



**UNIVERSITY POLICY**  
**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~~

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**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

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|--------------------------------------|---|------------------------------|--|--|---|
| <b><u>Policy Name:</u></b>           | <u>Employment of Relatives</u>  |                              |  |  |   |
| <b><u>Section #:</u></b>             | <u>60.1.1</u>   | <b><u>Section Title:</u></b> | <u>Human Resources (HR):<br/>Universitywide HRuman<br/>Resources Policies &amp;<br/>Procedures</u> | <b><u>Formerly Book:</u></b>   | <u>3.1.2</u>                              |
| <b><u>Approval Authority:</u></b>    | <u>Senior Vice President for<br/>Human Resources and<br/>Organizational Effectiveness</u> |                              | <b><u>Adopted:</u></b>   | <u>6/11/1965</u>   | <b><u>Reviewed:</u></b> <u>01/31/2020</u> |
| <b><u>Responsible Executive:</u></b> | <u>Senior Vice President for<br/>Human Resources and<br/>Organizational Effectiveness</u> |                              | <b><u>Revised:</u></b>   | <u>08/1986; 11/1998; 12/09/2004; 06/14/2005;<br/>08/02/2006 (Updated titles); 07/24/2008;<br/>07/01/2013; 10/10/2013 (Updated title);<br/>01/31/2020</u> |   |
| <b><u>Responsible Office:</u></b>    | <u>University Human<br/>Resources</u>   |                              | <b><u>Contact:</u></b>   | <u>policies@hr.rutgers.edu</u>   |   |

**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 of this policy.

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All policies are subject to amendment. Please refer to the Rutgers University Policy Library website ([policies.rutgers.edu](http://policies.rutgers.edu)) for the official, most recent version.

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## 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. ~~Resources Related Documents~~

Conflicts of Interest Law – N.J.S.A. 52:13D-21.2

## 5. ~~Definitions Contacts~~

~~a. University Human Resources – 848-932-3020~~

~~b. Office of Labor Relations and Consulting Services – 848-932-3400~~

**Family or Household Member:** For the purposes of this policy, 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 and 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.

## 6. The 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~~ policy.

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~~ recuse themselves from participation in personnel decisions in which a family or household member is involved.

For the purposes of this ~~Regulation~~ policy, “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

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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~~ Senior Vice President for Human Resources and Organizational Effectiveness.

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.<sup>-1</sup>

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<sup>1</sup> 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.