

## Summary of Revisions to Nepotism, 1.25 Policy Effective April 29, 2024

Nepotism (See full revised policy [here](#))

### Summary of Changes

The minor revision to policy:

- Adds language clarifying that university employees may not authorize or influence any employment action involving a family member. (p. 1)
- Adds Purpose of Policy statement consistent with university policy template.
- Puts defined terms into alphabetical order and updates some definitions for clarity. (Definitions, p.1)
- Adds “unit” definition, consistent with other policies. (Definitions, p. 1)
- Replaces the term “supervisor” with “manager” throughout, consistent with other policies.
- Clarifies that an approved alternative arrangement agreement must be in place prior to the date of hire, promotion, transfer or appointment. (Procedure, I.C., p.2)
- Clarifies ELR’s role in providing consultation to units on alternative arrangements and appropriate action when alternative arrangements are not feasible. (Procedure, I.D., p.2)
- Clarifies that promotions, transfers, and appointments, not just hires, will not be approved when an alternative arrangement cannot be developed to eliminate a conflict of interest. (Procedure I.E., p. 2)
- Clarifies the respective roles of Employee and Labor Relations and the Office of Academic Affairs in the approval of alternative arrangement agreements. (Procedure, II.B., p.2)
- Clarifies what must be done, and by whom, when they become aware of information regarding nepotism. (Procedure, III.A., p.2)
- Clarifies what must be done, and by whom once they have received notification of a potential conflict. (Procedure, III.B., p.2)
- Clarifies that individuals who violate the policy will be held accountable through the university’s selection and corrective action processes, or pursuant to the faculty rules. (Procedure IV.A., p.2)
- Updates Responsibilities table to align with policy updates. (p. 3)
- Adds Ohio Ethics Commissions guidance to Resources section. (p.3)

