

Monitoring Nepotism in the Workplace Procedure

Effective Date: March 15, 2013
Function: Human Resources
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Basis for Procedure

The procedure has been developed to ensure that the RF Operations Manager, campus HR office, campus administrators, managers and supervisors of RF employees are in compliance with the RF's Nepotism Policy.

Procedure Summary

This procedure describes the steps required by the RF Operations Manager, campus HR office, campus administrators, and managers and supervisors of RF employees to avoid potential conflicts of interest arising from the employment of a Family Member or Related Party to existing Research Foundation employees.

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Step	Role or Responsibility	References or Tips
1. Investigate and document all reported complaints involving nepotism	Campus HR Office	Documentation must be in writing and maintained in the appropriate HR office/ office of record file.
2. Develop and implement an action plan to address situations involving nepotism	Campus HR Office, in consultation with manager/supervisor, OM	Action plan must be in writing, approved by the OM, and maintained in the appropriate HR office/office of record file.
3. Document any personnel transactions and exceptions covered under the RF's Nepotism Policy or Conflict of Interest Policy	Operations Manager	Refer to the RF's Nepotism Policy, Conflict of Interest Policy, and Code of Conduct, Management Conflicts of Interest Procedure.
4. Notify campus HR office if he/she is or becomes aware that an RF employee has a Family Member or Related Party working in a department	Campus administrators, managers and supervisors of RF employees	Notification must be in writing to the campus HR Office.
5. Ensure that each applicant and new hire has completed the revised RF Employment Application section that requires the applicant/new hire to disclose if he/she has a Family Member or Related Party working at the RF	Campus HR Office	RF Employment Application; maintain the application in the appropriate Personnel File.

Definitions

Nepotism: is favoritism shown by a person in a position of power with respect to Family Members or Related Parties regardless of merit.

Family Members: relationships by blood and affinity including:

1. parent and step parent;
2. spouse, spouse's parents, spouse's grandparent, and spouse's siblings
3. child, adopted child, step child, foster child and his/her spouse;
4. sibling, step sibling, half sibling, foster sibling and his/her spouse;
5. grandparent and grandparent's spouse, great-grandparent and great-grandparent's spouse;
6. grandchild and grandchild's spouse and great-grandchild and great-grandchild's spouse;
7. aunt and uncle and his/her spouse
8. niece and nephew;
9. first cousin;
10. any person with whom there is a legal custodial relationship or member of the same household.
Related Party: is any adult in a committed relationship with another adult, including both same sex and opposite-sex relationships.

Related Information

[Nepotism Policy](#)

[Conflict of Interest Policy](#)

[Management of Conflicts of Interest Procedure](#)

[Code of Conduct](#)

[New York Public Officers Law Section 173](#)

Forms

[RF Employment Application](#)

Change History

Date	Summary of Change
March 15, 2013	New Procedure

Feedback

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