



## **XAVIER UNIVERSITY**

### **Employment of Relatives**

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### **A. REASON FOR POLICY**

Applicants for open positions will be evaluated solely on the basis of their qualifications. However, in order to eliminate situations of real or perceived favoritism, Xavier University will exercise careful judgment in the hiring and placement of relatives by blood or marriage.

As such, Xavier University prohibits the employment of relatives in continuing positions where they would supervise or be subject to the supervision of a relative, direct or control the work of the other, or have any review or sign-off relationship with the other. The Associate Vice President of Human Resources will review the hiring and placement of relatives on a case-by-case basis.

Two employees in a reporting relationship who become related while working for Xavier University may not continue the reporting relationship. In such instances, when possible, Xavier University will attempt to find a suitable transfer opportunity for the parties involved. When a transfer opportunity is possible, the related individuals will have 30 days to decide who will transfer. If the related parties cannot decide who will transfer, Xavier University reserves the right to decide which party will transfer if requested by Xavier University. In the event that a transfer opportunity is not available, one party must either go on an unpaid leave of absence, or resign. In such case, the parties involved will have 60 days

to decide who will either go on unpaid leave (until a suitable opportunity within Xavier University is available), or resign.

In cases where there is no reporting relationship, but relatives working together create conflict or other disruption to normal operations, Xavier University reserves the right to reassign or transfer such employees as it deems necessary. In cases where such disruptions exist and there are no transfer/reassignment opportunities, the employees will be given 30 days to demonstrate that they can work together without disruption. Related employees who cannot work together without conflict or disruption are subject to disciplinary action, up to and including termination of employment.

## **B. DEFINITION**

For purposes of this policy, "immediate family member" is defined as: spouse, parents, children, brothers, sisters, in-laws, or any person related by blood or marriage and/or residing in the employee's household.

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### **Other applicable policies and/or resources:**

Job Posting and Selection