

# CLARK ATLANTA UNIVERSITY

## Policy 9.1.3: Employment of Relatives



<b>CLARK ATLANTA UNIVERSITY</b>		
<b>POLICY and PROCEDURE</b>	<b>Subject:</b> <b>Employment of Relatives</b>	
<b>Department:</b> <b>Human Resources</b>	<b>Review/Revise Date:</b> 12/06/10 04/07/11 5/22/15 06/05/2018	<b>Issued By:</b> <b>Chief People Officer</b>
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<b>Signature of Approver</b> <b>Ronald A. Johnson</b>		<b>Date</b> <b>7/02/2018</b>

<b>Table of Contents</b>	<b>Page</b>
<b>1.0 Policy Statement.....</b>	<b>3</b>
<b>2.0 Procedure Narrative.....</b>	<b>3</b>
<b>3.0 Entities Affected By This Policy.....</b>	<b>3</b>
<b>4.0 Definitions of Key Terms.....</b>	<b>3</b>
<b>5.0 Desktop Procedures.....</b>	<b>4</b>

## 1.0 Policy Statement

Clark Atlanta University (CAU/University) permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the University community, create actual or perceived conflicts of interest.

## 2.0 Procedure Narrative

For purposes of this policy, “relative” is defined as the faculty or staff member’s spouse, domestic partner, children (including stepchildren), parents, siblings, grandparents, grandchildren, father-in-law and mother-in-law or any other in-law. The University will exercise sound business judgment in the placement of related employees in accordance with the following guideline:

- Individuals who are related by blood or marriage are not permitted to work in the same department. No employee is permitted to work under the direct supervision of a relative such that the relative’s work responsibilities, salary or career progress could be influenced by other relatives.
- Members of the University community may not participate in the hiring process or any employment-related decisions pertaining to their family members.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

This policy applies to all categories of employment at the University, including regular, temporary, and part-time classifications.

## 3.0 Entities Affected By This Policy

All Faculty and Staff of the University

## 4.0 Definition of Key Terms

**Employee:** An employee is anyone employed by the University as a faculty member or staff member, including a post-doctoral fellow or student employee

**Relative:** Relative includes the faculty or staff member’s spouse, domestic partner, children (including stepchildren), parents, siblings, grandparents, grandchildren, father-in-law and mother-in-law or any other in-law.

## 5.0 Desktop Procedures

<b>Step</b>	<b>Action</b>
1	Employees who suspect a reporting relationship of employees that is against University policy should report it to the Office of Human Resources or call the Compliance Hotline at 404-589-8006.