

Northeastern University

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes: Policy on Anti-Nepotism

Related Policies:

Responsible
Office/Department: Human
Resources Management

Keywords: employment of
relatives; anti-nepotism

Policy on Employment of Relatives

I. Purpose and Scope

To provide guidance on the employment of relatives of employees including job offers/appointments, transfers and promotions.

II. Definitions

A relative is defined as a spouse, domestic partner, parent, child, sibling, grandparent, or grandchild of the employee. Relatives also include relationships arising out of marriage, such as stepchild or step parent, or relationships that exist for those whose living arrangements approximate family arrangements.

A supervisor is a staff or faculty member who oversees, directs or evaluates the work of others.

An employee is anyone employed by the university as a staff and/or faculty member.

III. Policy

The University makes staff and faculty appointments and advancements based on a candidate's qualifications and on the basis of merit. The university does not automatically bar from employment or advancement someone with meritorious qualities because a close relative of the individual happens to be in the employ of the University. The university will not appoint or make employment decisions about individuals because of a close family relationship with a member of the university faculty or staff.

Employment of relatives in the same department

If it is proposed that an individual may be appointed to a position in a department where his or her relative is employed, the hiring

supervisor must contact HRM to review and determine if the potential for an actual or perceived conflict of interest exists. If the university decides to appoint the individual to a position in that department, HRM will assist in developing appropriate reporting relationships for the relatives.

The university's policy on employment of relatives precludes individuals from:

- No employee may evaluate the work performance of a relative, or make hiring, salary, or similar financial decision concerning relatives.

IV. Additional Information

Violations of this university's policy on Employment of Relatives may result in disciplinary or other corrective actions, up to and including dismissal from the university's employ.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu

Office of Institutional Diversity and Inclusion: 617-373-2133 www.neu.edu/diversity