

POLICY NO. 615
Area: Human Resources

Date Adopted: May 20, 2003

Certified by _____
Dr. Adolphus Andrews
Executive Vice President and
Chief Financial Officer

Revisions Approved:

Subject: NEPOTISM

1. University policy does not permit employment of an individual in an area where one employee has direct control over a “family member’s” supervision, salary, or promotion; such activity is considered to be nepotism. This policy applies to all University employees.

2. Purpose: The intent of this policy is to ensure fair and equal treatment of employees and applicants while minimizing situations which create potential for favoritism or unnecessary hardship. While the University recognizes that the employment of family members within an organization creates a potential for favoritism, the University is also aware that a rule excluding family members of current employees from employment may deprive the University of qualified, capable employees.

3. Enforcement: Any individual affected by an alleged nepotism situation may pursue the matter by presenting their circumstances to the Director of Human Resources for resolution.

4. Implementation

a. The term “ family member” as used in these guidelines is defined by the following relationships:

(1) By blood: parent, child, adopted child, grandparent, grandchild, brother, sister, half brother, half sister, uncle, aunt, nephew, niece, first cousin

(2) By marriage: husband, wife, step parent, step child, step brother, step sister, brother-in-law, sister in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece

b. It shall be a violation of this University policy for an employee to supervise a family member or to initiate or participate in institutional decisions involving direct benefit to a family member. A nonexclusive list of impermissible involvement includes decisions on initial appointment, retention, promotion, salary, evaluation, leaves of absence, and scheduling of work assignments.

c. If a nepotism situation occurs and is not otherwise resolved, the supervisor having control over both family members must contact Human Resources immediately for resolution. While resolution of each case will be handled on an individual basis, it may be resolved by reassignment of the supervised family member to a comparable area of employment with the university or reassignment to a different supervisor within the department if at all possible. If the nepotism situation cannot be resolved, the least senior employee must vacate his/her position.

d. This policy also applies to persons whose marital status changes during employment and becomes involved in a direct supervisory chain of command. In such cases, one of the persons affected must be reassigned to another supervisor or vacate his/her position not later than 60 days after the marital status has changed.

e. No employee or prospective employee shall be discriminated against because the University employs a family member. The University is not opposed to the employment of more than one family member except under circumstances where an employee would supervise a family member.