

### **SUMMARY**

In order to minimize the potential for conflicts in the workplace, the University has adopted a nepotism policy to address the hiring of relatives and to address relationships that may develop after employment.

### **POLICY**

“Relatives” refers to immediate family members including spouse, child, parent, sibling, same-sex partner, step-parent, grandparent, in-laws of these, niece, nephew, aunt, and uncle.

Hiring of relatives is permitted in separate departments in situations where there is no direct reporting relationship.

Hiring of relatives within the same department is discouraged as it may cause a conflict of interest, or the appearance of bias, but may be permitted when there is no direct reporting relationship. Approval from Human Resources and the Conflict of Interest Office is required. The Department Head must be advised of any familial relationship which develops in the same department after employment. At that time, management will determine if there is a risk of conflict in the immediate or near future. If so, reasonable steps to eliminate the conflict must be taken in consultation with Human Resources and the Conflict of Interest Office. Approval from Human Resources and the Conflict of Interest Office is required.

Changes in positions, transfers, promotions, etc. will be resolved in the same manner as in (d) above to avoid violation of this Policy.

Faculty and Staff must report the relationship via the Workplace Relationship Disclosure [Form](#) within 30 days of the hire date of the faculty or staff member’s relative or within 30 days of the establishment of the familial relationship.