Nepotism

It’s important for all employees of the USF System to know what the Florida Code of Ethics for Public Officers and Employees (the “FCOE”) and USF System Policy 0-027 says about a type of conflict of interest called nepotism and how it is prevented or managed.

This compliance-in-a-nutshell document will answer many of your questions, and will provide you with guidance that will help you do the right thing; however, this guidance is not intended to substitute for an employee’s consultation of official USF regulation or policy.

CAN RELATED PERSONS WORK IN THE SAME UNIT?
Related persons can be employed in a single organizational unit or in work-related organizational units when such employment will not involve or create a conflict of interest where one related person could participate in making recommendations or influencing decisions specifically affecting the appointment, retention, work assignments, evaluation, promotion, demotion, or salary of the other. This type of conflict of interest is called nepotism.

WHO ARE “RELATED PERSONS” ANYWAY?
- Husband or wife
- Parent or child
- Brother or sister
- Aunt or uncle
- Grandparent or grandchild
- First cousin, niece, or nephew
- Fiancé or Fiancée
- Spouse of a child, brother, sister, or parent
- Parent, child, brother or sister of spouse
- Persons intending to marry
- Persons intending to form a household
- Persons with the same legal residence

WHEN AND HOW DO I DISCLOSE? Employees are required to disclose the employment of related persons as soon as the relationship is created or discovered. Disclose it as a New FCOE Disclosure in eDisclose, select “yes” on the FCOE form’s question about the employment of a related person, and then the eDisclose system will forward your nepotism disclosure for sequential review based on the hierarchy in your organizational unit.

WHERE DO I GO FOR GUIDANCE ABOUT MY SPECIFIC SITUATION?

Faculty: Office of the Senior Vice Provost at (813) 974-2267 or email mdsmith8@usf.edu

Administration, Staff, or Temporary Employees: USF System Compliance & Ethics at (813) 974-2705 or email them at eDisclose@usf.edu