**CALS HR Template for Nepotism Review**

Date:

To: <CALS Human Resources Manager>, CALS Human Resources

From: <Unit Contact Name>

Subject: Nepotism review

This is to document compliance with the [University of Wisconsin-Madison policy on Nepotism](https://kb.wisc.edu/ohr/policies/53037). The <Center/Department/Unit Name> requests approval of the following plan for the hire/management of related individuals:

Name of individual:

PVL/Cert to which hire is tied:

Position title:

What is/will be the individual's operational area:

Name of individual with whom a relationship exists:

Work address/location of both parties:

Explanation of relationship:

How and by whom was the decision to hire and rate of pay determined?

Who will be individual's supervisor and how will pay rate decisions be evaluated?

What is/will be your process for addressing concerns employees raise about nepotism? How will this process be communicated to employees?

Unit rationale for approving the request:

Other Required Procedures to Avoid Conflict of Interest

*Department*

When two related persons are members of the same unit, and one of them is chairperson/director, the Executive Committee designates another appropriate person or a committee to perform the functions of the chairperson/director in decisions to hire or set the salary of the individual related to the chairperson/director. Please identify these details if this applies to the request.

*Above the Department Level*

Whenever an administrator has jurisdiction over a related person, the responsibility for making decisions or approving decisions about the hire or salary of the related person must be assigned (in writing) (1) to the next highest University officer; or (2) laterally to another appropriate officer after approval of the next highest officer. Please identify these details if this applies to the request.

**Unit Review/Approval**  signature: date:

**CALS HR Review/Approval** signature: date: