

Title/Subject: **NEPOTISM/FAMILY EMPLOYMENT**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: March 4, 2005

Contact for More Information: Faculty Personnel Services, Human Resources

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

Board of Trustees policy does not permit employment of an individual in a department where one employee has direct control over making employment decisions about an immediate family member such as supervision, salary, or promotion; such activity is considered to be nepotism. Direct control is where an immediate family member is in the direct line of authority to another, *no matter how far removed*; due to the potential of influence based upon the relationship.

PURPOSE:

This policy is established to insure fair and equal treatment of employees and applicants while minimizing situations which create potential for favoritism. The University recognizes that a rule excluding family members of current employees from employment may deprive the University of qualified, capable employees and could also impact the retention of current staff members. The intent of this policy is to minimize the potential for problems created by supervising immediate family members but provide for the employment of these individuals in other areas or with different reporting relationships. These guidelines are intended to clarify the board policy related to family employment.

DEFINITIONS:

The term "immediate family member" as used in these guidelines refers to the following relationships:

Parent	Spouse	Brother/Sister	Grandparent/Child
Step-Parent	Child	Step or Half-Brother/Sister	Step-Grandparent/Child
Parent-in-Law	Step-Child	Brother/Sister-In-Law	Grandparent/Child-In-Law
Aunt	Uncle	Niece	Nephew

POLICY:

Board Policy states "members of the immediate family may work in the same department at the University provided all meet the standards of employment, provided none are involved in making employment decisions about the others, and provided the functions performed by any are not involved in any office or operations where internal financial control would be jeopardized."

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All members of the university community must be governed in their relationship with others by the very highest standards of integrity. It is the policy of Central Michigan University to prohibit any of its employees from exercising authority over immediate family members, including student employees. Familial relationships outside of the immediate family, as defined, are not covered by this policy. Romantic and/or sexual relationships are governed by the Consensual Relationships Policy.

It shall be a violation of these guidelines and of University policy for an employee to supervise an immediate family member or to initiate or participate in institutional decisions involving direct benefit to a family member. A nonexclusive list of impermissible involvement includes input on decisions regarding initial appointment, retention, promotion, salary, evaluation, leaves of absence, and scheduling of work assignments.

This policy also applies to persons whose marital status changes during employment and who thereafter become involved in a direct supervisory chain of command. In such cases, one of the spouses must vacate his or her position and be reassigned to another supervisor. Employment may continue in another area of the University.

No employee or prospective employee shall be discriminated against because a family member is employed by the University. The University is not opposed to the employment of more than one family member except under circumstances where an employee would supervise or otherwise influence an immediate family member.

PROCEDURE:

If nepotism occurs, it shall be the responsibility of the employee in the position of authority to promptly disclose any relationship to Faculty Personnel Services/Human Resources so that a resolution to the problem can be explored and implemented. The AVP/Faculty Personnel Services handles nepotism issues for faculty, graduate assistants and senior officers in the academic division. The AVP/Human Resources handles nepotism issue for senior officers outside the academic division. The Director/Employee Relations and Training handles nepotism issues for all other staff employees.

If nepotism occurs and is not otherwise resolved, the supervisor having control over both family members shall take prompt measures to rectify the circumstances. Under no circumstances shall nepotism continue un-remedied following identification of the situation. Resolution of each case will be handled on an individual basis. Human Resources/Faculty Personnel Services will work with the department to evaluate the situation to try to resolve the issue. If the situation cannot be resolved within a reasonable time frame, one of the two immediate family members may be terminated from his/her position.

Central Michigan University reserves the right to make exceptions to, modify or eliminate these guidelines. This document supersedes all previous guidelines relative to its subject.