

DEPAUL UNIVERSITY



Employment of Relatives

Category: Human Resources

Responsible Department: Human Resources

Responsible Officer: VP, Human Resources

Effective Date: 06/26/2018

Policy Summary

The purpose of this policy is to establish consistent and equitable guidelines concerning the employment of relatives at DePaul University.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Student Employees

This policy affects all members of the groups listed above.

Policy

DePaul University seeks the most qualified employees and applicants. Relatives of DePaul employees are considered for employment, transfers and promotions provided the relative meets all the qualifications and the position is not under a reporting relationship to a relative with the authority to make or influence decisions about compensation, performance evaluation, discipline, job responsibilities, promotions or hiring/firing either as a direct supervisor or in the reporting structure. DePaul seeks to avoid placements of relatives in reporting relationships. However, should such placements occur, the relative in the managerial role will recuse themselves from employment related decisions affecting a relative. These provisions are intended to avoid conflicts of interest along with actual or perceived favoritism and/or preferential treatment.

Relatives are persons related by blood, marriage or legal procedure, including:

- Spouse
- Parent

- Child (natural/adopted/foster/step)
- Step parent
- Grandparent
- Grandchild
- Sibling
- Step sibling
- Mother-in-law
- Father-in-law
- Sister-in-law
- Brother-in-law
- Son-in-law
- Daughter-in-law
- First cousin
- Uncle
- Aunt
- Niece
- Nephew
- Other member of the family living in the same household
- Second Domiciled Adults

In circumstances where staff reporting relationships involving relatives exist, the relative in the more senior reporting relationship, with the responsibility to make or influence decisions, will abstain from all decisions regarding compensation, performance evaluation, discipline, job responsibilities, promotion, or employment regarding a relative. These decisions will be reassigned to the next more senior manager or their designee. Faculty members are expected to follow practices addressing conflicts of interest in evaluating individual faculty members for appointment, review and promotion as described in the Faculty Handbook.

Applicants must disclose relationships with relatives upon offer of employment or transfer to a unit with a relative in a reporting relationship. If selected, applicants who knowingly fail to disclose a reporting relationship of a relative during the offer process are subject to a revocation of the employment offer or termination if placed.

If a reporting relationship to a relative for staff occurs due to change in family status, (e.g. a relationship is created through marriage), the new relationship must be reported to the Director of Talent Acquisition in the Office of Human Resources. In these circumstances, the relative in the more senior reporting relationship will abstain from all decisions regarding compensation, performance evaluation, discipline, job responsibilities, promotion, or employment regarding a relative. These decisions will be reassigned to the next more senior manager or their designee. For faculty, the provost, deans, local academic unit administrators, and all other internal faculty reviewers are expected to acknowledge any conflicts of interest in decisions regarding appointment, renewal, tenure or promotion openly and to abstain from participation whenever conflicts arise.

Procedures

1. Faculty, administrators and employees are responsible for ensuring that this policy is enforced and should consult with the Director of Talent Acquisition (Office of Human Resources) or the Sr. AVP Academic Affairs when necessary.
2. The Vice President of Human Resources, or designee, is responsible for the coordination, administration and implementation of this policy.

Divisional Collaborations

None.

Contact Information

- Talent Acquisition
- Academic Attairs
- Vice President-Human Resources

Mailing Address:

1 East Jackson Boulevard
Chicago, Illinois 60604

Office Location:

14 East Jackson Boulevard
13th Floor
Chicago, Illinois 60604
(312) 362-8500

Appendices

None.

History/Revisions

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