



<b>Policy Name:</b>	Employment of Relatives Policy		
<b>Associated Forms:</b>	N/A	<b>Policy Number:</b>	2022-20
<b>Reviewed:</b>	Non-Academic Policy Committee	<b>Approved:</b>	September 28, 2022
<b>Approval Authority:</b>	President <i>Timothy L. Hall</i>	<b>Adopted:</b>	October 5, 2022
<b>Responsible Executive:</b>	Vice President for Finance	<b>Revised:</b>	2007
<b>Responsible Office:</b>	Executive Director of Human Resources	<b>Contact:</b>	Associate Director of Human Resources

## **I. Policy Statement**

Mercy University (the “University”) recognizes that family members of current employees may seek employment at the University. To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, the University has adopted the following rules and guidelines related to employment of family members, as defined below. This policy applies to all Mercy employees, regardless of rank or title.

## **II. Definition of Family Member**

For purposes of this Policy, “Family Member” is defined broadly as:

- Spouse.
- Domestic partner.
- Parent.
- Son or daughter.
- Brother or sister.
- Grandparent or grandchild.
- Aunt or uncle.
- Niece or nephew.
- Cousin.
- Guardian or ward.
- Step, half, or in-law relation.
- A person living in one's household.
- Any other person with such a close bond as to suggest conflict in the employment relationship (for example, a fiancé).

## **III. Hiring Family Members**

Family members seeking employment at Mercy must use standard application channels. To avoid creating any barrier to equal employment opportunity, hiring of family members based exclusively on referrals will not be permitted.

If the qualifications of any non-family member seeking employment are demonstrably superior to those of a family member of a current employee, the family member may not be considered for employment.

Mercy is committed to an equal employment opportunity workforce. All hiring decisions of family members must be reviewed by the Human Resources department to ensure compliance with Mercy policies and applicable non-discrimination laws.

## **IV. Working Relationship of Family Members**

Family members may not directly supervise another family member, or occupy a position that has influence over a family member's:

- Employment.
- Transfer or promotion.
- Salary considerations.
- Other management or personnel considerations.

Such influence may include, but is not limited to, participation as a member of a screening committee or other committee that recommends personnel actions or employment decisions of the related person.

Family members may not be employed within the same department without certification by the Human Resources department that the employment will not result in supervision of one family member over another.

#### **V. Change in Family Status**

If two employees marry, cohabit, or become otherwise related, so as to qualify as family members under this policy's definition, they must report the change in status to the Office of Human Resources, which will work with the employees to devise a working solution to avoid nepotism problems under this policy. Human Resources may determine that only one of the employees may be permitted to remain within the particular department, depending on the circumstances. The two employees may not remain in any reporting relationship where one has influence over the other unless accommodations can be made to eliminate the potential conflict. The choice of which employee will remain in the previous role and which will modify the role as necessary to be in compliance with this policy, is to be made by the two employees in question, in consultation with Human Resources.

#### **VI. Employees Covered Under a Collective Bargaining Agreement**

The employment terms set out in this Policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in the collective bargaining agreements that the UAW and SEIU have with Mercy. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with Mercy, employees should refer to the specific terms of the collective bargaining agreement, which will control.