



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

5.2.9 NEPOTISM POLICY

1. Policy

PURPOSE:

Kentucky State University seeks to foster a working environment in which people are treated with respect and fairness, and without any potential for conflict of interest or an appearance of favoritism. In keeping with this workplace philosophy, it is important to reflect upon the realities of today's multi-professional, dual-career families in a manner that addresses nepotism concerns but does not inhibit the ability of the University to hire the best qualified individuals.

Nepotism is generally inconsistent with the University's longstanding policy of making employment decisions based solely on unit needs and individual qualifications, skills, ability, and performance. All employment decisions made at Kentucky State University should be based on individual merit. The University will consider employment of family member as it considers other external applicants.

APPLICABILITY:

While this policy prohibits certain workplace relationships, the University does recognize the possible advantages of employing members of the same family or domestic partner unit and is supportive of such when not in violation of this policy.

The University requires full disclosure of any relationships as defined herein at the time of initial employment or at any time such a relationship develops during the course of employment.

Employment includes regular and temporary full- and part-time employment, student employment and work-study, and graduate and other assistant programs.

POLICY STATEMENT:

The employment of relatives within the University is not precluded, as long as the employment is in compliance with all University policies regarding employment qualifications, performance, promotion, and management of situations where nepotism, or the appearance of nepotism, is possible.

1. No member of the Board of Regents, except those elected to the Board of Regents as faculty or staff representatives, shall be employed by the University. No relative of a member of the Board of Regents shall be employed by the

University.

2. No relative of the President or any person reporting directly to the President shall be employed in a position in that person's administrative area, unless approval is granted by the Board of Regents. Approval by the Board shall only be granted upon a determination that:
 - a. The employment is in the best interest of the University;
 - b. The Board has been informed of the selection process and all University regulations and policies regarding hiring and employment qualifications have been followed; and
 - c. The Board has reviewed and approved a written Nepotism Disclosure Form. The Nepotism Disclosure Form shall ensure that employment decisions are made impartially and that neither employee is disadvantaged. The Nepotism Disclosure Form shall ensure that the possibility of nepotism and the appearance of impropriety are eliminated.
3. In general, no relative of any employee of the University shall be employed in any position in the University over which the related employee exercises supervisory or line authority. In some cases, however, when it is in the best interest of the University, potential conflicts can be managed through prompt disclosure of the relationship and approval by the appropriate senior administrator. Senior administrator means the person reporting directly to the President and having supervisory authority for the area where the conflict or potential conflict exists. Approval by the senior administrator shall only be granted upon a determination that:
 - a. The employment is in the best interest of the University;
 - b. The senior administrator has been informed of the selection process and all University regulations and policies regarding hiring and employment qualifications have been followed; and
 - c. The senior administrator has reviewed and approved a written Nepotism Disclosure Form, The Nepotism Disclosure Form shall ensure that employment decisions are made impartially and that neither employee is disadvantaged. The Nepotism Disclosure Form shall ensure that the possibility of nepotism and the appearance of impropriety are eliminated and shall be consistent with all University policies.
4. It is strongly advised that relatives not work in the same physical work unit or in positions that affect or are affected by the family member. Employment of relatives

within the same department or division shall be approved by the senior administrator.

5. The employment of relatives of University employees, as described in this paragraph, whose relationship was not a violation of this section of this policy prior to its revision on _____, does not constitute a violation of the revised policy provided the relatives are regular employees of the University and remain in the University employment positions which they held on _____. However, the transfer of any such employees described in this paragraph (whose employment relationship was not a violation of policy prior to its revisions on _____) to any other regular University position shall require approval of the President.

RELATED PROCEDURE:

1. Potential candidates will be asked via the employment application to identify if any family relationships, as defined in this policy, exist with any current University employee.
2. The Office of Human Resources will vet the employment application for such family relationships.
3. The Office of Human Resources will notify the senior administrator if it is found that there is a family or personal relationship.
4. The senior administrator in conjunction with the Office of Human Resources shall approve of the hiring of a relative working in the same unit or college, without supervisory authority between them, as well as the Nepotism Disclosure Form associated with the oversight of the employed relative.
5. Approval of the Nepotism Disclosure Form shall occur prior to the hiring of the relative or prior to the establishment of the legal relationship which creates the relative as defined in policy.
6. After discussing with the senior administrator, the Office Human Resources will notify the candidate if they are unsuccessful for the position applied for as a result of this policy.

DEFINITIONS:

- A. Relative: father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law, grandparents, great-grandparents, nieces, nephews, grandchildren, great-grandchildren, in-laws, or step-relatives of same.

- B. Domestic partner: a legal or personal relationship between two individuals who live together and share a common domestic life, but are neither joined by marriage or civil union.

RELATED FORMS:

Nepotism Disclosure Form

2. Entities Affected

- Human Resources
- Board of Regents

3. Policy Owner/Interpreting Authority

- Board of Regents

4. Related Policies

5. Statutory or Regulatory References