



# Nepotism Policy PER 12.0 Office of Human Resources

Policy Type: Administrative  
Applies to: Faculty, staff, administrators, student employees

## POLICY DATES

Issued: October 1, 2020  
Revised:  
Edited:  
Reviewed:

To avoid conflicts of interest and to prevent problems of safety, security, supervision, and morale, the University has established restrictions on the hiring of immediate family members. The University will accept and consider applications for employment from any relative of a current employee. Generally, however, the University will not hire or transfer individuals, including student workers, into positions if the individual will directly supervise or be supervised by an immediate family member. Also, a relative of an employee generally will not be placed in a position where they will work with or have access to sensitive information about their family member. Generally, faculty or staff members are not permitted to participate in any decision or final recommendation on hiring, promotion, tenure, wage, dismissal, or any other condition of employment of their immediate family members.

## Definitions

Term	Definition
Immediate Family Member	For the purpose of this policy, an immediate family member includes, but is not limited to, a parent, stepparent, grandparent, child, spouse, brother, sister, step-brother or step-sister, or in-law.

## PROCEDURE

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If the Director of Human Resources becomes aware of or determines the existence of an actual or apparent conflict, they will forward a recommendation to the president for final review and determination. If a relationship develops during the course of employment that violates this policy, the University, through the Office of Human Resources, will work with the individuals involved to resolve the situations. In all cases, the needs of the University determine the resolution, including transfer and/or termination.

## Responsibilities

Position or Office	Responsibilities
Office of Human Resources	Collaborate with the president to review and issue a determination if nepotism exists. The University will not hire or transfer individuals, including student workers, into positions if the individual will directly supervise or be supervised by an immediate family member.

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## Office of Human Resources

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### Contacts

Subject	Office	Telephone	E-mail/URL
Director of Human Resources	Office of Human Resources	330.829.6560	<a href="mailto:humanresources@mountunion.edu">humanresources@mountunion.edu</a>

### History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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