



## EMPLOYMENT OF IMMEDIATE FAMILY MEMBER HIRING REQUEST FORM

### Instructions to Hiring Unit:

This form is designed to assist the campus in complying with the University’s Employment of Relatives policy (see the [University of Illinois Statutes, Article IX, Section 2](#), which states:

*No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence etc.) to a member of the individual’s immediate family. “Immediate family” includes an individual’s spouse, ancestors and descendants, all descendants of the individual’s grandparents, and the spouse of any of the foregoing.”*

Please complete the information below, and attach a conflict management plan. Return this form and your conflict management plan for review and approval **PRIOR** to starting the employment of the new hire, to Staff Human Resources: [shr@uillinois.edu](mailto:shr@uillinois.edu)

### **To Be Completed by the Hiring Unit:**

New Hire Name: \_\_\_\_\_

New Hire UIN: \_\_\_\_\_

### Please complete the following about the new employee:

Department/Unit	
Employee’s Name	
Employee’s Position Title	
Employee’s Campus Address	
Name of Employee’s Supervisor	
Title of Employee’s Supervisor	
Campus Address of Employee’s Supervisor	

**Please complete the following about the *Relative* of the new employee:**

Relative's Name	
Relative's Permanent Position Title	
Relative's Campus Address	
Name of Relative's Supervisor	
Title of Relative's Supervisor	
Campus Address of Relative's Supervisor	

*Please attach a full conflict management plan for the employee. The conflict management plan should include an explanation of the working relationship between the employee and the relative and the decision making process in regards to the new employee including the organizational relationship between all parties. A template for a conflict management plan is provided in Appendix A of this form.*

\_\_\_\_\_  
New Employee Date

\_\_\_\_\_  
Relative of the New Employee Date

\_\_\_\_\_  
Unit/Department/College Approval Date

\_\_\_\_\_  
Staff Human Resources Approval Date

Questions regarding conflicts should be referred to the Office of Academic Human Resources, 333-6747, for Faculty, Academic and Graduate Student appointments; to the Employment Services section at the Staff Human Resources Office, 333-3101, for Civil Service Staff and Extra Help appointments; and to the Office of Student Financial Aid, Student Employment 333-0600, for Undergraduate Student appointments.

## Appendix A

### Conflict Management Plan Template

***Instructions to Hiring Unit:*** Please copy the language below into a new Word document, insert the information where requested, and return the completed conflict management plan and the Employment of Immediate Family Members Hiring Request Form to [shr@uillinois.edu](mailto:shr@uillinois.edu).

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Conflict Management Plan  
<Insert New Hire Employee Name and Permanent Employee Name>  
<Insert Department Name>  
<Insert Month and Year>

Effective [hire date], [New Employee] will be employed in [Department] in a civil service position. [New Employee] is the [relationship] of [Permanent Employee], [Position] in [Department]. [Permanent Employee] will not participate in any institutional decision regarding [New Employee], who is in [Department]. As of the first day of employment in [Department], [New Employee] will report to [Supervisor], [Position]. [Supervisor] will make all institutional decisions related to the employment of [New Employee].

According to the Employment of Immediate Family Members Policy, Campus Administrative Manual, Section IX/A-3, a University employee may not initiate or participate in institutional decisions involving a direct benefit or penalty to an immediate family member as defined by the Policy. Examples of such decisions include initial employment, retention, salary decisions, promotions, leaves of absence, etc.

[Permanent Employee] is not involved in any of the decision-making procedures related to [New Employee] and both employees work in different functional and physical areas. To ensure compliance, [Supervisor] is responsible for all decisions for [Employee] related to employment including, but not limited to, the following: future employment, salary decisions, evaluation, duties and responsibilities, oversight of travel and career-development decisions, etc.