



1. Policy Statement

It is the policy of Facilities Planning and Management to make offers of employment and employment decisions (e.g. hiring, promotion, evaluation, salary adjustments, etc.) based solely on the qualifications and abilities of the applicant/employee.

2. Purpose

To avoid possible conflicts of interest and ensure every employee has an equal opportunity for retention, promotion, or any other employment action.

3. Definitions

Direct Supervision- First-line supervisor who is responsible for employee's evaluations, time records and work assignments.

Family or close personal relationship - Persons related by blood; marriage (e.g. step-parent, half-sibling etc.); adoption or foster care; domestic partnership; consensual sexual or romantic relationship; or close personal friendship. Examples include spouse; partner; parent; grandparent; siblings; child; aunt; uncle; niece; nephew; cousin; in-laws (mother, father, brother, sister, son or daughter-in-law).

Nepotism- Favoritism in employment shown on the basis of a family or close personal relationship.

4. Scope

Facilities Planning and Management unclassified staff, classified staff and student employees.

5. Procedures

A supervisor must inform FP&M Human Resources if they **currently** supervise an employee with whom they share a family or close personal relationship.

In this situation, FP&M Human Resources will assign another supervisor to review and approve employment actions in order to eliminate the potential for a conflict of interest.

A supervisor must inform FP&M Human Resources if there is **potential** for a person with whom they share a family or a close personal relationship, to apply for a position which is under his/her direct supervision. Similarly, if during the course of the recruitment, a supervisor learns that a person with whom they share a relationship is an applicant, the supervisor is required to notify FP&M Human Resources of the situation.

If this is the circumstance, the supervisor will not participate in interviewing or assessing that one individual. If the individual is considered a finalist for the position, the Associate Vice Chancellor or his/her designee will review the evaluations of the finalists and make the final determination on whom to hire, salary, start date, etc.

The Associate Vice Chancellor and the Office of Human Resources will provide written approval for the hire if the person related to the supervisor is selected as the best qualified candidate.



If hired, a supervisor of record, not related to the employee, will be identified to approve work schedule, timesheets, leave requests and conduct performance reviews. Assignment of overtime and any changes in compensation will be reviewed and approved by the Associate Vice Chancellor or his/her designee.

Failure to comply:

Failure to report a family relationship or a consensual romantic and/or sexual relationship, between a supervisor and employee, or failure to comply with an arrangement to mitigate conflict of interest, may result in discipline of the supervisor.

Failure of a supervisor to notify FP&M Human Resources of the potential for nepotism could result in disciplinary action and will affect the ability to complete the recruitment and staffing process.

6. References

- CHR Policy Chapter 4-Interviewing and Reviewing Applicants
- CHR Policy Chapter 15-Code of Ethics
- ERS-MRS 24.04 (e), (f)
- UW Madison Statement on Consensual Relationships
<http://www.oed.wisc.edu/sexualharassment/consent.html>

7. Approvals and Revisions

Approved by Associate Vice Chancellor William M. Elvey, P.E.

Signature *W. M. Elvey* Date: 1-8-15

8. Contacts

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Human Resources Assistant	608-265-2943	bquam@fpm.wisc.edu
Policy Expert	Human Resources Manager	608-262-2999	cplautz@fpm.wisc.edu
Web Address for this Policy: https://facilities.fpm.wisc.edu/Policies.htm			

Next review date: December 2015

Policy Number	105-AVC-HR
Effective Date	9-22-14
Date Approved	9-22-14
Revision Date	1-8-15 (Contacts section only)