MANUAL	SECTION	PAGE
Human Resources	Employment Guidelines	1 of 2

SUBJECT		EFFECTIVE	REVISED
Employment of Relatives (Nepotism)		4/1/1997	09/01/2013

ISSUED BY	APPROVED BY
Assistant Vice President for Human Resources	Chancellor

PURPOSE

To define the University policy regarding the employment of relatives, in the context of University policy and rules, and to establish the responsibility of UIC supervisors and Campus units in the resolution of issues related to the employment of relatives.

SOURCES AND BACKGROUND

University of Illinois Statutes
University of Illinois Policy and Rules

APPLICABILITY

All UIC employees

POLICY

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.

The University of Illinois Statutes, Article IX, Sec. 2, governs the employment of relatives as follows:
Sec. 2: No employee shall initiate or participate in institutional decisions involving a direct benefit, (initial employment, retention, promotion, salary, or leave of absence, etc.), to a member of the employee's immediate family. "Immediate family" includes but is not limited to an individual's spouse or partner, ancestors and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Namely, it would include an individual's spouse or partner, grandparents, parents, brothers, sisters, sons, daughters, grandchildren, aunts, uncles, nieces, and nephews.

Each Campus Chancellor shall develop, for the approval of the President, campus procedures to ensure against such conflict of interest. Campus procedures should be monitored and reviewed on a yearly basis to ensure compliance with this policy.

In an organization as large as the University, occasions arise where members of the same family may be employed in the same unit. This policy is designed to assure that the best interests of the institution and its' employees are maintained when such individuals are hired, and to protect individual members of a family from having or being perceived to have a conflict of interest with respect to one or more of their relatives.

http://www.uillinois.edu/trustees/statutes.cfm#sec92

UIC HR Policies and Procedures

	NUMBER
	313

MANUAL	SECTION	PAGE
Human Resources	Employment Guidelines	2 of 2

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Departments, in conjunction with established University procedures, are responsible for developing their own internal procedures for removing an employee from conflict of interest situations to avoid an employee's initiating or participating in an institutional decision involving a direct benefit to a member of the employee's immediate family. Guidance and assistance from UIC Human Resources is available in such cases.

PROCEDURES

RESPONSIBILITY	ACTION
1. Employee	Current employees must remain aware of the nepotism policy and report to their supervisor any instance that may violate, or create an appearance of a violation of this policy.
	Employees new to UIC must disclose all relationships with current UIC employees as part of their new hire process. They are required to complete and sign a Proposed New Hire nepotism form and are responsible for obtaining signatures from all relatives currently employed on Campus.
2. Department/Unit Head	For current employees, the Department reviews initial situation and describes in writing how the unit has met the obligation of the policy. The Department will be required to initiate a Nepotism Management form. This form will need to be routed to all related employees for signature and then forwarded to the appropriate Campus unit.
	For new employees, hiring Departments must require the new employee to initiate a Proposed New Hire Nepotism form. The form must be routed to the appropriate Campus unit for final approval before the new hire can be processed and onboarded.