



Policy Title: Nepotism

Policy Number: BU-PP 032

Date Issued: Updated November 30, 2003

**Responsible Executive: Vice President & Chief
Human Resources Officer**

Date Last Revised: October 2, 2020

Responsible Office: Human Resources

Nepotism BU-PP 032

Policy Statement

Baylor University (the “University”) is committed to hiring and employing individuals based upon qualifications and merit. To reduce the potential for actual or perceived favoritism related to employing people who are related to each other, this policy sets forth the principles and procedures to identify, report, and manage the employment and affiliations of relatives.

Reason for the Policy

The University recognizes that the quality and teaching, research, and administration of the University may be enhanced when members of the same family are employed at the University. This policy establishes the principles and procedures to ensure employees’ primary commitments to the University and the objective performance of their professional responsibilities are not adversely affected by familial relationships.

Individuals/Entities Affected by this Policy

All Baylor University employees

Exclusions

NONE

1. Nepotism (BU-PP 032)

Related Documents and Forms

Forms and Tools

Sample Nepotism Memo

Definitions

These definitions apply to terms as they are used in this policy.

Direct Supervisory Relationship	Relationship where the employee directly reports to the supervisor. Generally meaning that the supervisor is directly responsible for assigning work and managing performance.
Indirect Supervisory Relationship	Relationship where the employee is within the reporting structure to the family member, but the family member is not the direct supervisor.
Existing Employees	Employees who are in an active employment status at the time of this revised policy. They are considered approved, however are subject to the President's review.
Degree of Relationship	<p>Group 1 – Requires President or President's designee approval</p> <ul style="list-style-type: none">• Parent(s) of the employee and/or spouse (including step relations)• Sibling(s) of the employee and/or spouse (including step relations)• Spouse• Child(ren) of the employee and/or spouse• Grandchild(ren) of the employee and/or spouse <p>Group 2 – Requires Dean or Division Vice President approval</p> <ul style="list-style-type: none">• Grandparent(s) of the employee and/or spouse• Uncle/aunt(s) of the employee and/or spouse• Nephew/niece(s) of the employee and/or spouse• Cousin(s) of the employee and/or spouse

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	askHR@baylor.edu www.baylor.edu/hr

2. Nepotism (BU-PP 032)

Responsibilities

President	Decision authority regarding employment relationships described in Group 1. May designate an individual to act on her/his behalf. Provide written decision to Human Resources for record keeping.
Division Vice President	Decision authority regarding employment relationships described in Group 2. Provide written decision to Human Resources for record keeping.
Dean or Department Head	Responsible for obtaining written approval for the supervisory relationships described in Group 2. Provide written decision to Human Resources for record keeping.
Human Resources (HR)	Oversee the administration of the University's policy and maintain appropriate records. Will issue annual nepotism report to Office of the President.

Principles

Employment Relationships

Close relatives as defined in Groups 1 and 2, may work in the same division or department if no direct or indirect supervisory relationship is involved.

No employee may supervise or be supervised (either directly or indirectly) by another person related to them by blood or marriage, as described in Group 1, without the written approval of the University President or designee.

The employment of a relative described in Group 2, when a supervisory relationship exists, is discouraged but not prohibited; in such cases, prior to the extension of an offer of employment, written approval must be obtained from the appropriate division vice president.

No University faculty or staff member may use his or her Baylor authority or position to benefit or disadvantage an employee or prospective employee with whom they are in a familial relationship.

Employees are required to notify of any (a) existing or newly created Group 1 or 2 familial relationships; and (b) Group 1 or 2 relationships for potential employees upon application.

3. Nepotism (BU-PP 032)

Procedures

Approval of Employment Relationships for Group 1

1. Written approval in the form of a memo from the Dean or Vice President from the school/college/division to the President or her/his designee. (see appendix A for sample memo)
2. The President or her/his designee must respond to the request form with written documentation on whether the reporting line is appropriate or not.
3. Final written decision must be provided to and maintained by Human Resources and, for faculty, the Office of the Provost.

Approval of Employment Relationships for Group 2

1. Written approval must come in the form of a memo from the appropriate Dean or Department Head from the school/college/division to the Vice President. (see appendix A for sample memo)
2. The Vice President must respond to the request form with written documentation on whether the reporting line is appropriate or not
3. Final written decision must be provided to and maintained by Human Resources and, for faculty, the Office of the Provost.

Other Employment Decisions for Groups 1 & 2

Even in the event of approval from the President or her/his designee or Vice President, employment decisions related to hiring, wages, promotion, transfer, leave, evaluation, disciplinary action, and termination should be completed by the supervisor of the individual in the department and not by the person to whom they are related.

Employees must provide notice of actual or prospective Group 1 or 2 relationships to Human Resources and / or Office of Provost within 14 days of change of status of the relationship.

Appendix A
Sample Nepotism Memo

To: Linda A. Livingstone, President

From: Dean or Division Vice President

CC: Chief of Staff for President

Date: Date

Re: Nepotism Relationship in the Division – Request for Exception to the Policy

Dear Dr. Livingstone,

Please consider this request to allow an exception to the Nepotism Policy BU-PP 032. Below are the details of the arrangement.

Name and title of Supervisor:

Name and title of Supervisee:

Relationship between Supervisor and Supervisee:

(Below please list the steps that will be taken in order to alleviate any concerns regarding daily supervision, annual performance evaluations, salary change recommendations (including merit), approving time off requests, the tenure review or promotion process (if applicable), and any other relevant information or details.)

- Who will oversee daily supervision of work, including planning of goals and tasks? Best practice is to ensure that at least one other person within the chain of command has insight into these items.
- Who will be responsible for preparing and completing the Annual Performance Evaluation? Best practice is to have the next level supervisor complete the evaluation and, subsequently, the HR Consultant for the division or college review the document.
- Who will be responsible for recommending the annual merit increase, reviewing promotional opportunities, considering other salary or market adjustments, etc.? Best practice is to have the next level supervisor oversee these items and, subsequently, the HR Consultant for the division or college review the request.

5. Nepotism (BU-PP 032)

- Who will be responsible for approving time cards (if applicable) and time off requests (if applicable)? Best practice is to have the next level supervisor approve these as needed.
- If faculty, who will be involved in the tenure review process or promotion process (for non-tenure track faculty)? Best practice is to have the next level supervisor review these items in partnership with the Provost Office.

Thank you for your consideration of this request.

Sincerely,

(Insert Name)

(Insert Title)

Approval Signature Below:

X

Linda A. Livingstone, Ph.D.
President (or designee)

A copy of this memo will be kept in the employee HR file.