

Procedure Number: 20	Effective Date: 20 February 2018
Title: Employment of Relatives	Revised:
Approval Date: 20 February 2018	President's Signature: On File

## Employment of Relatives

### General Information

**Reason for This Procedure:**

To outline the manner in which West Liberty University deals with the employment of relatives of other WLU employees.

**This Procedure Applies to:**

This procedure applies to all faculty, faculty equivalent/academic professionals, staff employees, graduate students and student workers at West Liberty University.

**Definitions:**

Term	Definition
Relative/Family Member	Any person who is related or who is a cohabitating sexual partner of a WLU employee. Generally, relatives include those who are related by blood, law or marriage as a spouse, parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece or first cousin.
Employment Action	Hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.
Nepotism	Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others whom the employee is legally responsible. Favoritism is shown by giving preferential treatment in any employment action to family members and others as defined in the procedure.

### Procedure

#### Disclosure

- Individuals must notify their supervisor (e.g. dean, chair, vice president, direct supervisor, etc.) if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this procedure. In such instances, the individual has a duty to cooperate in making alternative arrangements.

- A supervisory employee may not initiate or participate in an institutional employment action involving a direct benefit to a relative.
- Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member.
- Internal and external final candidates for positions must have an approved alternative arrangement in place prior to any appointment.
- The Office of Human Resources is available to facilitate or consult with parties about notification and making alternative arrangements.
- Individuals who do not notify their supervisors and/or do not make alternative arrangements are in violation of this procedure and will be subject to corrective action in accordance with university policies.

**Decisions regarding student work-study placement or payment to students in the form of scholarships shall not be interpreted as a violation of this procedure.**

### **Alternative Arrangements**

Alternative arrangements mean removing the responsibility or influence to hire, promote, reclassify, supervisor, direct, evaluate, or make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment for the family member and recusing self from influencing any employment related decision. This includes relationships established post-hire. If alternative agreements are not possible, employment is not feasible.

The employing unit must submit an Alternative Arrangement Agreement, which must be approved by the Office of Human Resources prior to hire. Documentation of the Alternative Arrangement Agreement and its approval must be maintained in the personnel file of all impacted employees.

### **Duty to Act**

Any human resource professional; supervisor, including faculty supervisors; dean, chair/director; who becomes aware of information regarding nepotism must notify the Chief Human Resource Officer (CHRO) within five working days of becoming aware of the information. The CHRO will determine how to eliminate the conflict.

### **Accountability**

Individuals who do not follow this procedure will be held accountable through the selection and corrective action processes, with consequences ranging from non-selection to discipline up to and including termination.

## Responsibilities

Position or Office	Responsibilities
Office of Human Resources	<ol style="list-style-type: none"><li>1) Consult with individuals and departments regarding nepotism and alternative arrangements.</li><li>2) Review and approve Alternative Arrangement Agreements</li><li>3) Deny a hire, reclassification, or promotion if an alternative arrangement agreement is not feasible.</li><li>4) Determine employment action taken when alternative arrangements are not feasible for relationships established post-hire.</li><li>5) Collaborate with the President when there is a duty to act.</li></ol>
Employing Unit	<ol style="list-style-type: none"><li>1) Consult with Office of Human Resources regarding nepotism and alternative arrangements.</li><li>2) Submit Alternative Arrangement Agreement to CHRO.</li><li>3) Hold employees and supervisors accountable for disclosing family relationships and generating alternative arrangements.</li></ol>
Supervisors including faculty supervisors; HR professionals	<ol style="list-style-type: none"><li>1) Notify the CHRO within five workdays of becoming aware of a potential nepotism situation.</li></ol>
Faculty, staff, graduate assistants and student employees	<ol style="list-style-type: none"><li>1) Disclose family relationships upon knowledge when there is a need to hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment of that family member.</li></ol>
Applicants – internal and external	Disclose on application if the position applied for will report to or supervise a family member (see definition)

## Contacts

Additional information or questions regarding this procedure may be directed to the Office of Human Resources at (304) 336-8029.

## Related Documents

West Virginia Ethics Commission

<http://ethics.wv.gov/>