

Panelist/Hiring Manager's Name: _____ Date of Interview: _____

Recruited Position: _____

NEPOTISM AND CONFLICT OF INTEREST DISCLOSURE PANELISTS AND HIRING MANAGERS

RESTRICTIONS ON EMPLOYMENT RECOMMENDATION FOR RELATIVES AND/OR CONFLICTS OF INTEREST

Chapter 112.3135 of the Florida Statutes prohibits employment of anyone who is related by blood or marriage to a public official who has the authority to appoint, employ, promote or advance such individuals, or to recommend such appointment or advancement within an agency of the County.

"Relative", for purposes of this section only, means: father, mother, son, daughter, sister, brother, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandchild or grandparent.

Miami-Dade County policy prohibits panel members from serving on any interview committee wherein a "relative", as defined above regardless of the position applied for, is being considered for any _____ Department position. Please indicate below if you have a relative to be interviewed.

1. This is to certify that I have read and understand the above-mentioned policy, and that I ☐ do / ☐ do not have any relative to be interviewed for employment by this panel in which I am serving. (If you do have a relationship, complete the section below.)
2. IT IS FURTHER UNDERSTOOD THAT SHOULD I BECOME "RELATED", AS DEFINED ABOVE, I WILL NOTIFY THE _____ DEPARTMENT OF THE CIRCUMSTANCES OF THE RELATIONSHIP TO BE SUBMITTED TO THE DIRECTOR'S OFFICE FOR REVIEW.

CONFLICT OF INTEREST DISCLOSURE

3. This is to disclose that I ☐ do / ☐ do not have a **personal relationship** with an applicant or someone in the _____ Department that may impact my ability to be impartial. Personal relationship is defined as past or present connections, including but not limited to, emotional bonds and interactions formed between people. **I understand that as Panelist/ Hiring Manager, a familial or personal relationship with an Applicant may be a conflict of interest and subject me to penalties under the Miami-Dade Conflict of Interest and Code of Ethics.** If you have a personal relationship, complete the section below.

Panel Member/Hiring Manager's Signature: _____ Date: _____

Name of person who is either a relative or for whom I have a personal relationship with which may present a conflict of interest:

Employee: _____ Relation: _____

Explanation: _____

Division/Assistant/Deputy Director comments and signature:

Comments: _____

Division/Assistant/Deputy Director Date

Approved _____ Disapproved _____

Department Director Date

Approved _____ Disapproved _____