Nepotism

Policy Statement

No employee, faculty member, supervisor, or administrative officer shall make recommendations or in any way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, salary, or other status or interest of a close relative (spouse, child, step child; grand child or parent, sibling, niece, nephew or in-laws) nor shall an administrator or supervisor be the immediate supervisor of a close relative.

Employees who marry while employed in the same department, or become part of a household are treated in accordance with these guidelines.

Entities Affected by the Policy

All HR Staff
All Supervisors
All Employees

Policy Background

Not applicable.
Policy Procedures

Except as indicated below, selection, promotion, salary, and all other matters pertaining to employment of staff shall be made without regard to the relationship of one employee of the University to another. Supervisors and administrators shall consider each individual upon his or her merit.

In no situation shall one employee have direct supervisory responsibility for a member of their family and noted above.

It is permissible, but not recommended to have a relative work in the same department as long as the appropriate Vice President approves.

Definitions

Nepotism
Favoritism (as in appointment to a job) based on kinship

Responsibilities

Supervisors
May not hire a relative, as indicated above, into a position for which they have supervisory control.

Human Resources
Advises hiring officials and other members of management on this policy.

Violations of the Policy

Failure to follow this policy will cause the employee to be subject to corrective disciplinary action.
Interpreting Authority

Director of Human Resources

Statutory or Regulatory References

Not applicable.

Relevant Links

Not applicable.

Policy Adoption Review and Approval

Approved by the Board of Regents as part of the Staff Handbook on August 1, 2002.