**Department of General Services**

Request to Employ a Related Individual

It is the policy of the DGS not to discriminate in its employment and personnel actions with respect to its employees, applicants, and contracted individuals on the basis of marital or familial status. Standards of hiring, promotion, reappointments, and evaluation, working conditions, responsibilities, salary and terminations are based on ability, qualifications for the position, and performance. Relationship to another individual employed by the DGS shall not constitute a bar to hiring, promotion or reappointment; provided that no employee shall be under the direct supervision of a related individual. The DGS retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security, morale, or involves a potential conflict of interest.

Division/Office/Branch:

Proposed New Employee’s Name:

Proposed New Employee’s Classification Title:

DGS’ Employee Name:

DGS’ Employee Classification Title:

Relationship between DGS Employee and Proposed Employee:

Requesting Division/Office Branch Chief Name:

Individuals should not be employed in a division/office/branch/unit, which will result in a subordinate-supervisor relationship between the employees through any “line of authority.” Line authority is defined as authority extending vertically through one or more organizational levels of supervision or management.

1. Will this hire result in a subordinate-supervisor relationship? Choose an item.

Explain your response below.

1. Will this hire result in the employees working in the same office location? Choose an item.

Explain your response below.

1. Will either employee have authority over the other that will affect the terms and conditions of employment (i.e., assignments, evaluation, compensation, promotions, leave, disciplinary actions and terminations)? Choose an item.

Explain your response below.

1. In the box below, explain the recruitment and selection process used to select the person in question. Include a detailed explanation as to why the person is the best qualified applicant for the position; panel member names; names of other interviewed applicants; and, **attach a copy of the interview questions, duty statement and organization chart**.

1. In the box below, explain the personal versus working relationship, in detail, of the applicant in question to the current employee.

1. In the box below, explain your proposed solution.

# Requesting Division/Office/Branch

I certify that this employment action is in the best interest of the DGS.

Requesting Division/Office/Branch Chief Signature and Date:

# To be Completed by the Director and Chief, Office of Human Resources

[ ]  Approved

[ ]  Denied

[ ]  Pending Clarification

Chief, Office of Human Resources Signature and Date:

Director’s Signature and Date: