



## Nepotism

No family member may occupy a position which has influence over another's employment, transfer or promotion, salary administration, or other related management or personnel consideration. If relatives are considered for employment, it is necessary for the department head to certify that such action will not result in one family member supervising another member of the immediate family. Relatives (as defined below) of current employees (permanent or temporary) may not be employed within the same department without review by and notice to the HR Consultant.

Relatives are defined as follows:

- husband or wife
- mother or father
- brother or sister
- daughter or son
- grandfather or grandmother
- granddaughter or grandson
- step-, half-, and in-law relations of the above.

Employment restrictions might also include others living within the employee's household or otherwise so closely identified with the employee as to suggest the potential for difficulty in the employment relationship.

Relatives (or other closely affiliated persons) of current employees are not given preference in employment.

It is the responsibility of the hiring department to verify and assure that this policy on employment of relatives is followed by completing a "Nepotism Certificate" and sending the completed form to the Library Personnel Office.

**The Nepotism Certificate must be reviewed by HR Services prior to any employee assignment or employment offer. Please contact the Library Personnel Office for further information regarding Nepotism.**