

Policy on Employment of Relatives (CA)

HUMAN RESOURCES

Effective Date:
September 1, 2016

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Supersedes:
Policy on Employment
of Relatives

Related Policies:
Policy on Employment
of Relatives

Responsible
Office/Department:
Human Resources
Management

Keywords: employment
of relatives; anti-
nepotism

I. Purpose and Scope

To provide guidance on the employment of relatives of employees including job offers/appointments, transfers, and promotions.

II. Definitions

A **relative** is defined as a spouse, common law partner, parent, child, sibling, grandparent, or grandchild of the employee. Relatives also include relationships arising out of marriage, such as stepchild or step-parent, or relationships that exist for those whose living arrangements approximate family arrangements.

A **supervisor** is a staff or faculty member who oversees, directs, or evaluates the work of others.

An **employee** is anyone employed by the university as a staff and/or faculty member.

III. Policy

The university makes staff and faculty appointments and advancements based on a candidate's qualifications and on the basis of merit. The university does not automatically bar from employment or advancement someone with meritorious qualities because a close relative of the individual happens to be in the employ of the university. The university will not appoint or make employment decisions about individuals because of a close family relationship with a member of the university faculty or staff.

Employment of relatives in the same department

If it is proposed that an individual may be appointed to a position in a department where his or her relative is employed, the hiring supervisor must contact HRM to review and determine if the potential for an actual or perceived conflict of interest exists. If the university decides to appoint the individual to a position in that department, HRM will assist in developing appropriate reporting relationships for the relatives.

The university's Policy on Employment of relatives precludes individuals from evaluating the work performance of a relative, or making decisions concerning relatives regarding hiring, salary, or similar financial decisions.

IV. Additional Information

Violations of this Policy on Employment of Relatives may result in disciplinary or other corrective actions, up to and including termination of employment for just cause.

V. Contact Information

HRM Customer Service Center: 617-373-2230; HRMInfo@northeastern.edu