



UNIVERSITY POLICY

SUBJECT:	HUMAN RESOURCES	TITLE:	EMPLOYMENT OF RELATIVES		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Human Resources	
CODING:	00-01-30-55:00	ADOPTED:	1/20/92	AMENDED:	02/22/10

LAST REVIEWED: 02/22/10

I. PURPOSE

To set policy and parameters under which relatives may be employed to avoid potential employment situations that may appear to extend privileges to individuals based on the individual’s relationship with an employee who may be a relative.

II. ACCOUNTABILITY

Under the direction of the President, the Executive Vice President for Academic and Clinical Affairs, Senior Vice Presidents, Deans, President/CEOs of the Healthcare Units and Vice Presidents shall ensure compliance with this policy. The Vice President for Human Resources shall implement this policy.

III. APPLICABILITY

This policy shall apply to all employees including the University President, officers, deans, faculty, staff and housestaff, whether they have full, part-time, temporary, per diem, internship or summer status.

IV. DEFINITION

Relative – A member of an employee’s family or extended family, whether related by blood or marriage who may include any one of the following individuals: spouse, domestic partner, civil union partner, parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half brother or half sister.

Any reference to “relative” in this policy shall be inclusive of non-related individuals who are (1) sharing the same household with the same financial interdependence; or (2) becoming members of the same household, family or having romantic relationships which is viewed by the State Ethics Commission as creating a conflict of interest.

V. REFERENCES

- A. UMDNJ Policy Prohibiting Sexual and Other Types of Harassment [00-01-35-25:00](#)
- B. Conflicts of Interest Law – N.J.S.A. 52:13D-21.2

VI. POLICY

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

The employment of relatives in positions where one will have influence over the other's status or employment is regarded as a violation of this policy. Even if favoritism is not shown, the existence of the situation may cause the appearance of favoritism, or may cause unwarranted discomfort for the employees involved. Such appearance may further affect the productivity and professionalism of the work environment. It is, therefore, the University's policy to restrict the employment, transfer or promotion of relatives according to the provisions of this policy.

Requirements:

1. Applicants will not be hired, or faculty and staff members promoted or transferred into a position which would place them in a supervisory/subordinate or "chain of command" role with a relative, i.e., no applicant, faculty or staff member shall occupy a position that reports directly to a relative or reports to a manager who reports to the relative.
2. Employees becoming members of the same household, family or having romantic relationships may continue employment provided one is not under the direct or indirect supervision of the other, nor is involved in any personnel decisions concerning the other. Any such conflicts shall be resolved as follows:

For Staff:

The supervisor shall notify the Human Resources Generalist should such conflict, as defined by this policy, exist and the Human Resources Generalist will assist management in minimizing a situation that may impact the morale of the work environment:

- Staff employees in such conflict shall have the responsibility of securing another position within the University within sixty (60) days, with the assistance of the Human Resources Generalist and Labor Relations. The decision as to which employee will secure an alternate position shall be made between the two employees in conflict.
- Failure to secure another position within the sixty (60) day period shall result in the separation of one of the employees from the University. The subject employees shall be permitted to decide which of the two shall be separated.
- In the event the employees fail to make the decision of who shall resign, the decision shall be made by the Vice President for Human Resources in consultation with Legal Management, Office of Workplace Diversity, appropriate leadership from the school or unit and, if appropriate, the Vice President for Academic Affairs.

For Faculty:

It is the responsibility of the Deans of the schools to resolve conflicts (as defined by this policy), for faculty and to ensure a reporting relationship that is in compliance with the provisions of this policy.

3. For staff and faculty, the assistance of the Human Resources Generalist may be sought in developing a plan for alternate arrangements. Such plans shall be subject to approval by the Vice President of Human Resources for staff, and by the Dean of the school for faculty.

4. No relative of a Department Chair in any UMDNJ school may have a reporting relationship to such Chair so as not to cause the appearance of favoritism.
5. 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 or salary of a relative. All faculty and staff will be expected to exclude themselves from participation in personnel decisions or faculty actions in which a relative is involved.
6. No unit or department shall reorganize its existing reporting structure solely for the purpose of accommodating the employment of a relative and thereby circumventing the intention of this policy.

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 encourage the reduction of these relationships and 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 or faculty actions in which a relative is involved. In addition, existing relationships may be reviewed at the discretion of the appropriate Dean or Vice President to ensure no disruption to unit operations occurs.

By Direction of the President:

Vice President for Human Resources