



UNIVERSITY POLICY

SUBJECT: HUMAN RESOURCES

TITLE: EMPLOYMENT OF RELATIVES

CODING: 00-01-30-55:00

ADOPTED: 01/20/92

AMENDED: 02/05/01

I. PURPOSE

To set policy regarding the employment of relatives.

II. ACCOUNTABILITY

Under the direction of the President and Senior Vice Presidents, the Deans and Vice Presidents in concert with the Vice President for Academic Affairs and the Vice President for Human Resources shall ensure compliance and implement this policy.

III. DEFINITION

Relative - father, mother, son, daughter, brother, sister, wife, husband, grandparent, grandchild, or individual who has acquired such a relationship through marriage (e.g., stepchild, aunt, uncle, cousin).

IV. POLICY

It is the University's policy to base employment decisions specifically affecting hiring, retention, promotion, demotion, contracting or salary on the basis of individual merit and to avoid any favoritism or unlawful discrimination in making such decision.

The employment of relatives in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy. Even if favoritism or unlawful discrimination is not shown, the existence of the situation may cause the appearance of favoritism or may cause unwarranted discomfort for the individuals involved.

It is, therefore, the University's policy to restrict the employment of relatives when practicable, according to the following:

Requirements:

1. This policy shall apply to all faculty and staff whether they have full, part-time, temporary, per diem or summer status.
2. Applicants will not be hired or faculty or staff members promoted or transferred into a position, which would place them in a supervisory/subordinate or "chain of command" role with a relative.

3. No faculty or staff member shall have hiring authority over a relative or shall make recommendations, or in any way participate in the decision of any matter which may directly affect the employment status, job security or salary of a relative. All faculty and staff will be expected to fulfill the spirit of this policy by excluding themselves from participation in personnel decisions in which a relative is involved.
4. Exceptions to this policy for faculty may be made by the Senior Vice President for Academic Affairs and for staff by the Vice President for Human Resources.

NOTE: The University realizes that there may be existing employment relationships that run counter to this policy. It is the purpose of this policy to avoid creating any new situations where relatives are employed in "sphere of influence" relationships. In these existing situations, faculty and staff will be expected to fulfill the spirit of this policy by excluding themselves from participation in personnel decisions in which a relative is involved.

By Direction of the President:

Vice President for Human Resources