**SAMPLE** – Management Plan to ensure equal opportunity and to avoid a conflict of interest

MEMORANDUM

To: \_\_\_\_\_\_\_\_\_\_\_\_, Chancellor or Vice Chancellor (Approver)

\_\_\_\_\_\_\_\_\_\_\_\_, Chief Human Resource Officer of Academic Personnel Officer

From: \_\_\_\_\_\_\_\_\_\_\_\_, Unit Manager

Date: Current

 Re: Requesting your approval to Hire a Near Relative and/or of Management Plan governing the reporting relationship between [Employee “A”] and [Employee “B”]

Copies to: [Employee “A”] (and personnel files)

 [Employee “B”] (and personnel files)

 Due to [describe special circumstance – e.g., result of a reorganization, individual has a specialized skill set] that is in the best interest of the University, I request your approval of the following Management Plan resulting from the appointment of a “Relative” or “Others with Close Personal Relationships” within our department.

 The appointment of [Employee “A”] to the position of \_\_\_\_\_\_\_\_\_\_\_\_\_, falls within the purview of PPSM 21, in that [Employee “A”] is a near relative of [Employee “B”]. PPSM 21 provides policy and direction regarding the appointment of near relatives. “To avoid a conflict of interest, an employee may not participate in the process of reviewing or decision-making on any matter concerning the appointment, promotion, salary, retention, termination, or other management decisions or personnel related decisions regarding a near relative.”

 Describe the reporting relationship between the two employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 A sample of possible reporting scenarios:

 1. Employee A will be supervised by Employee B.

2. Employee A will be assigned to a team in which Employee B has been assigned team lead responsibilities and in that capacity is a functional supervisor over Employee A.

 3. Both Employees are employed in Unit C, and will report to the same supervisor.

 Proposed Management Plan:

 For scenarios 1 and 2: To prevent any conflict of interest (or the appearance of favoritism) with respect to the appointment, promotion, wages, hours, or other conditions of employment, I (Unit Manager) will personally review and approve [Employee A]’s performance reviews as well as any other records, correspondence or transactions involving his/her appointment, promotion, wages, hours, or other conditions of employment. (“Other conditions of employment” include but are not limited to such issues as approvals for training, tuition support, business expenses, travel expenditures, and requests for time off.)

 Scenario 3: To prevent any conflict of interest (or the appearance of favoritism) with respect to the appointment, promotion, wages, hours, or other conditions of employment, I (Unit Manager) will personally review and approve [Employee A]’s and [Employee B]’s performance reviews, in conjunction with their supervisor, as well as any other records, correspondence or transactions involving either employee’s appointment, promotion, wages, hours, or other conditions of employment. (“Other conditions of employment” include but are not limited to such issues as approvals for training, tuition support, business expenses, travel expenditures, and requests for time off.)

 Both employees will receive a copy of this Management Plan. The supervisor will be reminded that all supervisors are responsible for maintaining objectivity in their work relationships and avoiding situations which raise the question of favoritism or discrimination.

 All members of the Unit team will be instructed to bring directly to me any issues or concerns involving conflict of interest or the appearance of favoritism that may stem from this relationship.

 If you approve of the provisions outlined here, please sign the document and return to me.

 If you desire different or additional provisions to be put in place, please note your amendments below, and sign and return to me.

 Please let me know if you have questions or if you need additional information.

 Thank you.

 Provisions governing the reporting relationships of [Employee “A”] and [Employee “B”]:

 Approved as written:

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 Vice Chancellor Date

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AVC and Chief Human Resource Officer or Date

AVP and Chief Academic Personnel Officer

Approved with the following amendments:

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 Vice Chancellor Date

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AVC and Chief Human Resource Officer or Date

AVP and Chief Academic Personnel Officer