

University Policy 200.15 NEPOTISM

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to maintain a work environment that provides for the fair, just, and equitable treatment of all employees. The University does not permit the supervision of an employee by a member of his or her immediate family.

Statement of Purpose

This policy establishes guidelines to ensure equal employment opportunity while maintaining high standards of ethics, integrity and professionalism in its employment and promotional processes. The University prohibits the supervision of an employee by an immediate family member. It is also the policy of the University to maintain an effective and productive workforce by not discriminating against hiring qualified, competent, and suitable family members of current employees.

The term “family member” is defined in these guidelines by the following relationships through blood or marriage:

- Spouse, parent, child, grandparent, grandchild, brother, sister, half-brother, half-sister, uncle, aunt, nephew, niece, step-parent, step-child, brother-in-law, sister-in-law, mother-in-law, son-in-law, daughter-in-law; or
- Any person who resides in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent.

Applicability

This policy is applicable to all administrative, faculty, staff, and hourly positions.

PROCEDURES

The University prohibits the supervision of an employee by a “family member” as described in the above definition. To minimize the risk for a potential conflict of interest situation as it relates to favoritism and partiality, the University shall adhere to the following restrictions:

- A family member will not be employed to work in an area where the newly hired employee will be responsible for the direct supervision of another family member.
- A family member will not be employed to work in an area where the newly hired employee will be under the direct supervision of a family member.
- Should the marital status change or a situation is created after employment which causes one family member to supervise another family member, one of the employees affected will be required to transfer to a different department, separate from the University, or be reassigned to another supervisor. The transfers should be to comparable positions, when possible, and with minimum interruptions for the employee.
- Family members should not have decision-making responsibilities pertaining to the salary, position, promotion, disciplinary action, performance evaluation, benefits, appointments, tenure, or other actions of a family member.
- All exceptions will be reviewed and evaluated on an individual basis and must be justifiably documented. Recommendations for exceptions must be presented to the President by the appropriate Vice President.

