



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: University Employment
Subject: Nepotism
Applies To: Campus employees
Sources:

Number: 2130
Issued: 7/2008
Revised: 3/2013
Page(s): 1 of 1

Purpose

To set forth the official policy of Georgia Southern University pertaining to the employment of relatives and/or other types of potential relationships (Nepotism).

Policy

No individual shall be employed in a department or unit, which will result in the existence of a subordinate-superior relationship between such individual and any relative / significant other through any line of authority. The University retains the right to refuse to appoint a person to a position in the same department, division, or facility wherein his/her relationship to another employee can create an adverse impact on supervision, safety, security, morale, or involves a potential conflict of interest.

Definitions:

Relationships: For the purpose of this policy, “relationship” is defined as individuals related by blood, marriage, adoption (e.g. father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister). In addition ‘relationship’ maybe a person an employee intends to marry, or with whom the employee intends to form a household or any other natural person having the same legal residence as the public employee, domestic partnership, dating or other personal relationship in which objectivity might be impaired.

Line of authority: “Line of authority” is defined as authority extending vertically through one or more organizational levels of supervision or management.

Procedures:

1. Temporary and/or part-time employment of children under age 25: Children under age 25 may not be employed directly under the supervision of their parent(s). There must be at least one level of supervision between the supervisor and his/her children employed under the provisions of this policy.
2. When an individual is selected for employment in a department where a relative or significant other is employed, the employee's supervisor will be requested to sign a statement certifying that such employment is not in violation of the Regent's and Georgia Southern University's Nepotism policy. This statement will be filed in the employee's master personnel file.

3. If a related individual or significant other is being considered for any position that may violate this policy, a 'Request to Employ a Related Individual or Significant Other' form must be submitted to Human Resources prior to proceeding with the personnel action. See the form below.

Request to Employ a Related Individual or Significant Other

It is the policy of Georgia Southern University not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Standards for hiring, promotion, reappointments, and evaluation, working conditions, responsibilities, salary and terminations are based on ability, qualifications for the position, and performance. Relationship to another individual employed by the University shall not constitute a bar to hiring, promotion or reappointment; provided that no employee shall be under the direct supervision of a related individual or significant other. The University retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security, morale, or involves a potential conflict of interest.

New Employee's Name: _____

Department: _____ Title: _____

GSU's Employee Name: _____ Relationship: _____

Department: _____ Title: _____

Individuals should not be employed in a department or unit, which will result in a subordinate-supervisor relationship between the employees through any "line of authority". Line of authority is defined as authority extending vertically through one or more organizational levels of supervision or management.

1. Will this hire result in a subordinate-supervisor relationship? YES NO

2. Will this hire result in the employees working in the same office location? YES NO

3. Will either employee have authority over the other that will affect the terms and conditions of employment (i.e. assignments, evaluation, compensation, promotions, leave, disciplinary actions and terminations)?

I certify that this employment action is in the best interest of the University.

Requesting Dean/Administrative Head Name Signature

(Print Name)

Department

Date

To be completed by the Department of Human Resources:

Approved _____ Denied _____

Vice President Signature/ Date

Please return completed form to Human Resources c/o Employee Relations, PO Box 8104