

# UIC POLICIES AND PROCEDURES

		NUMBER 313
MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 1
SUBJECT Nepotism		EFFECTIVE 04/01/1997
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ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

**PURPOSE**

To define University policy regarding nepotism, i.e., employment of relatives, and to establish the responsibility of UIC supervisors in the resolution of issues relating to nepotism.

**SOURCES AND BACKGROUND**

University of Illinois Statutes  
University of Illinois Policy and Rules

**APPLICABILITY**

All UIC employees

**POLICY**

No employee shall initiate or participate in institutional decisions involving a direct benefit, e.g., initial employment, retention, promotion, salary, or leave of absence, etc., to a member of the employee's immediate family. "Immediate family" for purposes of this policy includes an individual's spouse, ancestors, descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing.

Departments are responsible for developing their own internal procedures for removing an employee from conflict of interest situations to avoid an employee's initiating or participating in an institutional decision involving a direct benefit to a member of the employee's immediate family.

**PROCEDURES**

**RESPONSIBILITY**

1. Employee
  
2. Department/Unit Head

**ACTION**

Remains aware of nepotism rule and reports to the supervisor any instance that may violate, or create an appearance of violating, this policy.

Reviews initial situation and describes in writing how the unit has met the obligation of the policy. For new employees, this will include a memo in the PITR form when the employee has answered "yes" to the question about relatives on the Employee Information Form.