I. POLICY STATEMENT

Howard University (the “University”) recognizes and embraces the advantages of employing relatives of current employees. Accordingly, this policy governs the employment of relatives, and establishes restrictions on their employment in positions where there is any level of supervisory relationship between the employees. In addition, this policy establishes the on-going, affirmative duty of all employees to report the possibility of nepotism in reporting relationships in the event that an employee’s position changes subsequent to hire.

The University may waive the application of this policy in extraordinary circumstances when a reporting relationship that may otherwise run contrary to this policy is in the best interest of the University. Prior to initiating the violative reporting relationship, a waiver of this policy must be approved, in writing, by the Chief Human Resources Officer in consultation with the General Counsel.

II. RATIONALE

The purpose of this policy is to prevent the development of an interconnecting group of close relatives in its employ and to ensure fairness, transparency, and consistency in employment practices.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time, part-time and temporary, union and non-union staff, faculty and students employed by the University and Howard University Hospital (“HUH”).

IV. DEFINITIONS

A. Relative – mother, father, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, mother-in-law, father-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepsen, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or domestic partner.
B. **Reporting Relationship** – the direct or indirect reporting connection between a managerial/supervisory position to a subordinate employee in the same unit, department or division. (For example: A dean’s niece reports to a manager and that manager reports directly to the dean. That niece has a reporting relationship to the dean, her uncle.)

V. **POLICY PROCEDURES**

A. An applicant for any appointment (no exceptions) at the University or HUH must acknowledge kinship(s) to any and all existing employees of the University in the employment application.

B. The Office of Human Resources official must note acknowledged kinship(s) in the memo section of the PeopleSoft record and Official Personnel Folder of the applicant.

C. Employees have an on-going, affirmative duty to report any change in their employment status to Employee Relations in the Office of Human Resources if the change results in a reporting relationship that may be considered nepotism.

D. An appointment may take affect only after confirmation that the appointment presents no apparent jeopardy with respect to the University’s Nepotism policy.

VI. **SANCTIONS**

Violations of this policy may result in appropriate disciplinary action up to and including separation of employment.

VII. **INTERIM POLICIES**

This policy supersedes *Howard University Nepotism Policy*, effective February 18, 2000.

VIII. **WEBSITE ADDRESS**

www.howard.edu/policy
www.hr.howard.edu