


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	<p>POLICY NUMBER: 300-006</p>	<p>PAGE NUMBER: 1 of 2</p>
	<p>CHAPTER: 300 Human Resources</p>	
	<p>SUBJECT: Conflict of Interest and Nepotism</p>	
	<p>EFFECTIVE DATE: January 18, 2005</p>	
<p>OPR: Human Resources</p> <p>VC: VCAF</p>	<p>SUPERSESSSION: April 1, 1996</p> <p>Approved by Pamela Shockley-Zalabak, Chancellor, on January 18, 2005</p>	

I. POLICY:

- A. In 1972, the Board of Regents approved the following policies on conflict of interest and nepotism in personnel matters.
1. University administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence or awards to members of their immediate families. *
 2. The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado.

II. AUTHORITY FOR CAMPUS POLICIES:

- A. Authority for the creation of campus administrative policies is found in the University of Colorado, Administrative Policy Statements, IV - 49.

III. PURPOSE:

- A. The thrust of the two policies is that while there is no prohibition against relatives working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint, a relative to a position within the University. The decision on the appointment must be made by someone other than the relative. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits of the employee must be made by someone other than the relative, even though the relative may be the supervisor to whom the employee reports.
- B. In addition to the above policies, the Board of Regents approved the following general policy on conflict of interest in April of 1975:
1. The University shall conduct its affairs so that no member of the University community shall derive private gain from his or her association with the University except as provided by explicit policies of the University.

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IV. DEFINITIONS:

- * * Immediate family includes spouses, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, uncles, aunts, first cousins, mothers-in-law, fathers-in-law, sisters-in-law, brothers-in-law, sons-in-law, and daughters-in-law

V. PROCEDURE:

- A. “University administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence, or awards to members of their immediate families.*
- B. The principle of anti-nepotism shall not be used as a criterion against appointments or employment at the University of Colorado.”
- C. To insure compliance with this policy, the Administrative Policy Statements requires that each work unit annually report to the Personnel Office any cases where immediate family members: 1)are working in the same department; 2)are paid from the same account; and/or 3)hold positions where potential conflict of interest in employment relationships could exist.

V. RESPONSIBILITY:

The Personnel Department is responsible for implementing the provisions of this policy.

VII. HISTORY:

VI. ATTACHMENTS: