

<b>SUBJECT:</b> Employment of Relatives	<b>Effective Date:</b> 5-11-05	<b>Policy Number:</b> 3-008	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> President or President's designee (for faculty, undergraduate, and graduate students) Director of Human Resources (for all others)		

**APPLICABILITY/ACCOUNTABILITY:**

These guidelines are applicable to all members of the university community.

**DEFINITIONS:**

Relative. A *relative* is anyone related to an employee in the following ways, and includes those within these categories who are referred to as adopted, step-, grand-, half-, in-law, or great- :

- parent
- child
- sibling
- uncle or aunt
- first cousin
- nephew or niece
- spouse

Persons who intend to marry or with whom the employee intends to form a household, and any other person having the same legal residence as the employee are included in this definition of *relative*.

Conflict of Interest. *Conflict of Interest* includes, but is not limited to, participation by the relative in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion, or salary of the related person.

Employment. *Employment* for purposes of this policy and to ensure there is no perception of a conflict of interest, includes appointments to regular positions in any pay plan, temporary or casual employment, or paid student positions such as student assistants, graduate assistants, or research assistants.

#### POLICY STATEMENT:

The overall employment policy of the university affirms equal opportunity and affirmative action. In association with this policy, special considerations as articulated in the procedures section are used when employers evaluate applications from relatives of employees of the university.

Appointment of relatives in a single organizational unit or in job-related organizational units is permitted provided that such appointment will not create a conflict of interest.

#### PROCEDURES:

- A. Relatives seeking appointment at the university must follow established appointment application policies and procedures.
- B. The prospective supervisor of the person seeking appointment is responsible for referring relatives' appointments for approval through the appropriate channels. Units seeking to appoint a related person shall submit the related person's application through the prospective department head for review, comment, and action: faculty appointments (including adjunct faculty), undergraduate or graduate student appointments are forwarded for final action to the Provost and Vice President for Academic Affairs through the dean or director. A&P, USPS, and OPS (except adjunct faculty) appointments are forwarded to the appropriate dean or director, vice provost, and vice president and then to the Director of Human Resources for final approval. All other appointments of relatives processed at the departmental and college level are forwarded to the Director of Human Resources for final approval.

INITIATING AUTHORITY: Vice President for Administration and Finance

**POLICY APPROVAL**  
(For use by the Office of the President)

Policy Number: 3-008

Initiating Authority: Will F. Mentz Date: 5/13/05

Policies and Procedures  
Review Committee Chair: Beth Barnes Date: May 11, 2005

President or Designee: John C. Hill Date: 5/13/05