

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Human Resources

Number: 02.A.21

AREA: General

SUBJECT: Nepotism

I. PURPOSE

This document sets forth the University of Houston - Clear Lake policy on nepotism, and requires compliance with State of Texas statutes, Board of Regents Policy 57.07, and regulations regarding unfair employment practices due to nepotism. This administrative memorandum applies to all positions, full and part-time, regular and temporary, in all university programs, regardless of funding source.

II. POLICY

- 2.1 Relatives of members of the Board of Regents shall not be employed by the System, which includes the University of Houston - Clear Lake, unless the employment took place at least one year prior to the appointment of the Board member.
- 2.2 No Person shall be employed by the University of Houston - Clear Lake if they are a relative of the employee who has the official authority to hire or recommend or approve the hiring, salary or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed.
- 2.3 The provisions of this policy apply to all system programs, regardless of funding source.

III. DEFINITIONS

- 3.1 Nepotism: Favoritism in employment shown to a relative.
- 3.2 Relative: For this administrative memorandum, the term "relative" is defined as anyone related to the employee within the second degree of affinity or the third degree of consanguinity and includes the following relations:
 - The employee's spouse.
 - The employee or the spouse's natural and adopted children, parents, grandparents, great-grandparents, brothers, sisters, half brothers and sisters, grand-children, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins and persons married to them.

IV. PENALTIES

Violation of the nepotism statutes is a misdemeanor involving official misconduct; employees violating the statute are subject to a fine and dismissal from employment. An employee who violates this administrative memorandum - as an employee knowingly approving the hiring of a relative, as the currently employed relative, or as the relative being hired - is subject to reassignment and/or to disciplinary action, up to and including dismissal.

V. REVIEW AND RESPONSIBILITY

Responsible Parties: Executive Director Human Resources
Review: Every 5 years

VI. APPROVAL

Mark Denney
Mark Denney
Vice President Administration and Finance

Ira K. Blake
Dr. Ira Blake
President

Date: 07/09/2021

VII. REVISION LOG

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	5/08/97	Policy No. ULC 1997.010 was approved by University Council.
2	12/10/09	University Council reviewed and approved.
3	07/09/21	The policy became outdated in 2019 and was out of compliance with UH SAM. The UH SAM 02.A.21. policy document has been adopted.

VIII. REFERENCES

- [SAM 02.A.04](#)