

**EMPLOYMENT OF RELATIVES/CLOSE PERSONAL ACQUAINTANCE**

It is often difficult for people to objectively assess the abilities and performance of relatives or those whom we have close personal acquaintances. For this reason, it is strongly recommended that this situation be avoided. When this situation arises, employees are expected to notify the supervisor, who must then notify a Human Resources Representative. In exceptional cases when employment of such a person occurs and a direct reporting relationship exists between the two, the following understanding will be implemented and agreed to as follows:

In accordance with Brown University's policy entitled Employment of Relatives (# 20.013), we understand and agree to the following conditions of employment:

1. In general, performance evaluations, disciplinary action, and salary decisions will be reviewed by a disinterested and qualified supervisor in conjunction with Human Resources.
2. Except in decision-making affecting all of the workers in the department, such as training and scheduling, a disinterested and qualified supervisor chosen by and acting under the direction of Human Resources will determine actions affecting the individuals terms and conditions of employment.

We indicate, by our signature below, our understanding of and agreement to abide by the guidelines outlined above, and further, that future decisions impacting our employment may be affected by our personal relationship.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

C: Department Head  
HR Representative  
Personnel File

