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4.111 Nepotism

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		<h2>Nepotism</h2>	
		Policy 4.111	
Human Resource Policies		Effective date: June 6, 2009	
Policy History:	Approved by:	Resolution #	Date:
Approved	Board of Governors	6.6.09:11	June 6, 2009
Revised	Chancellor	10.11.11	October 11, 2011
Revised	Office of University Counsel	N/A	May 12, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

I. Introduction

Nepotism refers to showing favoritism during the hiring or employment process toward relatives (see “Definition of Relatives”) of current employees in an organization. It is Antioch University’s (“AU” or the “University”) policy to limit personal employment relationships that could expose any of its employees to a situation that could lead to real or perceived conflicts of interest and personal favoritism.

II. Definition of Relatives

For the purposes of this policy, relatives include spouses, domestic partners, parents, children, siblings, in-laws, grandparents, grandchildren, aunts, uncles, cousins, step-relative, or any individual with whom an employee has a close personal relationship.

III. Prohibited Employment Relationships

The hiring or employment of relatives is prohibited in the following situations:

- A. A supervisor/subordinate relationship would exist between a relative and an employee. If a direct supervisory or managerial relationship would be established, relatives of a currently employed worker cannot be considered as an applicant for the open position.
- B. The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest. For example, this policy bars the hiring or employment of an employee’s relatives in any position that has an auditing or control relationship to the employee’s job.
- C. In the event that a grievance or complaint is filed by employees against a relative of an administrator, the administrator shall recuse himself / herself from any involvement in the proceedings. The matter shall then be investigated or handled by another administrator designated by the campus Provost or Chancellor.

IV. Marriage or Relationships between Employees

Employees who marry or establish a close personal relationship can continue in their current positions as long as a prohibited employment relationship is not created. If one of the prohibited situations does occur, attempts will be made to find another position within the University to which one of the employees can transfer. All practical efforts will be made to arrange such a transfer at the earliest possible time. If accommodations of this nature are not feasible, the employees themselves will be permitted to determine which of them will resign at an appropriate time.

V. Covered Employment Classifications

This policy applies to hiring and employment decisions affecting all job classifications, including regular, part-time, and term appointments. These restrictions also are applicable when assigning, transferring, or promoting an employee.

VI. Enforcement of Policy

All questions and issues relating to this policy should be addressed to the Director of the Office of Human Resources (“HR”). Employees who become subject to this policy’s provisions due to marriage or commencement of a close personal relationship must inform their supervisor or HR and should also consult the Relationships in the Workplace Policy #4.615 as soon as practical.

All decisions and personnel actions taken as a result of this policy must be reviewed and approved by the campus Provost or in the case where it directly involves the campus Provost, by the Chancellor. In the case where it directly involves the Chancellor, the Board of Governors must review and approve.

Policy Cross Reference

Relationships in the Workplace Policy	Policy # 4.615
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