UWEC 246.A, Nepotism Guidelines

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Procedure #: UWEC 246.A

Intent

The intent of this procedure is to establish clear guidelines and mechanisms for addressing and preventing favoritism or conflicts of interest arising from the hiring or promotion of family members and those that have a close personal relationship. This procedure support practice directive UWEC 246, Nepotism.

Scope

This procedure applies to all UW-Eau Claire employees.

Definitions

Family or Close Personal Relationship: Persons related genetically; or by marriage; adoption or foster care; domestic partnership; consensual sexual or romantic relationship; or close personal friendship. Examples include but are not limited to: spouse, partner, parent, grandparent, sibling, child or step-child, aunt, uncle, niece, nephew, cousin, in-laws (mother-, father-, brother-, sister-, son-, or daughter-in-law).

Nepotism: Occurs when an individual within an organization uses their power or influence to favor particular individuals on the basis of familial or close personal relationships.

Procedures

- Requirements
- Management Plan
- Violations

Requirements

To avoid any conflict of interest, a university appointing authority, tenure committee member, or supervisor must not participate in any decision to hire, manage, retain, pay, promote, supervise, or grant tenure to an individual with whom they have a familial or close personal relationship.

In the event such a relationship exists between a university appointing authority and a job applicant or between a supervisor and an employee reporting directly to them, the appointing authority or supervisor shall immediately notify their dean or director (or supervisor, by another title) and the Department of Human Resources. Prior to any appointment or employment action
being taken, the dean or director shall work in consultation with the Department of Human Resources to develop a plan to manage or eliminate any conflicts of interest and to mitigate adverse effects on the involved parties and any third parties. Such plans shall, at a minimum, provide for the transfer of decision-making authority regarding appointment, management, pay, promotion, supervision, or tenure, from the appointing authority or supervisor to another person with university appointing or supervisory authority.

When two related individuals are members of the same department, and one of them is chairperson of the department, the dean of the college will make employment decisions that the chairperson would customarily make. In addition, an employee shall refrain from participating in or influencing votes or decisions that may reward or penalize a family member or close personal relation (such as votes or decisions regarding tenure and/or promotion).

**Management Plan**

Human Resources will work with employees to complete and approve a [Nepotism Management Plan](#).

**Violations**

If an employee fails to make a disclosure, and/or fails to comply with the remedial measures, they may be subjected to one or more of the following actions: transfer, reassignment, and/or disciplinary action including dismissal.

If an employee performs an act that constitutes a conflict of interest, they may be subjected to disciplinary action including dismissal.

Any employee who has a concern about potential non-compliance with this policy may contact their supervisor, their supervisor’s supervisor, Human Resources, or Affirmative Action to discuss the matter. Retaliation against an employee for reporting such a concern in good faith is prohibited.

**Resources**

Practice Directive UWEC 246, *Nepotism*

Nepotism Management Plan

UW-Eau Claire Employee Handbook

Faculty and Academic Staff Rules and Procedures (FASRP)

Human Resources website

**Procedure Administration**

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<table>
<thead>
<tr>
<th>Approval Authority</th>
<th>Vice Chancellor for Finance &amp; Administration</th>
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</thead>
<tbody>
<tr>
<td>Approval Date</td>
<td>October 1, 2023</td>
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<tr>
<td>Next Review Date</td>
<td>October 1, 2024</td>
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<tr>
<td>Division</td>
<td>Finance &amp; Administration</td>
</tr>
<tr>
<td>Department</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Contact</td>
<td>Executive Director of Finance &amp; Administration</td>
</tr>
</tbody>
</table>

## Revision History

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<th>Version</th>
<th>Revision Date</th>
<th>Description of Change</th>
<th>Author(s)</th>
</tr>
</thead>
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