EMPLOYMENT OF RELATED PERSONS

PURPOSE: The employment of related persons, can lead to sensitive work issues, including but not limited to, confidentiality, security, real or perceived conflicts of interest and other perceptions that can have a negative effect on morale. For the purposes of this policy, related persons are defined as: current and/or former spouse, children, step-children, siblings, parents, step-parents, grandparents, in-laws, and other persons who are in the opinion of the University living in the same household as though they were legally in one of the listed relationships, domestic partners and persons who are dating or otherwise engaged in an intimate relationship.

POLICY: The University does not categorically prohibit the employment of related persons. However, in recognition of the potential for sensitive work issues, the University will review each hiring decision involving related persons to determine the possible ramifications of the job placement and will make its hiring decision based on the merits of each individual situation.

DATE APPROVED: July 7, 1999
REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

1. Functional Relationship of Many Positions
   a. The University reserves the right at any time, and for any reason, to deny employment, or continued employment when it is deemed by the University to involve the employment of related persons.
   b. Due to marriage or other reasons, employees who are hired or become related may find themselves in positions of conflict with this policy. If, within a reasonable time, a transfer to eliminate the conflict is not possible, it may be necessary for one or both of the employees to resign. This policy does not require the University to fill a position vacancy with an existing employee who finds him/herself in conflict with this policy. Transfer/hiring decisions remain within the discretion of the University.
   c. In administering this policy and deciding whether the employment or continued employment of related persons is permissible, consideration may be given to, but is in no way limited to, such questions as:
      i. Is it likely that either related person will be in a position to influence the salary, advancement, or future work assignments of the other?
      ii. Would the related persons have related work assignments, i.e., could one be responsible for checking or reviewing the work of the other?
      iii. Could the work of one employee depend upon the work of the other?
      iv. Would one of the related persons be working in a sensitive area of the University and/or have access or exposure to confidential material, data, or records?
   d. Persons related to employees who report directly to the President or to members of
the Board of Trustees will not be hired. (This policy will not affect any employment decisions made prior to January 1, 2000.)
e. This policy does not prohibit the employment of dependent children of University employees on a temporary basis during summer and school breaks.

2. Employment Decisions
a. It shall be the joint responsibility of the hiring supervisor and the Manager of Human Resources to identify situations that involve or may involve the employment of related persons during the search process and thereafter.
b. If a related person is preferred over other candidates in the hiring process, or if persons become related while employed with the University, the Manager of Human Resources shall present the circumstances to President/Chief Operating Officer. The President will review the situation to determine whether the scenario violates this policy and, if so, recommend to the President whether to grant an exception.
c. Decisions regarding the employment of related persons will be made on a case-by-case basis. The President’s decision is final. All exceptions to the policy prohibiting the employment of related persons are conditional and can be withdrawn or revised when deemed to be in the best interest of the University.