UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-HUM-20 Minor Revision6

Title:	Anti-Nepotism in the Employment of Relatives
Description:	Hiring relatives of current UCO employees
Category:	Human Resources
Applies to:	staff,faculty
Contact:	Human Resources

Purpose:	Policy regarding the employment of employee's relatives.

Policy Statement:	Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a supervisor/subordinate relationship with a family member;
- Result in both parties working within the same reporting structure (i.e. the same director or chair); or
- Create either an actual conflict or the appearance of a conflict of interest, at the discretion of administration.

This also applies when considering assignment, transfer, or promotion of an employee. For the purpose of this policy, immediate family includes spouse or significant other, parent, child, sibling, in-law, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, or other members of the immediate household regardless of the actual relationship to the employee.

Exceptions require RUSO Board approval. Exception requests for staff and student employees should be submitted in writing to Employee Relations the Offices of Human Resources. Exception requests for faculty should be submitted directly to the Provost. Requests must detail the relationship and impending reporting structure, and the argument why a waiver should be considered. Specifically, address how the employment of all involved individuals will benefit the institution *beyond* the complexities such arrangements create — the process variances that will have to be made to accommodate such a waiver, as an example.

Glossary of Terms:	

Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	

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