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| University Policy | Employment of Relatives 3. 1.12 | Effective Date: | 09/18/2012 |
| Procedure | Employment of Relatives Review | | |
| | | Revised Date(s) | |
| Statement | The following guide shall be used to review both current and potential situations of individuals being supervised directly or indirectly by a relative, as defined in the University Employment of Relatives policy. | | |
| Hiring Authority | <p>Individuals should not be hired or transferred into positions which would result in that individual reporting directly or indirectly to a relative.</p> <p>Exceptions to the policy may only be granted by the President of the University.</p> <p>Hiring Authorities seeking exceptions must prepare a management plan. The management plan must address concerns related to the reporting relationship, supervision and evaluation of the employee. It must also ensure that there will be no favoritism given to the employee in promotion, wages, hours or other conditions of employment. The plan should address the approval and review process for all expenditures to preclude any potential appearance of nepotism, or conflict of interest to ensure continuity and appropriateness. The plan must also address the organizational need for this exception. A review of the approved management plan should take place in the event of any change in reporting relationships.</p> <p>A management plan must also be developed to document those situations in which employees are currently working for a relative.</p> <p><u>Process for exceptions:</u></p> | | |
| Administrative Head of the Organizational and Human Resources | <p>1. The hiring authority completes the management plan and forwards it to the administrative head of their organization. The administrator reviews the management plan with a representative from Human Resources.</p> <p style="padding-left: 40px;">a) Approve plan and forward it to the President or; b) Return the plan requesting further information</p> | | |
| President | <p>2. or return with the reason for denial Final review of all management plans and appointments of relatives rests with the University President.</p> <p style="padding-left: 40px;">a) Approve plan and forward it to HR or; b) Return the plan requesting further information or return with the reason for denial</p> | | |

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| Human Resources | <p>3. HR receives and reviews the management plan from the President.</p> <p>Approved plans will be placed the employee’s personnel file. For temporary employees and employee consultants, attach a copy of the approved management plan to the appointment paperwork. Return a signed copy of the management plan to the hiring authority and employees.</p> <p>Denials will be returned to the administrative head of the unit with a copy to the hiring authority.</p> |
| Responsibility | <p>The President of Eastern Michigan University is responsible for the implementation of this policy. The Chief Human Resources Officer, Assistant Vice President for Academic Affairs Personnel and Contract Administration and University Supervisors are responsible for day to day implementation and enforcement of this policy. Further, it is the responsibility of each University employee who is supervising or is being supervised by a relative to disclose this information to the Office of Human Resources.</p> |
| Scope | All employees |



Employment of Relatives
Management Plan

To: _____, Dean or Director

_____, HR/OD Consultant

From: _____, Unit Manager/Supervisor

Date:

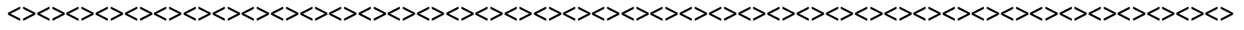
Re: Requesting your approval of the Management Plan governing the reporting relationship between [*Employee "A" name and position*] and [*Employee "B" name and position*]

I am seeking approval of the following Management Plan.

Management Plan:

1. Describe the reporting relationship between the two employees and the operational need to the University to consider this appointment/transfer, or current employment arrangement.
2. Steps taken to ensure that no favoritism, or the appearance of favoritism with respect to the appointment, promotion, wages, hours, or other conditions of employment will occur.
 - a. [*Name of Person and position*] who will be responsible for reviewing and approving [*Employee A*]'s performance reviews as well as any other records, correspondence or transactions involving his/her appointment, promotion, wages, hours, or other conditions of employment. Other conditions of employment may include but are not limited to such issues as approvals for training, tuition support, business expenses, travel expenditures, and requests for time off.
 - b. As the supervisor I understand that I am responsible for maintaining objectivity in all work relationships and must avoid situations which raise the question of favoritism or discrimination prohibited by the University Policy on Employment of Relatives.
 - c. All members of the Unit will be instructed to bring directly to me any issues or concerns involving favoritism or the appearance of favoritism that may stem from this relationship.

Please let me know if you have questions or if you need additional information.



Dean/Director and HR review:

- Approved
- Approved with the following amendments:
- Denied

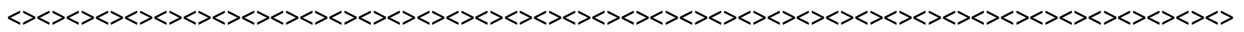
Reason:

Dean or Director

Date

HR/OD

Date



University President's review:

- Approved
- Approved with the following amendments:
- Denied

University President

Date

cc: Personnel file
Supervisor
Employee