



HUMAN RESOURCES

Employment of Related Persons Form
UNCW Policy HR8.190, UNC Policy 300.4.2

HTTP://WWW.UNCW.EDU/POLICIES/DOCUMENTS/08.190%20EMPLOYMENT%20OF%20RELATED%20PERSONS.5JUNE09.PDF

HTTP://WWW.NORTHCAROLINA.EDU/POLICY/INDEX.PHP?PG=VB&NODE_ID=328

1) PROPOSED OR CURRENT UNCW EMPLOYEE WHO WILL BE SUBORDINATE IN THE SUPERVISORY CHAIN OF A RELATED PERSON WHO IS A CURRENT OR PROPOSED UNCW EMPLOYEE (AS IDENTIFIED IN UNC POLICY 300.4.2 AND UNCW POLICY 08.190)

Is the subordinate a: proposed employee or current employee?

Subordinate name: _____

Name and title of direct supervisor: _____

Subordinate Banner ID # (if available): _____

Relationship to current/proposed UNCW superior: _____

Proposed/current employment position/title: _____

Department/ unit & division: _____

Average UNCW pay rate for this position/title: _____

Proposed/current pay rate for this proposed/current employee: _____

Did any other candidate have demonstrably superior professional qualifications? Yes No

How many qualified applicants were considered for this position? _____

2) PROPOSED OR CURRENT UNCW EMPLOYEE WHO WILL BE SUPERIOR IN THE SUPERVISORY CHAIN TO THE INDIVIDUAL NOTED IN SECTION 1:

Is the superior a: proposed employee or current employee?

Name and title of the superior: _____

Name and title of direct supervisor of the superior: _____

Superior Banner ID # (if available): _____

Department/ unit & division: _____

3) MANAGEMENT PLAN FOR AVOIDING CONFLICTS OF INTEREST BETWEEN THE PROPOSED/CURRENT SUBORDINATE AND PROPOSED/CURRENT SUPERIOR LISTED ABOVE: (Use reverse side or attach)

4) Signatures:

Table with 4 columns: PRINT NAME, SIGNATURE, DATE. Rows include Proposed/current subordinate, Proposed/current superior, Chair/director of department or unit, Dean (as appropriate), Vice Chancellor/Chancellor.

Following vice chancellor signature please, RETURN SIGNED FORM TO HUMAN RESOURCES

(All forms will be reported at the regularly scheduled Board of Trustees spring meeting as required.)