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## APS 5003 - Nepotism in Employment

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### Policy Profile

<b>Policy Title:</b>	Nepotism in Employment
<b>APS Number:</b>	5003
<b>Effective:</b>	July 1, 2013 <sup>1</sup>
<b>Approved by:</b>	President Bruce D. Benson
<b>Responsible University Officer:</b>	Vice President of Employee and Information Services
<b>Responsible Office:</b>	Vice President of Employee and Information Services
<b>Policy Contact:</b>	Vice President of Employee and Information Services
<b>Supersedes:</b>	Nepotism in Employment, dated July 1, 2009
<b>Last Reviewed/Updated:</b>	July 1, 2013
<b>Applies to:</b>	All campuses

### Policy Snapshot

**Brief Description:** This administrative policy statement requires that procedures be developed for identifying and reporting potential conflicts of interest in employment where a supervisory relationship exists between *immediate family members*.

**Reason for Policy:** Implements Regent [Policy 10-J](#), Nepotism and University Employment.

### I. Introduction

University administrators, faculty and staff shall not participate in institutional decisions

involving personnel actions including appointments/hiring, termination/layoffs, promotions/demotions, tenure decisions, salary setting, performance appraisals, grievance and disciplinary procedures for *immediate family members*\*.

The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado.

## II. Policy Statement

The thrust of the Regent policy is that while there is no prohibition against *immediate family members* working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint an immediate family member to a position within the University. The decision on the appointment must be made by someone other than the immediate family member. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits for the employee must be made by someone other than the immediate family member, even though the immediate family member may be the supervisor to whom the employee reports. The immediate family member in the supervisory position shall recuse her or himself from all personnel actions involving the other immediate family member.

This administrative policy statement requires that procedures be developed for identifying and reporting potential conflicts of interest in employment where a supervisory relationship exists between *immediate family members*. Each campus is responsible for developing procedures for reporting supervisory relationships between *immediate family members* and taking actions to ensure that the *immediate family member* in the supervisory position is not involved in any personnel actions, as described above, involving the subordinate *immediate family member*.

## III. Definitions

\*For purposes of this policy, *immediate family members* include spouses, civil union partners<sup>1</sup>, domestic partners, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, uncles, aunts, first cousins, mothers-in-law, fathers-in-law, sisters-in-law, brothers-in-law, sons-in-law, and daughters-in-law, and any other person who is a member of the employee's household.

*Civil Union Partner* - The civil union partner of an employee in a civil union that satisfies the requirements of the Colorado Civil Union Act, C.R.S. § 14-15-101, et seq., if the employee and civil union partner have not dissolved the partnership and are not legally separated.

## IV. Related Policies

- Administrative Policy Statement, "Conflict of Interest in Cases of Amorous Relationships," provides that an amorous relationship between an employee and a

student or between two employees constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other and requires that the direct evaluative authority must be eliminated.

- Regent Policy 10 J

## V. History

- A definitional update was made to *immediate family members* in May 2014 to reflect new State law regarding Civil Unions.
- Revised July 1, 2013
- This policy replaces the Administrative Policy Statement, Nepotism in Employment, dated July 1, 2009
- Initial policy approved - "Procedures for Implementing Regent Policies on Conflict of Interest and Nepotism," dated December 11, 1979.

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1. a. b. A definitional update was made to *immediate family members* in May 2014 to reflect new State law regarding Civil Unions.

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