

03.302 Other System Administration Employees. System Administration employees are prohibited from approving, recommending, or otherwise acting with regard to the appointment, reappointment, hiring, promotion, salary, or supervision of any person related to the employee within a prohibited degree prescribed in System Administration Policy 03.304. This provision also includes individuals hired as private contractors.

1. If the appointment, reappointment, reclassification, or promotion of an employee places the employee under an administrative supervisor who is related within a prohibited degree, all subsequent personnel and compensation actions affecting the employee shall become the responsibility of the next higher administrative supervisor.
2. If the appointment, reappointment, reclassification, or promotion of an employee makes the employee an administrative supervisor over an employee who is related within a prohibited degree, all subsequent personnel and compensation actions affecting the subordinate employee shall become the responsibility of the next higher administrative supervisor.
3. The provisions of System Administration Policy 03.302.1 and 03.302.2 shall apply to situations where two employees marry and one spouse is the administrative supervisor of the other.
4. An individual who is hired or appointed in violation of this policy will be removed from the individual's position.