

Nepotism

It's important for all employees of USF to know what the Florida Code of Ethics for Public Officers and Employees (the "FCOE") and [USF 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.

WHAT IS NEPOTISM?

Nepotism is a type of conflict of interest where related persons employed in the same organizational unit or in work-related organizational units make recommendations or influence decisions specifically affecting the appointment, retention, work assignments, evaluation, promotion, demotion, or salary of the other person.

WHAT AM I REQUIRED TO DO?

All USF employees must disclose the employment of a related person in their organizational unit or in a work-related unit as soon as the relationship is created or discovered. A "related person" under the FCOE includes the following:

- 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

HOW DO I DISCLOSE?

Disclose nepotism on the **FCOE form** in [eDisclose](#) by selecting "yes" on the form's question about the employment of a related person. Nepotism disclosures are sequentially reviewed by the disclosing employee's Supervisor, Manager, and Senior Manager, based on GEMS records.

WHERE DO I GO FOR GUIDANCE ABOUT MY SPECIFIC SITUATION?

Speak with your Supervisor. Consult [USF Policy 0-027](#). Contact the appropriate office based your employee position type as follows:

<i>Position Type</i>	<i>Appropriate Office</i>	<i>Phone</i>	<i>Email</i>
<i>Faculty</i>	Office of the Provost	(813) 974-5649	ebell@usf.edu
<i>Health Faculty</i>	USF Health Faculty Affairs	(813) 974-1676	ojoanow@usf.edu
<i>Administration, Staff, and Temporary</i>	Office of Compliance & Ethics	(813) 974-4373, Option 7	eDisclose@usf.edu