

SALISBURY UNIVERSITY

POLICY ON NEPOTISM AND PERSONAL RELATIONSHIPS

I. POLICY

Except in unusual circumstances that require prior authorization, individuals may not participate, directly or indirectly, in evaluation, supervision, or employment decisions involving a Family Member or an Intimate Partner, as those terms are defined below. This policy applies to all University faculty, staff and student employees.

II. PURPOSE

This policy is established in accordance with the University System of Maryland Board of Regents Policy (USM BOR VII-2.10), Employment of Members of the Same Family (Nepotism) that minimizes conflicts of interest and promotes fairness among University faculty, staff and student employees.

III. DEFINITIONS

A. Family Member:

1. An individual's spouse, children or step-children;
2. A parent of the individual or the individual's spouse;
3. A brother or sister of the individual or the individual's spouse;
4. Grandparents or grandchildren of the individual or the individual's spouse;
5. Aunts and uncles of the individual or the individual's spouse;
6. Nephews and nieces of the individual or the individual's spouse; and
7. Sons-in-law and daughters-in-law of the individual or the individual's spouse.

B. Intimate Partner: a consensual dating, romantic, domestic or intimate partner, sexual or similar close personal relationship.

C. Supervisor (for purposes of this policy only): the direct ability to affect or the power to recommend the hiring, renewal, evaluation, assignment of duties, establishment or adjustment of compensation and benefits, reward, transfer, layoff, recall, promotion, demotion, discharge, discipline, or in any other manner affect the terms and conditions of another's employment.

- D. Supervisor/Subordinate Relationship: a relationship in which one Family Member reports to another Family Member, or one Family Member otherwise participates directly or indirectly in making personnel decisions regarding another Family Member.

IV. PROCEDURES

- A. It is a violation of this policy for Intimate Partners or Family Members to be in a Supervisor/Subordinate Relationship at the University.
- B. Individuals must self-report to the Office of Human Resources any Supervisor/Subordinate Relationship between Family Members or Intimate Partners that exists or will exist upon appointment to their position. Members of the University community also may report the existence of the Supervisor/Subordinate Relationship between Family Members or Intimate Partners.
- C. The Associate Vice President of Human Resources or designee shall review the matter and take appropriate action which may include transfer, reassignment, or removal of one or both individuals from the positions that created the Supervisor/Subordinate Relationship between the Family Members or Intimate Partners.
- D. Any arrangement in which Family Member employees are assigned to work for the same supervisor must be approved in advance by the Associate Vice President of Human Resources or designee. This provision does not apply to Family Member employees who are faculty members as approval is deemed granted upon hire of the second Family Member.

V. EXCEPTIONS

In the case of Family Members or Intimate Partners involved in a Supervisor/Subordinate Relationship, the next highest administrative supervisor of the employee may request an exception to this policy. The request shall be made in writing to the President of the University, or designee and shall address:

- A. The unique circumstances that prevent actions to avoid a Supervisor/Subordinate Relationship among the Family Members or Intimate Partners;
- B. The specialized qualifications of the Family Member or Intimate Partners or other factors that demonstrate why their continued employment is in the best interest of the University despite their Supervisor/Subordinate Relationship; and

- C. Proposed measures to restrict participation of the supervising employee in any personnel actions affecting the subordinate employee, including specific alternative procedures for the ongoing supervision and evaluation of the subordinate employee.

VI. VIOLATIONS AND SANCTIONS

Individuals found to have violated this policy by failing to self-report their Supervisor/Subordinate Relationship between Family Members or Intimate Partners to the Associate Vice President of Human Resources may be subject to disciplinary sanctions up to and including termination.

VII. RESPONSIBLE DEPARTMENT

The Office of Human Resources is responsible for implementing this policy and may be contacted with questions regarding this policy at: (410) 543-6035.

Related Policy: USM BOR VII-2.10

Effective Date: August 1, 2021