

Nepotism (Employment of Relatives)

Date

7/21

No person (faculty member, administrative, or support), including full-time, part-time, temporary (including students), or seasonal employees may be employed in a position under direct supervision of a member of their family.

Under no circumstances will a family member be involved in the selection, evaluation, assignment of duties, salary determination, promotion/tenure or similar decisions regarding a member of their family.

Family members for purposes of this policy include spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, step relatives, half relatives, or in-laws.

Situations of nepotism that arise in existing employment situations due to a change in relationship, must be reported promptly.

A supervisor may prepare a written proposal for an exception to this policy because of the best interests of the University to employ a person in a specific position.

Situations of nepotism that are approved, as a result of such proposal or a change to an existing employment situation, must be addressed by an approved Management Plan.

The Management Plan must address reporting relationships, supervision, and evaluation to ensure there will be no decision making based upon family relationships regarding promotion, wages, hours, or other conditions of employment. The Management Plan must address the management of the approval and review process for expenditures and travel to sufficiently mitigate or preclude any potential of favoritism, conflict of interest, or negative impact. The Management Plan should include a description of any necessary reallocation of duties, modifications to the chain of reporting, or other alterations to the position description. A review of the approved Management Plan must take place in the event of any change in reporting relationships and on an annual basis.

Exceptions to the nepotism policy, including review and approval of a Management Plan, may only be granted by the Vice President overseeing the functional area in consultation with the Executive Director of Human Resources.