of learning of a change of familial relationship and is permitted when it is in the best interest of the University. The change of employment is (provide information to support your request such as unique skills, organization structure, staffing and the working conditions that will or will not exist including direct or indirect supervisory relationship, same supervisor, or close working relationship, possible conflicts of interest and proposed way to eliminate them, third party reviews for evaluating performance, etc. and potential impact to the organization if the request is not approved.)

Upon approval, I understand a copy of this letter will be placed in the department and central HR personnel files for each near relative employee named in this request.

Sincerely,

Hiring Authority and Title

HR Approval

Cc: Department Personnel File
HR Central Personnel File