1. STATEMENT OF POLICY:

Employment decisions are based on individual merit and the Law School will consider employment of persons in close relationship in the same or different departments. To avoid favoritism or the appearance of preferential treatment, individuals may not supervise persons in close relationships, supervise persons directly supervising persons in close relationships, or participate in employment decisions concerning persons in close relationships.

2. DEFINITIONS:

“Close relationship,” for the purpose of this policy includes blood relatives, persons related by adoption, persons related by marriage, persons dating one another, and persons living together.

3. POLICIES/PROCEDURES:

Persons in close relationships with Law School staff members, as defined above, may not be hired or continue employment at the Law School when:

- They have a supervisory relationship;
- They have the same immediate supervisor;
- There is the probability of or potential for conflicts of interest.

This policy applies to newly hired staff members and to current staff members who have changes in relationships (e.g., marrying another staff member), or changes in work assignments. All staff members are responsible for complying with this policy. All staff members must inform Human Resources of potential or existing situations concerning employment of a person with whom they have a close relationship.

It is the responsibility of the hiring manager to inquire whether job applicants are in close relationships with any Law School staff member. The hiring manager must report this information to Human Resources. Exceptions to this policy must be approved by the appropriate Senior Vice President.
If a situation occurs where persons in a close relationship are employed in the same work area or reporting line (but one does not directly supervise the other or the other’s immediate supervisor), each staff member must arrange to be relieved from processes concerning any person with whom they have a close relationship, such as:

- Assessing performance;
- Considering the person for reappointment, promotion or salary adjustment;
- Providing a leave of absence;
- Participating in any decision impacting the terms and conditions of the work assignment, (e.g., shift, vacation approval, training opportunities, etc.), or
- Participating in other decisions that present a possible conflict of interest or impropriety.

If the Law School determines, in its sole discretion, that a relationship between two individuals presents an actual or potential conflict of interest, management may take whatever actions it determines to be appropriate to avoid the actual or potential conflict of interest. For additional information, please also see the Law School’s Conflict of Interest policy, [here](#).