

Policy: Employment of Relatives	Policy No: I-1.2
Policy Owner(s): Human Resources	Original Date: 1/1/2003
Last Revised Date: 7/22/2015	Approved Date: 11/20/2015

- I. **POLICY:** This policy governs the conditions under which an employee’s Relatives may be considered for employment.
- II. **PURPOSE:** To ensure a fair and measured approach to employment of Relatives and to avoid potential conflicts that may arise from nepotism.
- III. **SCOPE:** All employees of John Carroll University.
- IV. **DEFINITION:** “Relatives”: the employee’s spouse, siblings, parents, children (and in-laws and step-relations of the same); nieces, nephews, aunts, uncles, cousins, grandparents, romantic partners and/or any member of the employee’s household.
- V. **PROCEDURES:**
 - A. An employee’s Relatives may be considered for employment by the University, provided the applicant possesses all the qualifications for employment and is the most qualified applicant for the position. Relatives may not be hired, however, if such employment would:
 - 1. Create either a direct or indirect supervisor/subordinate relationship with a Relative, or
 - 2. Create either an actual conflict of interest or the appearance of a conflict of interest.
 - B. These restrictions will also be considered when assigning, transferring, or promoting an employee.
 - C. Employees who marry or become members of the same household may continue employment as long as there is not:
 - 1. A direct or indirect supervisor/subordinate relationship between such employees that cannot be managed via an appropriate management plan, or
 - 2. An actual conflict of interest or the appearance of a conflict of interest that cannot be managed via an appropriate management plan

- D. The University may, depending on the sensitivity/level of the Relative's University assignments, require adherence to a management plan that clarifies the working/supervisory relationship, data access, confidential information, etc., of the Relative.
- E. Issues involving employment of Relatives must be reported by the employee involved to Human Resources prior to hiring a Relative or at the time an issue of supervision of a Relative arises. Human Resources will assist in the management of any issues involving the employment or supervision of a Relative.

VI. CROSS REFERENCES:

Conflict of Interest Policy

Transfers and Promotions Policy