



## Eastern Kentucky University Policy and Regulation Library

8.3.2  
Volume 8, Human Resources  
Chapter 3, Work Policies and Procedures  
Section 2, Nepotism  
Approval Authority: President  
Responsible Executive: Chief Human Resources Officer  
Responsible Office: Human Resources  
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Last Revised: 6/16/11 Next Review Date: 8/1/12

# Nepotism

## Statement

Employment situations that constitute Nepotism are prohibited. No Hiring Official 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 an individual with whom they have a Familial or Personal Relationship, nor shall any Employee be the immediate supervisor of an individual with whom they have a Familial or Personal Relationship.

Employees with Familial or Personal Relationships should not be appointed or transferred to a position that creates a potential situation of Nepotism without an approved Nepotism Management Plan established to avoid instances of supervision or influence. Potential Nepotism situations must be reported prior to appointment or transfer, according to the procedures detailed below.

Members of the Board of Regents should not recommend for employment at Eastern Kentucky University individuals with whom they have a Familial Relationship.

## Entities Affected

Employees and Board of Regents

## Background

Members of the University community must take care to ensure that Familial and Personal Relationships between University Employees to not result in conflicts of interest or perceptions of bias or undue influence or negatively affect the work environment.

## Procedures

In any circumstance where an Employee is recommending or considering the acceptance of an appointment

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## Definitions

- **Employee:** Individuals employed by the University.
- **Hiring Official:** An Employee who has the authority to participate in the decision-making process with regard to the appointment, tenure, promotion, salary, or other status or interest of another individual.
- **Familial Relationship:** A relationship between two individuals by blood, adoption, marriage or domestic relationship to the following degrees: parent, child, brother, sister, uncle, aunt, niece, nephew, first cousin, grandparent or grandchild, spouse, Sponsored Dependent, step-parent, step-child, step-brother, step-sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or the equivalent for individuals in a domestic partnership.
- **Personal Relationship:** A romantic/Intimate relationship.  
Note: the above definitions of relationships is not to be considered an exhaustive list; other close, personal relationships between two individuals could be considered on a case-by-case basis to be subject to this policy.
- **Nepotism:** The supervision or influence over an Employee by another Employee with whom they have a Familial or Personal Relationship.
- **Nepotism Management Plan:** A plan approved by the involved parties, relevant Dean/Department Head, appropriate Vice President/Senior Vice President for Academics and Provost, and the Chief Human Resources Officer to mitigate the effects of nepotism.
- **Sponsored Dependent:** An individual who shares primary residence with a benefit eligible Employee and has lived with the 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 Employee.
- **University:** Eastern Kentucky University.

## Responsibilities

- Hiring Official
  - May not 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 an individual with whom they have a Familial or Personal Relationship,.
- Chief Human Resources Officer
  - Oversight of the regulation.

## Violations

Violations of this regulation will be handled on a case-by-case basis. Employees found in violation of this regulation may be subject to disciplinary action.

## Interpreting Authority

Chief Human Resources Officer.

## Statutory or Regulatory References

University Policy 1.2.1, Code of Ethics

## Adoption Review and Approval

### Policy Revised

<u>Date</u>	<u>Entity</u>	<u>Action</u>
06/16/11		Editorial Revisions

### Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
08/01/02 Handbook	Board of Regents	Approved as part of the Staff