

Proposal to Hire a Relative

UIC HR Policy #313: Employment of Relatives (Nepotism)

Employment of relatives is permissible at the University of Illinois at Chicago subject to compliance with University Statutes, review of appointments, and resolution of conflicts. It is the responsibility of each unit/department/college to review all situations involving the employment of relatives to ensure compliance with this policy and to resolve any potential conflicts.

All employees at every departmental level should note that the Policy prohibits any influence by a relative including making a referral for employment, transfer or promotion. Thus, if a current employee recommends their relative for employment, transfer, or promotion, a potential violation of the Policy may have occurred already. In these instances, supervisors and department heads should strongly consider whether they wish to pursue the candidacy of a referred- or recommended- relative in this situation. They must also understand that they may be involved in a subsequent internal or external investigation if a complaint is filed.

In the case of a proposed new hire, there must always be review and approval of the appointment if two members of the same family are to be employed. After all relatives currently employed and the candidate for hire have completed and signed the form, the form should be submitted to the appropriate unit(s) for final review, approval and distribution.

Once approved, forms will be routed back to the appropriate departments to be maintained in the departmental personnel files.

Steps for Completion

1. The candidate for hire (“Initiating Employee”) prints or types his/her name, signs in the appropriate space, and completes the rest of the form with relevant information about themselves and their position. The “Duties” section requires only sufficient information to confirm that neither relative supervises the other and that neither has any role in institutional decisions which might benefit the other. The initiating employee then forwards either a hard copy or a PDF to their relative.
2. The second employee (currently employed relative) completes all sections of the form with their relevant information and signs in the appropriate space.
3. If additional relatives are currently employed, the form allows as many additional employee information grids to be added as are necessary. Each relative forwards either a hard copy or a PDF to the next relative after they have completed and signed the form.
4. When all relatives have completed their relevant information and signed the form, either a hard copy or a PDF should be forwarded to the Vice Provost for Faculty Affairs (if faculty are involved), and/or the Assistant Vice President for Human Resources (if APs and/or Civil Service status employees are involved), and/or the Head of Student Employment (if student employees are involved).
5. When all required approvals are obtained, the last approver will convert the form to a PDF and distribute it and the Notice of Proposal to Hire a Relative via e-mail to all related employees, their supervisors and department heads/deans, and any other approvers, after making a note in the final data field confirming when the approved form was distributed.
6. Each department involved should retain a copy of the approved form in their departmental files.

Compliance Form FAQs & Instructions

Who is a relative?

Per UIC HR Policy #313, a relative is defined as “immediate family.” “Immediate family” includes an individual's spouse or domestic partner, ancestors and descendants, all descendants of the individual's grandparents and the spouse of any of the foregoing. It would include grandparents, parents, brothers, sisters, sons, daughters, grandchildren, aunts, uncles, nieces, nephews, and their spouses. As the objective of the Policy is transparency for all relationships, employees should complete a form if there is any question that they are covered by the Policy.

When should this form (“Proposal to Hire a Relative”) be used?

When a department, unit or employee identifies a potential conflict with the Policy (that is, when a supervisor, manager or employee becomes aware that a candidate for employment has one or more relatives already employed at UIC, but that none work in the “chain of command” of any other or in a role such as certain roles in HR or general leadership where they could influence a relative’s employment), the department should request that the candidate or related employee manage the process of acquiring signatures of all relatives. In many cases, UIC HR will identify a potential conflict when a candidate self-identifies the situation on their Application for Employment and will assist in the collection of signatures and routing of the form.

Who should initiate the form?

The proposed new employee should initiate and complete the form with assistance from their relative(s) and UIC HR.

Who else should complete the form?

All current employees related to the proposed new hire must also include their information on the form with sufficient detail to confirm that there will be no supervisory relationship or inappropriate influence and sign the form. If any employee, unit or department believes that attaching an organizational chart will clarify reporting relationships and show that no relative is in the “chain of command” of another, they may do so.

Who should sign the form?

The proposed and current employee(s) must sign the form to acknowledge their responsibilities, and the form must be approved by the head of the appropriate campus unit(s) (see below).

Does the Hiring Manager or Department Head need to sign the form?

Only the proposed new hire and their relative(s) are required to sign the form before it is reviewed and approved by the head of the appropriate unit(s) (see next answer). Additional departmental signatures are not required.

Where should the candidate or related employee route the form?

The signed form should be forwarded to the appropriate unit responsible for approving the form. Forms may be submitted via campus mail, PDF, or hand-delivered.

- Faculty: Office of the Vice Provost for Faculty Affairs (M/C 103).
- Academic Administrative and Professional Staff (Academic Professional, Civil Service including Extra Help, Academic Hourly, Graduate Assistants): Assistant Vice President for Human Resources (M/C 890).
- UIC Undergraduate Students: Head of Student Employment (M/C 335).

How will the department be notified if the nepotism form was approved and signed?

Once a nepotism compliance form has been reviewed and approved by the appropriate unit(s), an electronic copy and Notice of Proposal to Hire a Relative from that unit will be sent via email to the appropriate Supervisors, Hiring Manager and Deans/Department Heads, and other approvers if applicable. This will serve as formal notice that a department may proceed with the new hire process and will describe each unit's responsibility to report inappropriate influence if it occurs.

Which Management Plan form is appropriate for situations where faculty members are recruited together?

It is recognized that sound and competitive recruiting practices may require that relatives be offered positions within the same academic specialty. As these situations vary widely due to specific features of each situation, we have been able to successfully manage each situation through careful tailoring of each Management Plan. Please contact Dan Harper, below, for additional assistance in these cases.

What should happen if job duties and/or reporting relationships change following approval of the form?

It is the responsibility of the employee who changes roles or positions to ensure that their new supervisor and appropriate managers/department head are aware of the employment status of their relative(s). This can be accomplished by providing a copy of the existing form and Notice of Proposal to Hire a Relative to these individuals.

What if I have questions or need additional guidance with the nepotism process and/or form?

Employees, their supervisors, hiring managers, and department heads may contact the following individuals if they have policy or processing questions:

Policy Questions/Issues: Dan Harper, Associate Director of Labor & Employee Relations
djharper@uillinois.edu; 312.413.4788

Processing Questions/Issues: Susan Balmes, HR Associate;
balmes@uillinois.edu; 312.355.5230