

UIC HR POLICIES AND PROCEDURES

NUMBER
313

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 3
SUBJECT Employment of Relatives (Nepotism)	EFFECTIVE 04/01/1997	REVISED 9/18/2008
ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define UIC policy regarding the employment of relatives, in the context of University policy, and to establish the responsibility of UIC supervisors in the resolution of issues related to the employment of relatives.

This policy replaces the policy previously titled as "Nepotism".

SOURCES AND BACKGROUND

University of Illinois Statutes
University of Illinois Policy and Rules

APPLICABILITY

All UIC Employees.

POLICY

Employment of relatives is permissible at the University of Illinois, Chicago Campus, subject to compliance with University Statutes, review of appointments, and resolution of conflicts.

The University of Illinois Statutes, Article IX, Sec. 2, governs the employment of relatives as follows:

Sec. 2. No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence etc.) to a member of his immediate family. "Immediate family" includes an individual's spouse, ancestors and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Namely, it would include grandparents, parents, brothers, sisters, sons, daughters, grandchildren, aunts, uncles, nieces, nephews and their spouses.

Each Chancellor shall develop, for the approval of the President, campus procedures to insure against such conflict of interest.

In an organization as large as the University, occasions arise where members of the same family are employed in the same unit. This policy is designed to assure that the best interests of the institution are served when such individuals are hired, and to protect individual members of a family from having or being perceived to have a conflict of interest with respect to one of their relatives.

<http://www.uillinois.edu/trustees/statutes.cfm#sec92>

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CAMPUS IMPLEMENTATION AND PROCEDURES

At UIC, the definition of “immediate family” extends to domestic partners.

It is the responsibility of each unit/department/college to review all situations involving the employment of relatives, to assure compliance with this policy and to resolve any potential conflicts.

All cases involving members of the faculty will be reviewed and approved by the Vice Provost of Faculty Affairs; academic administrative and professional staff (including academic staff with hourly appointments) and graduate students with hourly appointments or assistantships must be reviewed and approved by the Vice Chancellor for Human Resources; those cases involving civil service staff and extra help must be reviewed and approved by the Director of Staff Talent Acquisition and Management, UICHR; and, those cases involving UIC undergraduate students with appointments must be reviewed and approved by Student Employment. In cases involving an interaction between areas of responsibility, these offices will act jointly.

It is the obligation of staff members to call to attention situations in which they could be in violation of this policy and to remove themselves from initiating or participating in any institutional decisions involving a direct benefit to a relative or domestic partner covered by this policy. In such cases, the department, unit and/or college must develop a decision-making procedure bypassing all the related parties. Such procedures must be agreed to and approved through all administrative levels. In all cases, approval must be obtained from the appropriate human resources office as defined above.

For new hires, there must always be review and approval if two members of the same family are to be employed in the same unit. For changes in existing positions that might create a supervisory relationship in the same unit, review and approval are also required. In all cases, the fact that the unit has met the obligations of this policy should be reflected in unit personnel files available for audit.

FURTHER REVIEW

A decision made by the Vice-Provost for Faculty Affairs, the Vice Chancellor for Human Resources, the Director of Staff Talent Acquisition and Management, or Student Employment that is not acceptable to the parties concerned may be appealed. Appeals involving faculty should be directed to the Provost. Appeals involving Academic Professional employees, Academic employees with hourly appointments, Graduate students with hourly appointments, Graduate students with assistantships, and civil service staff should be directed to the Vice Chancellor for Human Resources. Appeals involving UIC undergraduate students should be directed to the Dean of Students. The resulting decisions will be final.

REPORTING VIOLATIONS

If an employee believes that a staff member has not called attention to a situation in which he or she could be in violation of this policy and has not removed himself or herself from initiating, participating or making an institutional

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decision involving a direct benefit to a member of his or her “immediate family” as defined by this policy, and wishes to report a potential violation, he or she should consult *Section 9.6, Business and Financial Policies and Procedures, University of Illinois, Office of Business and Financial Services* or contact the University Ethics Officer. This document is available on-line at http://www.obfs.uillinois.edu/manual/central_p/sec9-6.html

Questions regarding conflicts should be referred to one of the following:

<u>Employee Group</u>	<u>Office</u>	<u>Office Phone</u>
Faculty	Faculty Affairs	312-355-2412
Academic Professionals with Appointments	Vice-Chancellor for Human Resources	312-355-5230
Academic Professionals (Hourly)	Vice-Chancellor for Human Resources	312-355-5230
Graduate Students with Appointments	Vice-Chancellor for Human Resources	312-355-5230
Graduate Students (Hourly)	Vice-Chancellor for Human Resources	312-355-5230
Civil Service	Staff Talent Acquisition and Management	312-413-3634
Extra Help	Staff Talent Acquisition and Management	312-413-3634
Undergraduate Students with Appointments	Office of Student Employment	312-996-3130