PROCEDURE

Effective Date: 01/09/13
Authority: POL-U5410.01 Employing Family Members and Significant Others
Approved By: Assistant VP for Human Resources

Cancels:

See Also: POL-U1600.06 Prohibiting Consensual Intimate Personal Relationships Between Supervisors and Supervisees

PRO – U5410.01A DISCLOSING A FAMILY OR SIGNIFICANT OTHER RELATIONSHIP BY A NON-FACULTY EMPLOYEE

**Action by:**

1. **Notifies** immediate supervisor upon becoming involved in one of the following work situations:
   a. Has or will have a direct reporting relationship with a family member or significant other, or
   b. Other circumstances present a conflict of interest that may not be sufficiently mitigated with additional controls.

**Supervisor**

2. **Notifies** Director/Chair of situation immediately.

**Director/Chair**

3. **Determines** if sufficient controls can be put into place to mitigate any conflict of interest.

4. Promptly **notifies** Assistant Vice President for Human Resources (AVP for HR) in writing of situation and proposed action.

**AVP for HR**

5. **Reviews** proposal.

6. If family member or significant other is a faculty member, **consults** with Provost.

7. **Consults** with Director of Internal Audit and others when deemed necessary.

8. **Responds** in writing to Director/Chair with determination.
**PROCEDURE**

**Action by:** Director/Chair

9. **Ensures** any required action in determination is promptly implemented.

10. **Notifies** AVP for HR when action has been completed (if applicable).

**Action by:** AVP for HR

11. **Updates** Provost and others when necessary.

12. **Retains** related correspondence.