



HUMAN RESOURCES

Employment of Related Persons Form UNCW Policy HR8.190

http://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) Related party 1: ___proposed permanent employee
___proposed temporary employee ___ indep. contractor
___proposed student employee

2) Related party 2
Relationship of parties: _____

Name: _____

Name: _____

Banner ID: _____

Banner ID: _____

Title: _____

Title: _____

Department: _____

Department: _____

Division: _____

Division: _____

Was the job posted? ___ Yes ___ No

Job Posting Method: _____

Number of Applicants: _____

Was related party 1 selected as the best qualified applicant for the job posting? ___ Yes ___ No

(Please note if position was not posted, employment of related party 1 may not be permissible even if a conflict of interest does not exist).

UNCW supervisor for person named in 1 above:

UNCW supervisor for person named in 2 above:

Name: _____

Name: _____

Title: _____

Title: _____

Department: _____

Department: _____

Division: _____

Division: _____

3) Identify a Management Plan for avoiding conflicts of interest between the above-named related persons if either occupies a position of influence over the other or if the employees are in the same division (continue on reverse side or attach).

Table with 4 columns: 4) Signatures:, Print Name, Signature, Date. Rows include Related Party 1, Related Party 2, Supervisor, Chair/Dept Director, Dean (if appropriate), VC/Provost/Chancellor, Human Resources AVC.

Following VC signature please RETURN SIGNED FORM TO HUMAN RESOURCES. All submitted information will be reported at annual Board of Trustees spring meeting as required. (Revised 05/13)