



# National University of Health Sciences General Policies

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Date Adopted: <b>12/13/93</b>	Date(s) Revised:	<b>04/18/05</b>		
<i>James Hinterstein</i>		<i>3-10-09</i>		
President		Date		

## POLICY STATEMENT

When filling vacant staff and student positions, the University seeks to hire the most qualified candidates. Relatives of National University of Health Sciences (NUHS) employees will be considered for employment on the basis of their qualifications. Relationships by family or marriage shall not provide advantage or disadvantage in employment.

Placements shall not be made where an employee is in a position to supervise or to influence a related person's rate of pay, promotion, or where an employee may be required to handle confidential information pertaining to a relative. The purpose of this provision is to avoid favoritism or the appearance of preferential treatment.

Relatives are persons related by blood, marriage or legal procedure including: spouse, (step) parent, (step) grandparent, child (natural/adopted/foster/step), grandchild, (step or half) 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 or any other member of the family living in the same household. In those cases where grant guidelines are more restrictive, the grant guidelines will apply.

This policy must be considered when assigning, transferring, or promoting an employee. Employees who marry may continue employment as long as it does not result in a violation of this policy (i.e., one reporting to the other). If a violation should occur, attempts will be made to find a suitable position within the department of NUHS to which one of the employees may transfer. If no accommodations are feasible and acceptable to the employees, the employees may be asked to determine which of the two will resign, or the administration may make this determination in the best interest of the University.

Exceptions to this policy may be made only upon specific approval of the President and/or his/her designee.