

University Enterprises, Inc. Policies and Procedures		Policy No. 045
Section:	Human Resources	
Policy:	Employment of Relatives	
Revised Date:	December 11, 1998	

Employment of Relatives

I. PURPOSE

To promote equity, fairness and consistency in the treatment of all employees.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

III. DEFINITIONS

- A. Relative: refers to either an employee's or UEI's Board of Director (voting) member's spouse, child, parent, sibling, legal guardian, grandparent, grandchild, aunt, uncle, member of the immediate household; or that of the employee or voting Board member's spouse.

IV. POLICY

- A. Employment of Relatives: Voting Board member's or current UEI employee's "relatives" may be employed within the same department, division, or facility only when all the following criteria are met:
1. Such employment does not adversely affect safety, morale, security or supervision, and
 2. Such "relatives" neither initiate nor participate in making decisions which would directly affect employment status of their spouses or relatives. These decisions include, but are not limited to, selection, appointment, retention, tenure, work assignments, promotion, demotion, or salary.
 3. University Enterprises, Inc. may prohibit assignment or reassign "relatives" if, in its sole discretion, it finds that any of the above criteria is not met.
- B. Becoming "Relatives" after Employment: If two persons should become "relatives," as defined in this policy, while both are employed by UEI, they may continue their employment in the same job provided that the criteria set forth in Section IV. A. is met.

If the criteria are not met, one of the "relatives" must change jobs or terminate his or her employment with UEI. The two employees will make a decision within 30 days of the event causing them to become "relatives" as to which of them will change positions or employment. If this decision is not made within 30 days, the employee with the least seniority (based upon his or her total time as a UEI employee) shall be transferred or terminated.

If both employees have the same seniority, UEI's decision on which employee must be transferred or terminated will be based upon the necessity of operating UEI in an efficient manner. If the Executive Director determines that an overriding business necessity requires the transfer or termination of one particular employee, that overriding necessity shall supersede the foregoing system.

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- C. The Executive Director may authorize an exception to this policy if it is found that:
1. the position to be filled requires a person with specialized training and experience not generally available in the employment market,
 2. substantial bona fide efforts have been made to locate and employ such a person who is not a relative of any voting Board member or employee, and
 3. the relationship between the relative and the applicant or employee is unlikely to significantly affect his or her employment by UEI.

VII. RELATED POLICIES

Policy No. 025 Recruitment and Selection