



<b>Title of Policy:</b>	<b>Nepotism Policy</b>
<b>Policy No.</b>	<b>1.7008</b>
<b>Type of Policy:</b>	Administrative
<b>Effective Date:</b>	October 1, 2020
<b>Last Revised:</b>	New
<b>Policy Owner:</b>	Florida Memorial University
<b>Policy Contact:</b>	Office of Human Resources

### **I. Reason for Policy**

The Nepotism Policy is intended to assure that no preferential treatment will be afforded to individuals based on personal relationships that may place undue or inappropriate influence on terms and conditions of employment and to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace.

### **II. Policy Statement**

FMU may allow the continuation of existing personal relationships or the employment of an individual with a personal relationship to a current employee under the following circumstances:

- These individuals may not work under the supervision of the same manager;
- Employment actions may not create a supervisor/subordinate relationship between these individuals;
- These individuals may not supervise or evaluate one another;
- The relationship must not create an adverse impact on work productivity or performance;
- The relationship must not create an actual or perceived conflict-of-interest;
- These individuals may not audit or review in any manner the work of someone with whom they have a personal relationship;
- These individuals may not be employed if they have a personal relationship with someone who serves on the University's Board or any Committee or Council which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

FMU retains the right to refuse to appoint a person to a position whereby his/her relationship to another employee can create an adverse impact on supervision, safety, security, morale, or involves a potential conflict of interest. Furthermore, the University retains the right to reassign personnel who become involved in a personal relationship, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This Policy does not prohibit the hiring, promotion or reappointment of individuals with a personal relationship. Employees are required to disclose personal relationships in violation of this Policy when they occur.

### **III. Scope**

The Nepotism Policy applies to all employees of FMU and must be considered when hiring, promoting, transferring, or releasing any employee.

**IV. Definitions**

Term	Definition
Personal relationship	A relationship formed by blood, marriage, or adoption or through a domestic partnership. (spouses, domestic partners, children, parents, grandparents, siblings, step family members, in-law family members)
Domestic Partnership	A relationship wherein individuals' lives are interdependent and who share a common residence

**V. Responsibilities**

All FMU employees are required to comply with this Policy.

**VI. Enforcement**

This Policy shall be enforced by University administrators. It is the responsibility of the Office of Human Resources to oversee enforcement of this Policy. Any employee who violates this Policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University. The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fmuniv.edu>.

Approved:

Signature	Title	Date
	President	12/1/2020