



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:19

Nepotism and Favoritism

COVERED EMPLOYEES

- All employees.

BOT POLICY

Sec. 6-401. Employment of Family Members. In order to guarantee equal employment opportunity to all, the University permits the employment of family members subject to policies and procedures intended to avoid conflicts of interest, favoritism, operational difficulties and similar problems. Any request to make an exception to the specific conditions must be supported by the divisional vice president who will then obtain the President's approval before the employee can begin working.

The President, or his or her designee, shall develop policy and procedures regarding immediate family members, and the types of employment opportunities which may constitute a possible conflict relating to nepotism or favoritism.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

One employee cannot supervise or be subject to the supervision of another employee who is a member of his/her immediate family. Neither will one member of the family be permitted to make a recommendation or decision specifically affecting the appointment, retention, tenure, work assignments, promotion, demotion or salary of another member of the immediate family. There may also be some limited situations, which for good business reasons, it is not in the University's interest to have two related persons working within the same department or performing work requiring certain interactions such as financial transactions or determinations.

Immediate family, for purposes of this policy, means the current wife or husband, child, stepchild, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandfather-in-law, grandmother-in-law, grandchild, stepfather, stepmother, half brother, half sister,

niece, nephew, ward, dependent persons (foster children or relatives residing in the home) and any individual(s) with whom the employee shares living quarters.

If an amorous or prohibited relationship (according to the definitions of this policy) develops, the employees will be asked to cooperate in resolutions to bring them into compliance. If the employees are unwilling to cooperate, the University will determine the best method to resolve the situation.

The University prohibits favored treatment of employees based on personal relationships. When necessary, the University may reassign personnel to avoid favoritism or the appearance of favoritism. See also HRPP [Consensual Relationship](#).

RESPONSIBILITY

Employee: To report to their supervisor any possible family relationships, which could be in violation of this policy.

Supervisor: To bring such issues to the attention of Human Resources and/or the divisional vice president to resolve such issues.

Refer Questions To: *Human Resources*