

NEPOTISM POLICY

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, neither ***faculty, nor administrative or classified staff*** may participate in career decisions (including tenure, promotion, merit, reassignment, hours, scheduling, etc.) that affect other members of their immediate family. Immediate family for purposes of this policy is defined as: spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent and legal guardian or other person who stands in place of a parent.

This policy will be upheld regardless of the sex of the parties involved and will be equally applied to both males and females. If a proposed hire, promotion, or other job action places an employee in a supervisory role *vis-a-vis* another immediate family member, the matter should be brought to the attention of the supervisor and the appropriate vice president. If a marriage takes place which results in immediate family members coming into direct reporting relationships with one another, the immediate supervisor and vice president must be informed. While appointment of spouses or other members of the immediate family to the same department or unit is not necessarily nepotism, employees may not participate in career decisions (including tenure, promotion, merit, reassignment, etc.) on other members of their immediate family.

The university will do whatever is possible to avoid the conflict or appearance of a conflict of interest although all parties should recognize that easy accommodation of the situation may not always be possible. For more specific information relative to nepotism, you may contact the Office of Equity and Diversity or the Office of Human Resources.

Additional information on the Nepotism Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no information on this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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