

Augusta University

Policy Library

Employment of Relatives (Nepotism)

Policy Owner: University HR Services

POLICY STATEMENT

The basic criteria for the appointment and promotion of Augusta University employees shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority.

As used herein, "line of authority" shall mean authority extending vertically through one or more organization levels of supervision or management.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Relatives are defined as spouses, parents, children, brothers, sisters and any in-laws of any of the foregoing.

PROCESS & PROCEDURES

- As part of the employment application process, the applicant/employee is responsible for disclosing any and all relatives currently working in the organization.
- Human Resources and the hiring department are responsible for confirming that a relative relationship in violation of this policy will not occur if the applicant is hired or transferred into a position.
- In situations where a new family relationship is created due to marriage and a direct reporting line is created (this new status must be reported to Human Resources), one of the affected employees will be required to transfer within the organization or leave employment. In cases where the affected employees cannot voluntarily decide who will transfer or terminate, a decision will be made by the department head in consultation with Human Resources. This decision is at the discretion of Augusta University and is

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based upon factors such as performance, the ability to replace a position, or business need.

- The policy will not apply to any individual employed as of February 14, 1990, in any department where a relative of such individual holds a superior position at least one level of supervision removed from such individual in any line of authority; or exceptions approved by the Board of Regents upon recommendation of the President to the Chancellor as being clearly in the best interest of the Institution and the University System; or
- Temporary and/or part-time employment of children under age 25: Children under age 25 may not be employed directly under the supervision of their parent(s). There must be at least one level of supervision between the supervisor and his/her children employed under the provisions of this policy.
- When an individual is selected for employment in a department where a relative is employed, the employee's supervisor will be requested to sign a statement certifying that such employment is not in violation of the Nepotism policy. This statement will be filed in the employee's master personnel file.

REFERENCES & SUPPORTING DOCUMENTS

USG Board of Regents Policy Manual 8.2.3

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 05/30/2017