



Lehigh University Human Resources Policy

Policy Number:	203
Effective Date:	6/1/2004
Revisions:	12/1/2006
Applicability:	All Faculty and Staff

EMPLOYMENT AND PLACEMENT OF RELATIVES POLICY

Purpose:

Policy on hiring relatives into positions at Lehigh University

Policy:

Introduction

Lehigh University is committed to a policy of employment and advancement based on qualifications and merit. Under some circumstances, the employment and placement of close relatives in certain positions or work groups may create potential conflict with this policy.

Definition of Close Relative

A close relative, for the purpose of this policy, is defined as follows:

- Any one of the following who is related by blood, marriage, or legal procedure to an employee or to the employee's spouse or partner:
 - Parent or child
 - Grandparent or grandchild
 - Brother or sister
 - Uncle or aunt
 - Nephew or Niece
 - Cousin
 - Spouse or partner of any of the above
 - Cohabiting couples/significant others.

Restriction on Employment of Relatives

In the interest of productivity, equitable treatment of employees, and the protection of university resources, no individual shall be employed in a department or area under the supervision of a close relative who has or may have a direct or indirect effect on the individual's progress, performance, or welfare. Moreover, university faculty and staff members are not to initiate or participate in university decisions involving a direct benefit (for example, initial appointment, reappointment, promotion, salary,

or leave of absence) to their relatives.

If any university employee enters into this type of situation, one of the individuals must seek a transfer, or a change must be made to the supervisory reporting relationship. Such changes must be approved by the appropriate vice president and *Associate Vice President for Human Resources*.

If an employee becomes a close relative of another employee who is responsible for his or her supervision, continued employment in that department can occur provided a satisfactory arrangement is outlined and approved in advance by the appropriate vice president and the *Associate Vice President for Human Resources*. To avoid awkward work situations, these arrangements will restrict any supervising family member from making decisions that will directly affect a relative and will restrict access to relevant confidential information.

The Internal Audit Office conducts an annual review of close relatives/significant others on campus to help ensure compliance with the policy.

Wage/Temporary Employees

This policy is also applicable to wage and temporary employees. For example, close relatives/significant others seeking temporary summer employment at Lehigh University may only consider departments other than where the relative/significant other is employed.

Appeal Process

There are circumstances such as specialized educational background and experience where employment of two members of the same family in a single work area is desirable even though a supervisory relationship results. The case for such employment of relatives may be appealed to the appropriate vice president and the *Associate Vice President for Human Resources*.

Keywords: Nepotism, Relatives, Supervisory Relationship