



Delaware State University

University Area Responsible: Human Resources Department

Policy Number and Name: 4-08: Nepotism

Approval Date: 1/29/2013

Revisions: _____

Related Policies and Procedures: Conflict of Interest Policy

I. Purpose

The purpose of this policy is to provide awareness of the restrictions regarding nepotism and ensure that personnel actions are in compliance with University policies and further to prohibit acts of nepotism within Delaware State University. These practices can have damaging effects—such as eroding the support of non-favored employees or reducing the quality and creativity of management. Nepotism can lead to illegal and discriminatory practices that can result in negative outcomes to the University and its reputation.

II. Scope

This policy applies to all University employees including temporary and part-time employees such as, student workers and direct-wage employees, as well as, teaching/research assistants. It also applies to individuals hired by the University as vendors or private contractors.

III. Definitions

Active Employee - Employee who comes to work to perform his/her duties and responsibilities.

Inactive Employee - Employee who cannot come to work to perform his/her duties and responsibilities because of a legitimate reason such as an accident or a health issue.

Nepotism is the practice of showing favoritism toward one's family members in economic or employment terms.

A person related to an employee means a:

- i. Person related by blood (consanguinity):
 - a. First degree is the employee's father, mother, son, or daughter.
 - b. Second degree is the employee's brother, sister, grandfather, grandmother, grandson, or granddaughter.
 - c. Third degree is the employees' uncle or aunt (who is a brother or sister of the employee's parent), nephew or niece) who is a child of the employee's brother or sister), great grandfather, great grandmother, great grandson or great granddaughter.
 - d. An adopted child is considered to be a child of the adoptive parent for purpose of this definite.
- ii. Or person related by marriage (affinity) as listed below:
 - a. First degree is the employee's spouse, father-in-law, mother-in-law, son-in-law, daughter –in-law, stepparent or step child.
 - b. Second degree is the employee's brother-in-law (sister's spouse or spouse's brother), employee's sister-in-law (brother's spouse or spouse's sister), spouse's grandfather, spouse's grandmother, spouse's grandson, spouse's granddaughter, spouse of the employee's grandparent, or spouse of the employee's grandchild.

IV. Policy

Delaware State University allows the employment of members of the same immediate family and those whose personal situation constitutes a family or other intimate relationship. They may be employed as full-time, part-time, student, or miscellaneous wage basis, as long as neither member is responsible for the supervision, direction, evaluation, or merit recommendation of the other.

The direct or indirect involvement of an employee in any institutional decision, such as hiring, promotion, retention, compensation or other condition of employment which may benefit a family member or those whose personal situation constitutes a family or other intimate relationship is strictly prohibited. The University does not allow close relatives to supervise one another, except under special circumstances.

Conformity with this regulation requires that the facts about kinship be stated on the employment application. All department directors and supervisors are responsible for insuring that close relatives do not work under their supervision.

When necessary to meet current and future needs, this policy may be waived in individual cases by the President or designee, upon recommendation of the appropriate vice president.

All cases that appear to violate this policy will be reported to the Executive Vice President and the Associate Vice President for Human Resources. An investigation into the matter will be conducted and sanctions up to employment termination may result depending on the severity of the case. All reported violations will be considered on a case by case basis.

V. Procedure

- A.** Supervision, direction or evaluation. If the assignment, reassignment or promotion of an employee places him or her under an administrative supervisor related within the first, second or third degree of consanguinity or affinity to the employee, all subsequent actions with regard to the evaluation, reappointment, promotion, or salary of the employee shall be the responsibility of the next highest administrator or supervisor, to be made either independently or in conjunction with the direct supervisor of the employee.
- B.** Merit Recommendation. If the assignment, reassignment or promotion of an employee places him or her under an administrative supervisor with responsibility to approve, recommend or otherwise act with regard to the reappointment, promotion, or salary of a person who is related to them within the first, second or third degree of consanguinity or affinity, all subsequent actions regarding assignment, reassignment or promotion or salary of such person shall be made by the next highest administrator or supervisor.
- C.** Marriage. If the assignment, reassignment or promotion of an employee places him or her under an administrative supervisor where two employees marry and one spouse is the supervisor of the other, all subsequent actions with regard to the evaluation reappointment, promotion, or salary of the employee shall be the responsibility of the next highest administrator or supervisor, to be made either independently or in conjunction with the direct supervisor of the employee.

VI. Responsibility

It shall be the responsibility of all employees in a position to approve, recommend or otherwise act with regard to evaluations, appointments, reappointments, salary, or promotion of other employees to comply with the provision of this policy.