

Subject: **Conflicting Employment Relationships (Nepotism)**

Applies to: All Faculty & Staff

- I. Policy: In general, there are only minimal limitations of employment or continued employment of any person because of a conflicting relationship with another member of the University faculty or staff. Employment is limited only when necessary to avoid conflicts of interest and provide reasonable assurance that each person can carry out the responsibilities of his or her position as objectively as possible. Where employment would be in conflict with the guidelines below, the problem may sometimes be avoided by adjustment of the duties assigned to one or both of the individuals or by modification of the administrative relationships of their positions, or both. Such adjustments may be made whenever reasonable but are not acceptable if they will have significant adverse effect on the evaluation of the positions or on the orderly operation of the department or other offices concerned.
  
- II. Guidelines:
  - A. Definition: Conflicting employment relationships include parents, brothers and sisters, sons and daughters--including in-laws in each case--husband, wife, grandparents, and grandchildren. In addition, fiancés/fiancées, step children, guardians, wards and live-in significant others will constitute conflicting relationships.
  
  - B. General University and Senior Administrative Officers: Individuals who may have conflicting employment relationships (as defined in II A above) with general University and senior administrative officers should not be employed in any capacity in the University. For purposes of this policy, general and senior administrative officers include President; Provost; Assistant to the President/Provost; Vice Presidents, Associate Vice President for Human Resources, Provosts and Associates; Treasurer; Associate and Assistant Treasurer; University Secretary; and directors for Human Resources, Finance, Budget and Audit.
  
  - C. Deans, Directors or Department Heads: Individuals who may have conflicting employment relationships (as defined in II A above) with deans, directors or department heads should not be employed in the school, college, department, or division over which the dean, director, or department head presides.
  
  - D. Supervisor-Supervisee Relationship: Individuals should not be employed in positions which involve supervising, or being supervised by individuals who may have a conflicting employment relationships (as defined in II A above) nor in positions which report to a common supervisor.
  
  - E. Departmental Administrative Responsibilities: Individuals with departmental administrative responsibilities who may have conflicting employment relationships (as defined in II A above) should not be employed in positions where one will have responsibility for reviewing and approving financial, budgetary, purchase, or personnel actions initiated by, recommended by, or affecting the other. Neither should one such individual be employed where the other has responsibility for approving or acting on his or

her administrative reports, project or grant requests, nor in positions involving independent access to personnel files of such an individual or that individual's supervisor or co-workers.

- F. Where it is clearly in the University's interest and where the employment is not undertaken because of the relationship with another University employee, an exception may be requested. A dean or director should provide a written request to the Associate Vice President for Human Resources. The concurrence of the President will be required for any such excepted appointment involving officers, deans, directors or department heads.

III. Procedure:

- A. Administration of this policy is the responsibility of the Deans and Directors in collaboration with the Associate Vice President for Human Resources. If such a relationship is established or is anticipated to be established, the Dean or Administrative Officer or the Associate Vice President for Human Resources should be contacted.
- B. In administering this policy, care will be taken to avoid sex- or age-based discriminatory effects. For example, where a conflicting relationship is or will be established, it is not to be presumed that the younger of the two persons or, (if one is female) that the woman will be the one whose job is to be altered or whose appointment or promotion is to be modified or denied.
- C. Decisions are to be guided by the content and requirements of the jobs, the qualifications of the individuals, the interests of the University's work, and its administrative integrity.