



## UNIVERSITY POLICY

**Title:** Employment of Relatives (Nepotism)

**Subject:** Employment

**Policy No:**

**Applies:** University Wide

**Issuing Authority:** President

**Responsible Officers:** Executive V.P. Administration & Strategic Advancement, AVP Employee and Labor Relations, V.P./Chief of Staff/(ELO)

**Adopted:**

**Amended:** April 29, 2014

**Last Revision:**

### I PURPOSE

It is the policy of Rowan University to seek the most qualified candidates for its faculty and staff positions. Relatives of employees may be selected for faculty and staff positions when it has been determined that they are qualified for the position and their selection does not conflict with the provisions of this policy.

Employment of relatives is governed by the New Jersey State Ethics Commission which controls and preempts any items contained in this policy.

### II ADMINISTRATIVE OVERSIGHT

Responsibility for the administration and application of this policy resides primarily with the AVP Employee and Labor Relations and finally with the Executive V.P. Administration & Strategic Advancement. Responsibility for interpreting and applying the state's Uniform Ethics Policy resides with the V.P./Chief of Staff/Ethics Liaison Officer.

### III APPLICABILITY

As used in this Policy, the word "relative" means an individual's spouse (which word includes domestic partner) or the individual's or spouse's parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half brother or half sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

Any reference to "relative" in this Policy shall be inclusive of non-related individuals who are sharing the same household with the same financial interdependence; or becoming members of

the same household, family or having romantic relationships which is viewed by the State Ethics Commission as creating a conflict of interest.

#### **IV REFERENCES**

N.J. State Ethics Commission

<http://www.nj.gov/ethics/>

N.J. Uniform Ethics Code, Section XIII

<http://www.nj.gov/ethics/docs/ethics/uniformcode.pdf>

Plain Language Guide, Nepotism (p. 12)

<http://www.nj.gov/ethics/plainlanguage.pdf>

#### **V POLICY**

A relative of a Rowan University employee may be considered for position vacancies. However, the University will not place an employee in a position that is directly or indirectly subordinate or supervisory to a relative, and Rowan employees must be diligent so as not to participate in any way in any decision that might directly or indirectly affect a relative.

A Rowan employee cannot be involved in any decision or process that involves the terms or conditions of that employee's relative, including interviewing, evaluation of candidate, hiring, performance evaluation, remuneration/compensation, reappointment, reclassification, promotion, discipline, suspension or termination; and employees are obligated to disclose the existence of any such conflict and immediately withdraw from the conflict situation.

Employees shall be excluded from participating in any way, directly or indirectly, in searches that would consider or would likely consider the candidacy of a relative, including but not limited to: developing the position description, the requirements of the position or the qualifications of candidates; setting the salary range; screening candidates; serving on the search committee; interviewing, evaluating or recommending candidates; or setting the terms or conditions of the person's employment or duties. Relatives will not be permitted to serve on the same search committee, regardless of the position to be filled.

Any Rowan employee who finds himself or herself in a position that is or could become or could be perceived to be a conflict position as a result of the candidacy of a relative must immediately disclose the actual or potential conflict, withdraw from that position, and remain fully excluded from the process thereafter. Failure to do so will result in sanctions for the employee and in the employment decision being voided if it has benefitted the relative.

Employment decisions affecting a Rowan employee may not be affected, favorably or unfavorably, by the employment status of that employee's relative or by the activities, rank or position of that relative.