

School of Medicine Policy Statement: Nepotism

Responsible Office: Faculty Affairs

PURPOSE

This policy statement clarifies and implements the Virginia State and VCU Policies on Nepotism and to provide a process that allows relatives or family members to be employed in the School of Medicine without incurring real or perceived conflict of interest under the Policies.

“The Code of Virginia (§2.2-3106) prohibits (as a conflict of interests) supervision by an employee of a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent. (See the Conflict of Interests Act in the Code of Virginia, §2.2-3100 and following”.

WHO SHOULD READ THIS POLICY

All employees in all units in the Virginia Commonwealth University School of Medicine should read and comply with this policy.

RELATED DOCUMENTS

VCUHS: Hiring Practices, Policy HR.EM.001

State: Code of Virginia (§2.2-3106, §2.2-3100)

University: http://www.hr.vcu.edu/pdf_docs/LOC2000-01.pdf

CONTACTS

The Office for Faculty Affairs officially interprets this policy and will prepare revisions as needed to meet the changing needs of the School of Medicine. All revisions shall be subject to approval by School of Medicine leadership.

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Definitions

Nepotism is favoritism granted in employment to relatives, regardless of merit. Nepotism at work can mean increased opportunity at a job, attaining the job or being paid more than other similarly situated employees.

For the purpose of implementation, “**relative, family or household member**” includes the following relationships established by marriage, legal action or blood: spouse, mother, father, stepparent, brother, sister, son, daughter, stepchild, aunt, uncle, nephew, niece, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandson, granddaughter, cousins, and other members of the employee’s household whether or not related by blood or marriage. The term also includes domestic partners and relatives of the domestic partner. Individuals meeting this definition are henceforth called “employee”. “Individual (s)” refers to the person in a position of potential supervision of the relative, family or household member.

POLICY IMPLEMENTATION

1.0 Permissions

- 1.1 Relatives and member(s) of the same household are eligible for employment in the School of Medicine, provided that the individual meets the appropriate qualifications for the position to be filled and provided that employment is governed by the procedures delineated in this document.
- 1.2 Existing employees involved in circumstances described within this policy have an obligation to advise the School about the conflict.
- 1.3 It is the responsibility of every employee to inform the School’s leadership of any potential or existing relationship covered by this policy.
- 1.4 Should relationships identified within this policy be identified with candidates for employment, the Human Resources Officer in the hiring unit should be immediately notified and the procedures within this policy should be followed.

2.0 Prohibitions

- 2.1 All employment decisions; selection, hiring, and compensation of the employee must be made by other supervisory personnel.
- 2.2 Applicants for employment shall not be denied employment opportunities because of their “relative or household member” status to an existing employee.
- 2.3 A direct supervisory position cannot exist between individuals and the employee.

- 2.4 Individuals cannot evaluate a relative or family member.
- 2.5 Individuals cannot investigate, discipline or furlough the employee.
- 2.6 The working relationship shall not create an environment that adversely impacts work productivity or performance of the individual, employee or other employees in the work environment.
- 2.7 Individuals cannot make decisions on personnel matters of the employee, but can make recommendations in situations explicitly unique to the relationship that may impact positively or negatively, the work environment.

3.0 Documentation

Employees hired under this policy shall be approved by the dean's office with documentation, in writing, of compliance with this policy.

4.0 Change in Relationship between employees

When a change occurs in the relationship that impacts the work environment, the employees shall notify the human resource officer of the unit. The School shall make arrangements and/or recommendations for reassignment or transfer of one of the employees.

5.0 Policy Authority

The Executive Vice President for Medical Affairs and Dean authorizes this Statement of Procedures for implementation.

6.0 Cognizant Office

The Dean's Office should be contacted for interpretations, resolution of problems and special situations that relate to this policy.

Effective Date: November 1, 2013