

<b>Policies of the University of North Texas</b>	Chapter 5
<b>05.012 Employment of Relatives (Nepotism Rule)</b>	<b>Human Resources</b>

**Policy Statement.** Personnel decisions at the University of North Texas are made based on the qualifications and experience of the individual and, except as set out in this policy, being related to an employee of the University is not a consideration in these decisions.

**Application of Policy.**

This policy applies to all applicants and employees (Including Temporary and Part-Time Employees).

**Definitions.**

1. **Personnel Decision.** All actions that favorably affect the employment status or conditions of an applicant or employee, including hiring, supervision, compensation, promotion, demotion, transfer, lateral move, performance evaluation and leave administration.
  
2. Relatives within the Second Degree of Affinity.

Spouse	Child’s spouse
Spouse’s child	Parent’s spouse
Spouse’s parent	Brother-in-law or Sister-in-law
Spouse’s brother or sister	Grandparent’s spouse
Spouse’s grandparent	Grandchild’s spouse
Spouse’s grandchild	
  
3. Relatives within the Third Degree of Consanguinity.

Parent	Great-grandparent
Child	Great-grandchild
Brother	Aunt (sister of parent)
Sister	Uncle (brother of parent)
Grandparent	Nephew (son of brother or sister)
Grandchild	Niece (daughter of brother or sister)
  
4. **Cohabitation.** “Cohabitation” means a living arrangement in which an unmarried couple lives together in a relationship that resembles a marriage.
5. **Spouse.** “Spouse” means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.

## **Procedures and Responsibilities.**

### 1.0 Disclosure of Relationships.

- 1.01 Individuals seeking employment must inform the University if they are related to a member of the UNT System Board of Regents, the Chancellor, the President, or any other University employee within the second degree of affinity or within the third degree of consanguinity when applying for employment.
- 1.02 Employees must inform the University when they are related to a person over whom they will have personnel decision related responsibilities, including serving on committees, within the second degree of affinity, within the third degree of consanguinity or for individuals cohabitating before assuming the responsibilities.

**Responsible Party:** Applicants; Employees

### 2.0 Employment of Relatives within the University of North Texas.

- 2.01 No person shall be employed, appointed, promoted or transferred, if related within the second degree by affinity, within the third degree of consanguinity or for individuals cohabitating with any person employed by the University of North Texas, whose duty would involve approving, recommending, or otherwise acting with regard to appointment, reappointment, transfer, hiring, promotion, salary or supervision, regardless of the source of funds for payment of salary. This provision also includes individuals hired as private contractors.
- 2.02 If the personnel decision of an employee places the employee under a supervisor who is related within a prohibited degree or with whom the employee cohabitates, all subsequent personnel and compensation actions affecting the employee shall become the responsibility of the next higher level supervisor.
- 2.03 If the personnel decision of an employee makes the employee a supervisor over an employee who is related within a prohibited degree or with whom the employee cohabitates, all subsequent personnel and compensation actions affecting the subordinate employee shall become the responsibility of the next higher level supervisor.
- 2.04 If an employee marries and as a result becomes supervised by or is supervisor of a person to whom he or she is now related within the second degree of

affinity, all actions related to the terms and conditions of employment for the supervised employee shall be the responsibility of the next higher level supervisor.

- 2.05 An individual who is hired or appointed in violation of this Policy will be removed from his or her position.
- 2.06 Personnel actions taken in violation of this section are void and may result in disciplinary action against the individual taking the action.

**Responsible Party:** Supervisor, Employee

### 3.0 Faculty Committees.

- 3.01 A faculty member who serves on a committee whose purpose it is to recommend any personnel decision or any other personnel action must recuse himself or herself from making any recommendation regarding an employee to whom he or she is related within the second degree of affinity, the third degree of consanguinity, or with whom the faculty member cohabitates and shall not attempt to influence the decision of any other committee member.
- 3.02 Any recommendation made in violation of this section will be void, as will any personnel decision based thereon influenced by the recommendation. Actions taken in violation of this section may result in disciplinary action against the individual taking the action.

**Responsible Party:** Faculty Member

### 4.0 Exceptions.

- 5.01 Relationships shall not affect honorary positions or non-remunerative positions. The President has the authority to grant exceptions to Section 2 of this policy.
- 5.02 Personal Attendants. UNT policy 05.012 does not apply to the appointment or employment of a personal attendant to the President who, because of physical infirmities, is required to have a personal attendant.

**Responsible Party:** President

**References and Cross-references.**

Regents Rules 05.300, Nepotism

Approved: 8/26/1983

Effective: 2/1/2012

Revised: 9/89; 9/94; 8/98; 7/02; 2/12; 9/15