

University Policy	Employment of Relatives 3. 1.12	Effective Date:	09/18/2012
		Revised Date(s)	08/26/2022
Statement	Eastern Michigan University strives to provide a working environment that cultivates trust, respect, and fundamental fairness. Nepotism as it relates to employment is inconsistent with the University’s core values.		
Policy and Process	<p>Individuals may not be hired or transferred into positions which would result in that individual reporting <u>directly</u> to a relative. For the purpose of this Policy, a relative is defined as spouse, domestic partner, child, father, mother, sister, brother, aunt, uncle, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, step children of a current spouse, step sibling or first degree cousin. Given that this Policy is intended to create and foster an environment that is free of nepotism, any individual with respect to which an employee is having a romantic relationship with is also considered a “relative”.</p> <p>Additionally, and as a general rule, the University does not permit the relative of an employee to report <u>indirectly</u> to that employee. Indirect reporting relationships may create an appearance of impropriety. In the event that there is a compelling need to hire or transfer an employee into a situation where they would report indirectly to a relative, the reporting relationship must be approved by the President of the University in consultation with the Chief Human Resources Officer.</p> <p>Hiring Authorities seeking exceptions related to the indirect reporting of relatives must prepare a management plan. The management plan must address concerns related to the reporting relationship, supervision and evaluation of the employee. It must also ensure that there will be no favoritism given to the employee in promotion, wages, hours or other conditions of employment. The plan should address the approval and review process for all expenditures to preclude any potential appearance of nepotism, or conflict of interest to ensure continuity and appropriateness. The plan must also address the organizational need for this exception.</p>		

	<p>Such an organizational need must be demonstrably exceptional and not addressable via an alternative organizational strategy. A review of the approved management plan should take place in the event of any change in reporting relationships.</p> <p><u>Process for exceptions:</u></p> <ol style="list-style-type: none"> 1. The hiring authority completes the management plan and forwards it to the administrative head of their organization. The administrator reviews the management plan with their HR Business Partner. If the administrative head of the organization approves the plan, it must be forwarded to the Chief Human Resources Officer who will review the plan with the President 2. The Chief Human Resources Officer and the President will determine whether or not the management plan is approved. <p>Approved plans will be placed in the employee’s personnel file. For temporary employees and employee consultants, a copy of the approved management plan will be attached to the employment paperwork. The manager and the relative employee must both acknowledge/sign the management plan and return a signed copy to Human Resources for filing.</p> <p>Denials will be returned to the administrative head of the unit with a copy to the hiring authority.</p>
Responsibility	<p>The President of Eastern Michigan University and the Chief Human Resources Officer are responsible for the implementation of this policy. As it relates to instructional employees, the Assistant Vice President for Academic Affairs/Assistant Provost will be consulted. Leaders (supervisors and managers as well as senior administrators) are responsible for day to day implementation and enforcement of this policy. Further, it is the responsibility of each University employee who is supervising or is being supervised by a relative to disclose this information to the Office of University Human Resources or Academic Human Resources (instructional employees).</p>
Scope	All employees



Employment of Relatives Management Plan

To: _____, Dean or Director
_____, Human Resource Business Partner (HRBP)

From: _____, Unit Manager/Supervisor

Date:

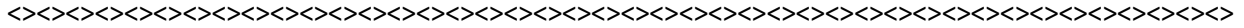
Re: Requesting your approval of the Management Plan governing the indirect reporting relationship between [*Employee "A" name and position*] and [*Employee "B" name and position*]

I am seeking approval of the following Management Plan.

Management Plan:

1. Describe the reporting relationship between the two employees and the compelling operational need to the University to consider this appointment/transfer, or current employment arrangement.
2. Steps taken to ensure that no favoritism, or the appearance of favoritism with respect to the appointment, promotion, wages, hours, or other conditions of employment will occur.
 - a. [*Name of Person and position*] who will be responsible for reviewing and approving [*Employee A*]'s performance reviews as well as any other records, correspondence or transactions involving his/her appointment, promotion, wages, hours, or other conditions of employment. Other conditions of employment may include but are not limited to such issues as approvals for training, tuition support, business expenses, travel expenditures, and requests for time off.
 - b. As the supervisor I understand that I am responsible for maintaining objectivity in all work relationships and must avoid situations which raise the question of favoritism or discrimination prohibited by the University Policy on Employment of Relatives.
 - c. All members of the Unit will be instructed to bring directly to me any issues or concerns involving favoritism or the appearance of favoritism that may stem from this relationship.

Please let me know if you have questions or if you need additional information.



Dean/Director and HR review:

- Approved
- Approved with the following amendments:

- Denied

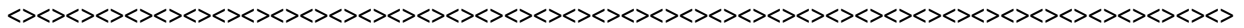
Reason:

Dean or Director

Date

HRBP

Date



University President and CHRO review:

- Approved
- Approved with the following amendments:

- Denied

University President

Date

Chief Human Resources Officer

Date

cc: Personnel file
Supervisor
Employee