

Policies and Procedures

SECTION: Administration	NO. 2.2.4.		
CHAPTER: Human Resources	ISSUED: 7/31/81	REV. A 12/5/98	REV. B 7/26/04
POLICY: Nepotism	PAGE 1 OF 2		

PURPOSE

To ensure employees refrain from engaging in any activities that place them in conflict of interest between their official activities and any other interest or obligation. The University attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions.

SCOPE

This policy applies to all full-time, part-time and temporary faculty, employees and student employees. In addition, this policy applies to non-employees who provide services on a contractual or volunteer basis.

DEFINITIONS

Relative: Spouse, parent, grandparent, daughter, son, sister, brother, niece, nephew and all the preceding relatives who are in-laws, foster or step-relatives. In addition, a non-relative living in the same household as the employee is subject to the provisions of this policy.

Supervision: The authority to recommend or approve hiring, termination, appointment, transfer, promotion, salary adjustment, termination or prepare and approve employee performance evaluations.

POLICY

No person shall be hired, appointed, transferred or promoted to, accepted as a volunteer, or otherwise employed in any position if, as a result, in the position, he/she would provide immediate supervision to or receive immediate supervision from a relative.

PROCEDURES

1. Caution will be exercised in personnel management decisions to ensure an employee is not placed into a reporting relationship with a relative as defined by this policy.
2. A supervisor who becomes related to an employee in the direct line of authority of the supervisor shall notify the department head within 10 working days after the supervisor and employee become related.
3. Upon receiving notification from a supervisor of a relationship, the department head will contact the Director of Human Resources. The Director of Human Resources will consult with the department head and the applicable area Vice President to determine the appropriate action to be taken.
3. Exceptions to this policy must have the prior written approval of the University President in coordination with the applicable area Vice President.

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ADMINISTRATION AND INTERPRETATION: Questions regarding this policy should be directed to the Director of Human Resources.

AMENDMENTS OR TERMINATION OF THIS POLICY: Creighton University reserves the right to modify, amend, or terminate this policy at any time.