Nepotism

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, in-laws or Sponsored Dependent) 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

All HR Staff
All Supervisors
All Employees

Background

Not applicable.
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 or Sponsored Dependent and noted above.

It is permissible, but not recommended to have a relative or Sponsored Dependent 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 or relationship.

**Sponsored Dependent**
An individual who shares primary residence with benefit eligible EKU employee and has lived with EKU employee at least twelve months prior to effective date of coverage, is at least the age of majority, is not a relative and is not employed by the EKU employee.

Responsibilities

**Supervisors**
May not hire a relative or Sponsored Dependent, 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

Failure to follow this regulation 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.

Adoption Review and Approval

Approved by the Board of Regents as part of the Staff Handbook on August 1, 2002.
Revised to include Sponsored Dependent 6/16/11.