

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Nepotism

Policy Number: 11.16

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/28/2015

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): The policy sets forth the restriction of relatives hiring, appointing or confirming relatives by blood or marriage.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor organizational and wording changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Nepotism

Original Implementation: Unpublished

Last Revision: ~~July 28, 2015~~ July 24, 2018

Purpose

This policy explains nepotism and the related employment requirements for employees of Stephen F. Austin State University.

Definitions

Nepotism involves showing favor to relatives when hiring or promoting or making decisions about salary or supervision. For this policy, the term **relative** shall mean those individuals within the second degree of affinity (marriage) or third degree of consanguinity (blood), defined in Appendix A.

An **adopted child** is treated as the natural child of the adoptive parents.

General

These rules concerning nepotism apply to all employees of the university including students, whether employed full or part-time. Employees are required to annually disclose, in a manner determined by the university, the existence of any relationship that may be or cause a violation of this policy.

A university employee may not hire, appoint, or confirm the appointment of a relative for a university position of employment or take any action with regard to the relative's promotion, salary or supervision. If an appointment, reappointment, reclassification, promotion or other action places a person under the supervision of a relative, all subsequent actions with regard to the terms and conditions of employment, including the annual performance evaluation, is the responsibility of the next highest administrative supervisor. This shall further apply in situations where two employees marry and one spouse is the administrative supervisor of the other.

No relative of a member of the Board of Regents may be employed for any position with the university. However, an exception to this rule will be made in cases where the relative has been continuously employed in the position for a period of thirty (30) days prior to the appointment of the related regent. When a relative is allowed to continue in a position because of the operation of this exception, the regent who is related to such person in the prohibited degree shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of the relative, if such action applies only to the relative and is not taken with respect to a bona fide class or category of employees.

An individual who violates this policy may be subject to criminal penalties and/or dismissal from employment.

Cross Reference: Tex. Gov't Code Ch. 573; Non-Academic Employee Handbook

Responsible for Implementation: Vice President for Finance and Administration

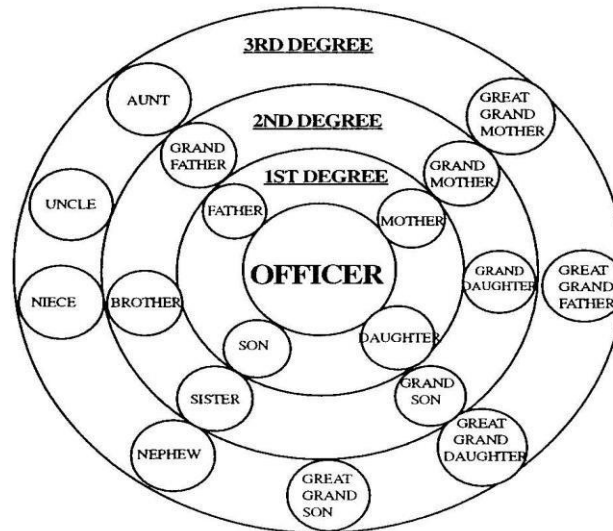
Contact for Revision: Director of Human Resources and General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

Appendix A

Consanguinity Kinship Chart (Relationship by Blood)



Affinity Kinship Chart (Relationship by Marriage)

