



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.2303

DIVISION: Finance and Administration

TITLE: Employee Relationships/Employment of Relatives

DATE: January 1, 1999

REVISED: August 29, 2006, September 8, 2011, November 26, 2012

Policy for: All Employees

Authorized by: Administrative Council

I. Purpose and Scope

The University seeks to foster a working environment in which people are treated with respect and fairness, and without any potential for conflict of interest or an appearance of favoritism. In keeping with this workplace philosophy, relationships between employees where one party to the relationship holds a position that has influence over the other party's employment, performance review, salary administration, promotion, or other employment-related decisions could result in or appear to create a conflict of interest.

While this policy prohibits certain workplace relationships, the University does recognize the possible advantages of employing members of the same family or domestic partner unit and is supportive of such when not in violation of this policy.

The University requires full disclosure of any relationships as defined herein at the time of initial employment or at any time such a relationship develops or occurs during the course of employment where a conflict of interest may be present.

II. Definitions

- A. Conflict of interest: an appearance of impropriety that arises when an employee with authority or responsibility to exert influence over another employee's employment initiates, acquiesces to, or engages in a consensual relationship with that employee.
- B. Consensual relationship: romantic, amorous, and/or sexual relationship between consenting individuals.

- C. Relative: father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law, grandparents, great-grandparents, nieces, nephews, grandchildren, great-grandchildren, in-laws, or step-relatives of same.
- D. Domestic partner: a legal or personal relationship between two individuals who live together and share a common domestic life, but are neither joined by marriage or civil union.

III. Policy and Procedure

- A. No person shall be employed at the University if his or her relative, or domestic partner, serves on the Board of Regents.
- B. If a consensual, relative, and/or domestic partner relationship between two employees exists or develops, and one party to the relationship holds a position that does or could exert influence over the other party's employment, performance review, salary administration, promotion, or other employment-related decisions, both employees are required to immediately report the relationship to the Director of Human Resources.
- C. The Department of Human Resources will work with the affected employees and department(s) to resolve any conflict of interest, and ensure objectivity in employment-related decisions. In all cases, the needs of the University will determine the resolution.