



POLICY TITLE	Employment of Relatives (“Nepotism”)	Policy Number	304
Section	Human Resources	Approval Date	June 15, 2006
Subsection	Hiring Practices	Effective Date	June 15, 2006
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

1.1 To outline the University’s policy toward employment of relatives and to minimize the negative impact on productivity and job satisfaction created by nepotism or the perception of nepotism and to strengthen public confidence in the integrity of the University.

2.0 REFERENCES

- 2.1 Academic Procedures for Faculty Employment Application and Packet
- 2.2 Staff Hiring Packet, Human Resources procedure
- 2.3 Utah Code Annotated §52-3-1 to 4, as amended, *Prohibiting Employment of Relatives*
- 2.4 UVU Policy 301 *Equal Employment, Educational Opportunities, and Affirmative Action*
- 2.5 UVU Policy 302 *Hiring of Salaried and Hourly Positions*
- 2.6 UVU Policy 303 *Hiring of Hourly and Contract Positions, Career Promotions, and Employee Reassignment*
- 2.7 UVU Policy 305 *Non-Faculty Positions: Posting and Waiver of Posting*
- 2.8 UVU Policy 306 *Faculty Positions: Posting and Waiver of Posting*
- 2.9 UVU Policy 307 *Criteria for In-house Applicants*
- 2.10 UVU Policy 309 *Executive Employees: Recruitment, Compensation, and Termination*
- 2.11 UVU Policy 321 *Employment Classifications and Work Limits*
- 2.12 UVU Policy 322 *Employment Responsibilities and Standards*



2.13 UVU Policy 352 *Compensation for Non-Faculty Employees*

3.0 DEFINITIONS

3.1 Relative: For the purpose of this policy, a relative is defined as father, mother, husband, wife, grandparent, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, and step or foster relative.

4.0 POLICY

4.1 No person holding any position, the compensation for which is paid out of university funds, is to employ, appoint, or vote for the appointment of a relative or any person for whom he or she is liable for furnishing financial support; and no employee shall supervise a relative as defined above at any level of supervision within the employee's job responsibility and/or administration.

4.2 Utah Valley University complies with applicable Utah State Statutes (Utah Code Annotated §52-3-1 to 4, as amended, *Prohibiting Employment of Relatives*) regarding nepotism in state employment.

5.0 PROCEDURES

5.1 All hiring of relatives must be consistent with Utah Code Annotated §52-3-1 to 4, as amended, *Prohibiting Employment of Relatives* as amended. No such appointee may accept or retain such employment when his or her initial appointment thereto was made in violation of Utah Code Annotated §52-3-1 to 4, as amended, *Prohibiting Employment of Relatives*.

5.2 All hiring should be consistent with UVU policies and procedures, including but not limited to,

5.2.1 UVU Policy 301 *Equal Employment, Educational Opportunities, and Affirmative Action*

5.2.2 UVU Policy 302 *Hiring of Salaried and Hourly Positions*

5.2.3 UVU Policy 303 *Hiring of Hourly and Contract Positions, Career Promotions, and Employee Reassignment*

5.2.4 UVU Policy 305 *Non-Faculty Positions: Posting and Waiver of Posting*

5.2.5 UVU Policy 306 *Faculty Positions: Posting and Waiver of Posting*

5.2.6 UVU Policy 307 *Criteria for In-house Applicants*



5.2.7 UVU Policy 309 *Executive Employees: Recruitment, Compensation, and Termination*

5.2.8 UVU Policy 321 *Employment Classifications and Work Limits*

5.2.9 UVU Policy 322 *Employment Responsibilities and Standards*

5.2.10 UVU Policy 352 *Compensation for Non-Faculty Employees*

5.3 The procedures as defined in the Staff Hiring Packet and the Academic Procedures for Faculty Employment Application and Packet must be followed and the required documentation/forms must be submitted to Human Resources.

5.4 On or after the effective date of this policy, no appointee may accept new employment or move to a new position or title in violation of the provisions of this policy.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity