

Nepotism Policy Management Exception Plan

Nepotism Policy PER 2.11

The Nepotism Policy indicates:

The basic criteria for appointment and promotion of all University employees shall be appropriate qualifications and performance. Relationship to another University employee by family, marriage, or domestic partnership shall constitute neither an advantage nor a deterrent to any individual in appointment, promotion, transfer, compensation, hours, or other conditions of employment, provided the individual meets and fulfills the appropriate University appointment requirements and standards. An employee of the University may not participate in any employment actions (see policy for definitions) or enter into a personal services contract with a family member (see policy for definitions). In addition, no employee may serve as the immediate supervisor for, or be in the chain of command of, a family member. Furthermore, no employee shall have the same immediate supervisor as a member of their family.

This Management Exception Plan is required when seeking an exception to the Nepotism Policy. If an individual is to be assigned to a position that is under the supervision or control of a relative who has or may have a direct or indirect effect on the individual's progress or performance, or an individual is to be assigned to a position with the same immediate supervisor as a relative, a management plan must be submitted by the head of the organization unit (e.g., VP/Dean).

Form Instructions

The Management Exception Plan must:

- Include an outline of the supervision and evaluation procedures that will mitigate possible conflicts of interest;
- Address reporting relationships, supervision, and evaluation that will assure that there will be no decision making based upon relationships in promotion, compensation, hours, or other conditions of employment;
- Include the management of the approval and review process for expenditures and travel to eliminate any potential appearance of nepotism, conflict of interest, or conflict of commitment;
- Be resubmitted prior to any changes in reporting relationship for the affected employee.

This form must be submitted to the University's Chief Human Resources Officer at 1980 Arthur Street, Louisville, KY 40208, or via fax at 502-852-3264.

Section I: Individuals Involved

Name: _____

Title and Department: _____

Name: _____

Title and Department: _____

Nature of employment relationship:

Nature of family or household relationship:

Management Plan

Provide an outline of the supervision and evaluation procedures which will mitigate possible conflicts of interest:

Discuss and address reporting relationships, supervision, and evaluation which will assure there will be no decision making based upon relationships in promotion, compensation, hours, or other conditions of employment:

Describe the approval and review process for expenditures and travel which will eliminate any potential appearance of nepotism, conflict of interest, or conflict of commitment:

APPROVALS

Submitted By: _____

(Print Name of Director/Chair)

(Signature of Director/Chair)

Date: _____

Approved By: _____

(Print Name of VP/Dean)

(Signature of VP/Dean)

Date: _____

HUMAN RESOURCES AUTHORIZATION

Request approved?

YES

NO

Comments:

Request reviewed by: _____ Date: _____

Signature: _____

For University Use Only: Date Form Received: _____ Initials: _____