



SAINT LOUIS UNIVERSITY

EMPLOYMENT OF RELATIVES POLICY

Procedure Number:
Classification:
Responsible University Office:

Version Number: 1
Effective Date: 8/10/12

1.0 INTRODUCTION

This policy was established to ensure compliance with Equal Employment Opportunity guidelines and to preserve and promote non-discrimination regarding hiring, promotion, and employment practices.

2.0 PURPOSE

This policy ensures a fair and measured approach to employment of relatives and avoids the conflicts that can arise from nepotism.

3.0 PERSONNEL AFFECTED

This policy applies to employees and units within Saint Louis University.

4.0 DEFINITIONS

Relative is defined as any of the following including those by virtue of blood, marriage, or remarriage: spouse, children, parent, grandparents, siblings, aunts, uncles, nieces, nephews, and cousins.

5.0 POLICY

Individuals who are related may be employed by the University provided there is no direct reporting relationship between the relatives.

It is considered to be an unacceptable reporting relationship when an employee works under the immediate supervision of a relative or in any position for which a relative could participate in the decision to employ, promote, recommend or approve salary adjustments, or terminate employment of that employee.

6.0 RESPONSIBILITIES

Human Resources is responsible for oversight and coordination of the recruitment, selection and hiring of staff.

7.0 PROCEDURES

- 7.1 The University will not allow relatives to be placed or promoted into supervisor/manager reporting relationships.
- 7.2 In the case where two employees marry, continuing employment is available for both spouses provided that there is no direct reporting relationship or decision-making influence on conditions of employment.
- 7.3 If such relationships exist, the employees must disclose the relationship immediately and the employees must be separated (physically or organizationally), so that one does not have any direct or indirect responsibility, authority or control, real or perceived, over the other.

8.0 REFERENCES

Equal Employment Opportunity and Affirmative Action Policy
Staff Recruitment Policy