



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.2304

DIVISION: Finance and Administration

TITLE: Employee Relationships / Employment of Relatives

DATE: January 1, 1999

REVISED: August 29, 2006, September 8, 2011, November 26, 2012, February 9, 2026

Policy for: All Employees

Authorized by: President's Cabinet

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 are prohibited 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 relationship 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. 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.
- D. Relative: father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law.

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 to insure objectivity in employment-related decisions. In all cases, the needs of the University will determine the resolution.

IV. Related Laws and/or Policies

[KRS §§ 164.001\(20\)](#)

[KRS §§ 164.360\(2\)](#)

V. Reason for Revision

February 2026

The definition of "Relative" was revised to comply with KRS 164.001(20).