



RUTGERS POLICY

Section: 60.1.1

Section Title: Universitywide Human Resources Policies & Procedures

Policy Name: Employment of Relatives

Formerly Book: 3.1.2

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 6/11/1965

Revisions: 8/1986; 11/1998; 12/9/2004; 6/14/2005; 8/2/2006 (Updated titles); 7/24/2008; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
Members of the same family or household may be selected for faculty and staff positions when it has been determined that they are qualified for the position and their selection does not conflict with the regulations provisions.
2. **Reason for Policy**
To outline rules for qualifying and define family and household members.
3. **Who Should Read This Policy**
All members of the Rutgers University community
4. **Related Documents**
Conflicts of Interest Law – N.J.S.A. 52:13D-21.2
5. **Contacts**
 - a. University Human Resources – 848-932-3020
 - b. Office of Labor Relations and Consulting Services – 848-932-3400
6. **Policy**

60.1.1 EMPLOYMENT OF RELATIVES

It is the policy of Rutgers University to seek the most qualified employees for its faculty and staff positions.

Members of the same family or household may be selected for faculty and staff positions when it has been determined that they are qualified for the position and their selection does not conflict with the provisions of this Regulation.

Members of the same family or household may not be selected for faculty or staff positions if selection would create a supervisor/subordinate relationship between family and household members; would have the potential for creating an adverse impact on work performance; or would create either an actual conflict of interest or the appearance of a conflict of interest. Further, no family or household member shall have hiring authority over another family or household member nor shall vote, make recommendations or in any other way participate in the decision of any matter that may directly affect the appointment, tenure, promotion, demotion, salary or other status or interest of a family or household member. Employees are expected to voluntarily absent themselves from participation in personnel decisions in which a family or household member is involved.

For the purposes of this Regulation, family or household member includes the following: spouse, domestic partner, civil union partner, child, parent, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, stepparent, stepchild, stepbrother, stepsister, half brother or half sister or other members of a household.

Any reference to "family or household member" in this policy shall be inclusive of non-related individuals who are (1) sharing the same household with the same financial interdependence; or (2) becoming members of the same household, family or having romantic relationships which is viewed by the State Ethics Commission as creating a conflict of interest.

Employees who become family or household members or establish a romantic relationship may continue employment as long as it does not involve any of the above conditions. If any of the above conditions should occur, attempts will be made to find a suitable position within the University to which one of the employees will transfer, or, if possible, assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the University will decide in its sole discretion which employee will remain employed. Individual schools or departments may allow different time periods for making a decision but in no case should it be longer than 60 days unless an extension is granted by the Vice President for Faculty and Staff Resources

Temporary summer workers who are family or household members of regularly appointed faculty or staff employees may not be employed in the same department as the regularly appointed faculty or staff employees.¹

¹ The University realizes that there may be existing employment relationships that run counter to this policy. It is the purpose of this policy to encourage the reduction of these relationships and to avoid creating any new situations where relatives are employed in "sphere of influence" relationships. Existing relationships should be reviewed by the appropriate manager whenever operational changes occur with the goal of moving related employees to roles that do not present a conflict of interest or the appearance of conflict.