



Applies to: Faculty, staff, graduate associates, student employees, and applicants

Responsible Office

Office of Human Resources

POLICY

Issued: 10/01/1973
Revised: 04/29/2024 (minor revision)

The basic criteria for hiring, promotion, transfer, and appointment of all university faculty, staff, graduate associates, and student employees will be appropriate qualifications and performance. Relationship by family, marriage, or domestic partnership will not preclude hiring, promotion, transfer, appointment if the individual meets and fulfills the appropriate employment standards.

Family members whose qualifications rank each of them first for the positions under consideration may be employed so long as neither family member is responsible for or influences any employment action involving the other. In such instances, all decisions will be referred to the Office of Human Resources, Employee and Labor Relations (ELR), for final approval; this includes dual career, spouse/partner, and any other family hiring.

University employees may not authorize or influence any employment action involving a family member. For example, an employee may not recommend a family member for a job, participate in discussions about a family member's job application, or request an interview or job for a family member. See Ohio Ethics Commission Nepotism Restrictions FAQs for additional information.

Purpose of the Policy

To prohibit nepotism and emphasize that selection of personnel will be based on job-related qualifications and performance.

Definitions

Table with 2 columns: Term and Definition. Rows include Employment action, Family member, Nepotism, and Unit.



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PROCEDURE

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- I. Disclosure
A. Individuals must notify their manager...
B. Internal and external applicants are required to self-disclose...
C. Internal and external final candidates for positions must have an approved alternative arrangement...
D. ELR is available to facilitate or consult with parties about notification...
E. When the conflict of interest cannot be eliminated through alternative arrangements...
F. Individuals who do not notify their managers and do not make alternative arrangements...

II. Alternative Arrangements
A. Alternative arrangements mean removing the responsibility or influence to hire, promote, transfer, appoint, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment...
B. The unit must submit an Alternative Arrangement Agreement which must be approved by ELR prior to hire, promotion, transfer, or appointment...

III. Duty to Act
A. All human resources professionals (including talent/hiring professionals), staff and faculty managers, and chairs/directors who become aware of information regarding nepotism must notify their unit human resources business partner (HRBP) or designee within five work days...
B. After being notified, the HRBP or their designee will work with the unit and ELR to determine if an alternative arrangement can be made...

IV. Accountability
A. Individuals violating this policy will be held accountable through the university's selection and corrective action processes...

Responsibilities

Table with 2 columns: Position or Office, Responsibilities. Row 1: Applicants-internal and external, Disclose on the application if the position applied for will report to or supervise a family member (see definition).



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Position or Office	Responsibilities
Office of Human Resources, Employee and Labor Relations (ELR)	<ol style="list-style-type: none"> 1. Consult with unit HRBPs, OAA, and individuals regarding nepotism and alternative arrangements. 2. Review and approve Alternative Arrangement Agreements. 3. Deny a hire, reclassification, or promotion if an alternative arrangement is not feasible. 4. Consult on employment action to be taken when alternative arrangements are not feasible for relationships established post-hire. 5. Collaborate with unit HRBP when there is a duty to act.
Faculty, staff, graduate associates, and student employees	<ol style="list-style-type: none"> 1. Disclose family relationships as set forth in the policy. 2. Consult with OAA, unit HRBP, or ELR regarding nepotism and alternative arrangements as set forth in the policy. 3. Cooperate in the making of alternative arrangements.
Human resources business partner or designee	Upon notification of potential nepotism, work with unit, ELR, and OAA as appropriate to determine if alternative arrangement can be made to eliminate conflict.
Human resources professionals, staff and faculty managers, and chairs/directors	Notify unit HRBP or designee within five work days of becoming aware of a potential nepotism situation.
Unit	<ol style="list-style-type: none"> 1. Consult with ELR regarding nepotism and alternative arrangements. 2. Submit Alternative Arrangement Agreement to ELR for approval. 3. Hold employees and supervisors accountable for disclosing family relationships and generating alternative arrangements.

Resources

Alternative Arrangement Agreement, hr.osu.edu/wp-content/uploads/form-nepotism-comply.pdf

Faculty Rule 3335-5-04, trustees.osu.edu/bylaws-and-rules/3335-5

Ohio Ethics Commission Nepotism Restrictions FAQs, ethics.ohio.gov/education/factsheets/NepotismFAQ.pdf

Contacts

Subject	Office	Telephone	E-mail/URL
Faculty issues	Office of Academic Affairs	614-292-5881	oaa.osu.edu
Ohio Ethics Law	Office of University Compliance and Integrity	614-292-3251	compliance-integrity@osu.edu
Policy questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu

History

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