



UCCS CAMPUS POLICY

Policy Title: Conflict of Interest and Nepotism

Policy Number: 300-006

Policy Functional Area: HUMAN RESOURCES

Effective: January 9, 2014
Approved by: Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor: Vice Chancellor of Administration and Finance
Office of Primary Responsibility: Office of Human Resources
Policy Primary Contact: Office of Human Resources, 719-255-3372
Supersedes: April 1, 1996; January 18, 2005; April 19, 2013
Last Reviewed/Updated: January 9, 2014
Applies to: University administrators, faculty and staff

Reason for Policy: This policy provides guidelines on the working relationship between immediate family members.

I. INTRODUCTION

University administrators, faculty and staff shall not participate in institutional decisions involving personnel actions including appointments/hiring, terminations/layoffs, promotions/demotions, tenure decisions, salary setting, performance appraisals, grievance and disciplinary procedures, retentions, leaves of absence or other awards for immediate family members.

The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of the each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:

The thrust of the policy is that, while there is no prohibition against immediate family members working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint, an immediate family member to a position within the University. The decision on the appointment of an immediate family member must be made by someone other than the related employee. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits must be made by someone other than an immediate family member, even though the immediate family member may be the supervisor to whom an employee reports.

The immediate family member in the supervisory position shall recuse her or himself from all personnel actions involving the other immediate family member.

C. Procedures:

To insure compliance with this policy, each work unit will report annually to the Human Resources 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 conflicts of interest in employment relationships could exist. Employees must also address the potential conflict through the annual, online Conflict of Interest Disclosure process.

D. Responsibility:

Each unit must work with The Human Resources Department to ensure implementation of the provisions of this policy.

III. KEY WORDS

Immediate family members

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

1. [Administrative Policy Statement 5003, "Nepotism in Employment"](#)

2. [Administrative Policy Statement 5015, "Conflict of Interest in Cases of Amorous Relationships,"](#)

provides that an amorous relationship between an employee and a student or between two employees constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other and requires that the direct evaluative authority must be eliminated.

3. Regent Policy: <https://www.cu.edu/regents/policy-10j-nepotism-and-university-employment>

B. Procedures

C. Forms

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	April 1, 1996
Revised	January 18, 2005
Revised	April 19, 2013