THE OHIO STATE UNIVERSITY

Nepotism Alternative Arrangement Agreement

The **Nepotism policy, 1.25** prohibits university employees from being in positions which enable them to authorize, influence, or discuss any employment action or leadership initiative that involves a family member. An employment action is defined by the policy as to:

Hire, promote, transfer, appoint, reclassify, supervise, direct, evaluate, make a salary or hiring recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.

Family members include any of the following:

Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties and responsibilities) to the employee as a child.

This Alternative Arrangement Agreement ("Agreement") outlines a management plan that is necessary to comply with the policy and is entered into by (Names of both persons involved and responsible party).

SECTION I: INVOLVED EMPLOYEES AND POTENTIAL NEPOTISM SITUATION.

Employee 1

_____

NAME (PRINT OR TYPE) TITLE/DEPARTMENT

Employee 2

_____

NAME (PRINT OR TYPE) TITLE/DEPARTMENT

Nature of family or household relationship from the list above _____

SECTION II. SUMMARY OF POTENTIAL CONFLICT OF INTEREST AND MANAGEMENT PLAN TO RESOLVE THE CONFLICT OF INTEREST:

Describe the potential or current conflict of interest and the proposed solution to eliminate the conflict of interest. (i.e. modifications to reporting structure, shift changes, etc.) Include names and titles of those involved and identify the proposed responsible party, if applicable, to eliminate a conflict related to an employment action that involves the:

Hiring, promotion, transfer, appointment, reclassification, supervision, direction, evaluation, making a salary or hiring recommendation, assignment of work or resources, approval of leave requests, giving any benefit, or terminating employment of a family member of an employee.

NOTE: If the conflict of interest might arise through a hiring decision, then the hiring process itself should be included in the management plan (i.e., how the supervisor with a potential conflict was removed from any participation in the hiring process from the point at which a potential conflict was identified).

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

SECTION II. SUMMARY OF POTENTIAL CONFLICT OF INTEREST AND MANAGEMENT PLAN TO RESOLVE THE CONFLICT OF INTEREST, CON'T:

SECTION III: SUMMARY:

- **Employee 1, Employee 2, and Responsible Party** have all reviewed the Nepotism policy and the Ohio Ethics Commission's Nepotism Restrictions FAQs.
- If significant changes in their personal relationship or work responsibilities occur that have an impact on the work and/or academic environments, **Employee 1** and **Employee 2** agree to consult with **Responsible Party** or Human Resources in accordance with policy.
- **Employee 1** and **Employee 2** understand that a violation of this Management Plan could result in corrective action in accordance with university policies and rules.
- **Responsible Party** must ensure compliance with this Management Plan and monitor its effectiveness. **Responsible Party** must review this Management Plan on an annual basis, and update this Management Plan whenever necessary.

Please sign to acknowledge that you have read and understand the terms of this Agreement, and that you agree to abide by them as long as you are in the positions covered by this Agreement.

EMPLOYEE 1 SIGNATURE DATE

EMPLOYEE 2 SIGNATURE DATE

RESPONSIBLE PARTY AND /OR NEW MANAGER SIGNATURE DATE

HRBP SIGNATURE DATE

OFFICE OF HUMAN RESOURCES, EMPLOYEE AND LABOR RELATIONS SIGNATURE DATE