Utah Tech University Policy 302 Addenda A
Sample Disclosure Forms

Pre-Existing Relationship – Student

Dear Supervisor W:

Pursuant to Policy 302, I am disclosing the existing of a pre-existing romantic relationship with a University student. John Doe and I have been married for 5 years. John recently enrolled in classes for next semester. As a University staff employee, I do not anticipate working with John in his capacity as a student. John will also not be taking any of the courses that I teach as a part-time instructor.

Sincerely,

Jim Doe

Pre-Existing Relationship – Subordinate

Dear Supervisor X:

Pursuant to Policy 302, I am disclosing the existence of a pre-existing romantic relationship with another faculty member in my department. Jael Doe and I have been married for 10 years and have both taught in the same department for 5 years. When I became the department chair, we had a plan approved so that we would not be in violation of Policy 303. I understand I will also need a plan related to 302.

Sincerely,

JayCee Doe

Prior/Concluded Relationship

Dear Supervisor Y:

Pursuant to Policy 302, I am disclosing a prior romantic relationship that I had with Jose Doe, a new professor in my department, 2 years ago. The romantic relationship was very short-lived and is not currently ongoing. As the department chair, I have notified my dean and attempted to make informal arrangements so that I am not Jose's direct supervisor. Please advise on how I should formalize arrangements to comply with Policy 302.

Sincerely,

Jane Rae

Current Relationship

Dear Supervisor Z:

Pursuant to Policy 302, I am disclosing that I recently began a romantic relationship with another employee in our department, Jill Doe. Jill has worked in my department for years and we have always had a productive working relationship and close friendship outside of work. Because I am not Jill's direct supervisor nor in her chain of command, I can easily comply with Policy 302's prohibition on determining direct benefits or penalties.

Sincerely,

Jason Rae