

Policies of the University of North Texas System Administration	Chapter 03
03.301 Employment of Relatives (Nepotism Rule)	Human Resources

Policy Statement. Employment decisions at the University of North Texas System Administration (System Administration) are made based on the qualifications and experience of the individual. Being related to an employee of the System Administration is not a consideration in employment decisions except for relatives within the second degree of affinity or within the third degree of consanguinity as defined below.

In addition, the Chancellor and members of the Board of Regents must recuse themselves from employment decisions of relatives and cannot appoint any relatives within the second degree of affinity or within the third degree of consanguinity.

Application of Policy. All applicants and all employees.

Definitions.

1. **Affinity.** Two individuals are related to each other by affinity if (1) they are married to each other; or (2) the spouse of one of the individuals is related by consanguinity to the other individual. The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.

Examples of Affinity:

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|----------------------------|---------------------------------|
| Spouse | Child's spouse |
| Spouse's child | Parent's spouse |
| Spouse's parent | Brother-in-law or Sister-in-law |
| Spouse's brother or sister | Grandparent's spouse |
| Spouse's grandparent | Grandchild's spouse |
| Spouse's grandchild | |

2. **Cohabitation.** "Cohabitation" means a living arrangement in which an unmarried couple lives together in a relationship that resembles a marriage.
3. **Consanguinity.** Two individuals are related to each other by consanguinity if (1) one is the descendant of the other; or (2) they share a common ancestor. An adopted child is considered to be a child of the adoptive parent for this purpose.

Examples of Consanguinity:

Parent	Great-grandparent
Child	Great-grandchild
Brother	Aunt (sister of parent)
Sister	Uncle (brother of parent)
Grandparent	Nephew (son of brother or sister)
Grandchild	Niece (daughter of brother or sister)

4. Employment Decision. Any actions that affect the employment status or conditions of an applicant or employee, such as hiring, supervision, compensation, promotion, demotion, transfer, lateral move, performance evaluation and leave administration.
5. Independent Contractor. A person or entity engaged in a work arrangement with the UNT System as a nonemployee.

Procedures and Responsibilities.

- I. Disclosure of Relationships.
 - A. Individuals seeking employment or current employees must inform the Human Resources if they are related to a member of the UNT System Board of Regents, the Chancellor, or any other System Administration employee within the second degree of affinity or within the third degree of consanguinity when applying for employment.
 - B. Employees must inform Human Resources when they are related to a person over whom they will have personnel decision related responsibilities, including serving on committees, within the second degree of affinity, within the third degree of consanguinity or for individuals cohabitating before assuming the responsibilities.

Responsible Party: Applicants; Employees

- II. Employment of Relatives within the System Administration.
 - A. No person shall be employed, appointed, promoted or transferred, if related within the second degree by affinity, within the third degree of consanguinity or for individuals cohabitating with any person employed by the System Administration, whose duty would involve approving, recommending, or otherwise acting with regard to appointment, reappointment, transfer, hiring, promotion, salary or supervision, regardless of the source of funds for payment of salary. This provision

also includes individuals hired as independent contractors.

- B. If the employment decision places the employee under a supervisor who is related or makes the employee a supervisor of a person within a prohibited degree or with whom the employee cohabitates, all subsequent personnel and compensation actions affecting the employee shall become the responsibility of the next higher level supervisor.
- C. If an employee marries and as a result becomes supervised by or is supervisor of a person to whom he or she is now related within the second degree of affinity, all actions related to the terms and conditions of employment for the supervised employee shall be the responsibility of the next higher level supervisor.
- D. The Chancellor or Board of Regents must not appoint, confirm appointment or vote for the appointment of any individual related to them within the second degree of affinity or within the third degree of consanguinity.
- E. Personnel actions taken in violation of this policy are void and may result in disciplinary action against the individual taking the action.

References and Cross-references.

Texas Government Code Chapter 573
Regents Rules 05.300, Nepotism

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