



## HUMAN RESOURCE POLICY & PROCEDURE

Topic: **NEPOTISM POLICY**

Policy #:

Version: 1.0

Updated Date: June 2002

**Purpose:** To reaffirm the University's commitment to equal opportunity in all matters relating to employment throughout the organization.

**Scope:** All employees

**Policy:** The University is committed to equal employment opportunities and will not discriminate in favor of an individual, in the hiring process, for promotions, or for increases in wages on the basis of a family relationship. For the purpose of this policy, Relative means a connection between persons by blood, marriage, adoption, domestic partnership, or co-habitation. To avoid even the appearance of impropriety the following shall apply:

1. In the appointment of faculty and staff members, Roger Williams University seeks those persons best qualified.
2. Relatives may be appointed to faculty and staff positions when it has been clearly established that they are the best qualified candidate.
3. Vice Presidents, deans and directors may not have a relative hired to fill a regular full time position without the expressed written permission of the President.
4. No dean, faculty member, director or administrative officer shall vote, make recommendations, or in any way participate in the decision of or seek to influence any matter which may directly or indirectly affect the appointment, tenure, promotion, or other employment status of a relative.
5. One relative may not report directly to another relative.
6. Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines.
7. If a situation occurs that is in direct conflict with this policy and is not otherwise resolved, the supervisor having control over both relatives shall take prompt measures to rectify the circumstances and alert the Office of Human Resources immediately.