Policy title	Category
Relationship to Other University Employees	Human Resources
Owner	**Approved by**
Human Resources	Business and Human Resources Offices

Policy statement

Glossary of Terms:

- The University defines a relative, for the purposes of this policy parent, child, brother, sister, spouse, same sex domestic partner, aunt, uncle, niece, nephew, grandparent, grandchild, such persons related by marriage, or an individual for whom the employee has been assigned legal responsibility in a guardianship capacity.

- For the purposes of this policy, "direct or indirect supervision" means the lowest level of supervision responsible for assigning work, supervising activities related to that work, appraising performance, determining salary or wage increases, and/or making decisions concerning the hiring, firing, and disciplining of an employee.

  Policy:

- No individual may be assigned to a position directly or indirectly supervised by a relative, a person with whom they share a cohabitation relationship, or a person with whom they are engaged in a romantic or sexual relationship.

- No staff employee will initiate, participate in, or in any way influence institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary/wage, leave of absence, grievance adjustment, etc.) to a person in co-habitation relationship, a person engaged in a romantic or sexual relationship, or relative.

- No relatives or persons in cohabitation relationships or persons engaged in a romantic or sexual relationship may work for the same immediate supervisor without the prior written approval of the President.

- If any of the relationships described above are created after the employment of the affected staff employee, one of the persons affected must give up his or her position no later than thirty (30) days from the date the relationship was established.

- If questions should arise in the administration of this policy, the President will make the determination after consultation with the Assistant Vice President for Human Resource

- If the facts alleged are correct to establish a violation of this policy, the President may terminate the employees violating this policy.

  Questions about this policy and implementation procedures should be referred to the Human Resource Office.

Last revised date
March 7, 2009