

NEPOTISM

Approved by University Council May 8, 1997

Reviewed and approved by University Council on December 10, 2009

1. PURPOSE AND APPLICATION

1.1 Nepotism in employment is a violation of state law, UHS Board of Regents Policy, and UHS Policy. This policy describes the employment conditions that are covered by these regulations and the sanctions for violation of regulations.

1.2 This policy applies to all positions, full- and part-time, regular and temporary, including students in positions that require student status, and in all university programs, regardless of funding source.

2. DEFINITIONS

2.1 Nepotism is defined as favoritism shown to a relative by employment on the basis of relationship.

2.2 Relative. For the purposes of this policy, a relative includes the following relations:

- a. the employee's spouse;
- b. the employee or the spouse's natural and adopted children, parents, grandparents, great-grandparents, brothers, sisters, half brothers and sisters, grandchildren, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins, and persons married to them.

3. POLICY

3.1 Relatives of members of the Board of Regents and the Chancellor of the UH System shall not be employed by UHCL unless the employment preceded the appointment of the Board member or Chancellor by at least one year.

3.2 Relatives of other University of Houston System and UHCL employees shall not be employed by UHCL in positions where the employee has the official authority to hire or recommend or approve the hiring, salary, or promotion of the relative.

3.3 Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relation was formed. The supervisor-subordinate relationship shall be interpreted to include all levels of line administrative supervisors, from the lowest to the highest, not just the immediate supervisor.

3.4 Violation of these regulations is a misdemeanor involving official misconduct.

An employee who violates this law is subject to a fine and removal from office. An employee who violates this policy, whether by knowingly permitting or knowingly accepting employment in violation of these regulations, is subject to disciplinary action up to and including dismissal from employment.

4. PROCEDURES

4.1 All employees are required to complete a Personal Data Sheet upon initial employment at UHCL. This form contains a block in which the employee will list the name(s) of any relative (s) employed within the UH System or at UHCL.

4.2 The Office of Human Resources is responsible for entering information from the {personal Data Sheet into the automated payroll system database.

4.3 If a prohibited relationship is discovered during data entry of Personal Data Sheet, the Office of Human Resources will notify the affected employee, the employing supervisor or department head, and the appropriate dean or vice president.

4.4 The employing department and the affected employee will take such steps as necessary to correct the prohibited employment situation.

William A. Staples

Title: President
University of Houston-Clear Lake

Approval Date: May 8, 1997

Sunset Date: December 10, 2019