

Volume: Employment/ Hiring	E1.04.1 Nepotism and Personal Relationships Effective Date: 10/01/2013	Responsible Office: Office of Human Resources
Chapter 4: Ethics		Responsible Officer: Director of Human Resources, Employment and Labor Relations

POLICY STATEMENT

Northeastern Illinois University employees who have control or influence over decisions involving the use of public resources or authority have the responsibility to exercise that control or influence in a manner which maintains public confidence in the integrity of institutional decision making processes. This responsibility includes the expectation that, in their exercise of this control or influence, employees will avoid creating the appearance of nepotism, as well as other forms of conflict of interest.

PURPOSE OF THE POLICY

This policy furthers Northeastern's commitment to integrity. By eliminating the potential for individual influence, Northeastern demonstrates honesty, respect and transparency in its words and actions as they pertain to University employment and academic progress.

WHO IS AFFECTED BY THIS POLICY

This policy applies to all employees and students in the University community.

DEFINITIONS

Member of the University Community or University Member- shall mean any Northeastern Illinois University staff member, faculty member, or student, or other individual engaged in any University activity or program.

Nepotism- "nepotism" shall mean favoring relatives.

Personal Relationship- "Personal Relationship" shall mean marital, civil union, or other committed relationship, significant familial relationship or consensual sexual or romantic relationship.

REGULATIONS

[4.7.98 Board of Trustee Regulations Section II Employees Subsection A.5.b. Policy on the Avoidance of Nepotism by Administrative Officers](#)

PROCEDURES

A member of the University community may not influence the University employment or academic progress of another University member with whom he or she has a personal relationship. Prohibited activities include, but are not limited to, hiring, promotion, supervision, evaluation, determination of salary and academic advising.



A University member who may influence a university process or decision for the benefit of someone with whom he or she has/had a personal relationship shall submit the process or decision to a disinterested third party or withdraw from the decision-making process.

Where the University decision maker is the President or Vice President, the reality and perception of power is such that it would not be possible to avoid the appearance of a conflict of interest by submitting the decision or review of by withdrawing.

In the absence of special circumstances which may be considered by the Board on a case by case basis, no person who is a close relative, or who is, regardless of relationship, a member of the same household as a President or Vice President shall be employed in a position which is under the administrative control of that officer.

AUTHOR REFERENCE

NEIU Board of Trustees Bylaws, Governing Policies and Regulations
State of Illinois Employee Ethics Act
NEIU Policy on the Formulation and Issuance of University Policies
NEIU Strategic Plan and Statement of University Values

RELATED POLICIES, DOCUMENTS, AND LINKS

University Policy E2.10 Sexual Harassment

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Human Resources, Employee and Labor Relations	773-442-5200	m-maso@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for a review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.