

NEPOTISM

UA Cossatot recognizes that potential conflicts may exist when members of the same immediate family are employed by the college, particularly in the same department, unit, or division. To avoid conflicts of interest, which may result from such employment, immediate family members should not participate in decisions to hire, retain, promote, or determine the salary of the other. It is the responsibility of the Chancellor, Vice Chancellors, Division Chairs, and other Managers to assure that one immediate family member shall not have direction or supervision of the other and shall not participate in decisions to hire, retain, promote, or determine the salary of the other.

Exceptions to this policy may be made in writing with justification by the Chancellor. Exceptions involving immediate family members of the Chancellor shall be made by the President of the University of Arkansas System.

For purposes of this policy, “immediate family member” shall mean an employee’s spouse, children of the employee or his or her spouse, and brothers, sisters, uncles, aunts, nieces, nephews, or parents, whether by blood or marriage, of the employee or his or her spouse.

Policy History:

September 8, 2014
July 21, 2014
January 1, 2011
November 25, 2002

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Procedures:

1. Any applicant must disclose during the application process if they are an immediate family member to an employee of the college. Immediate family member is defined as mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother, step-sister, guardian, or ward. This disclosure is on the application that must be filled out by the applicant.
2. Any relation to another employee must not be considered during the hiring process. Only applicants who meet the minimum requirements advertised for the job will be considered during the interview process. The best candidate for the advertised job must be selected, regardless of any family relationship in the college.
3. If an immediate family member is hired for professional reasons, then the Human Resource Department must file the necessary disclosure in the EO98-4 report quarterly with the Office of Personnel Management of the State of Arkansas.

Procedure History:

November 1, 2013
