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## NEPOTISM

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Purpose:

To establish policy relating to the employment of individuals whose familial relationship with existing employees may create conflicts of interest.

Scope:

Applies to all University employees.

Responsible Party:

Human Resource Services, 426-1616

Definitions:

A Person Related by Family or Marriage—a person for whom an employee has been assigned legal responsibility, including a parent, step-parent, child, step-child, son-in-law or daughter in-law, brother, sister, spouse, aunt, uncle, niece, nephew, grandparent, grandchild, brother-in-law or sister-in-law, in a guardianship capacity, or persons living in the same household.

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## POLICY

### I. Policy Statement

It is the objective of Boise State University to employ the best-qualified individuals as members of the faculty, administration, and staff. However, the protection of the individual as well as the university requires certain safeguards against conflicts of interest, whether real or perceived. This policy is intended to reinforce the university's commitment to employment practices which create and maintain constructive working relationships and which reflect the university's commitment to employment practices that are fairly, efficiently, and evenhandedly applied to all employees and to applicants for employment.

### II. Guidelines

- A. Proposal for Employment or Continued Employment of a Related Person: A written request setting forth the reasons why the person should be employed must be submitted by a supervisor who wishes to propose the employment or continued employment of a person to whom he/she is related to by family or marriage. The request must be submitted to the Provost or University President through normal

administrative channels. The Provost or the University President may reject or approve the request, subject to such conditions as he/she may deem appropriate and in the best interest of the university.

- B. Limitations of Policy: This policy shall not cause any reassignment or discontinuance of employment based on existing family or marital relationships that may otherwise violate the terms of this policy. However, whenever such relationships exist, every effort will be made to avoid conflicts by consulting with the Provost or the Director of Human Resource Services, as appropriate, and restructuring evaluation and supervisory responsibility where possible.