



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-55.3
TITLE: Nepotism
EFFECTIVE DATE: October 7, 2015*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2018

PURPOSE

The purpose of this policy is to establish guidelines and procedures relative to Nepotism.

AUTHORITY

Part Two, Chapter III, Section IX of the bylaws and rules of the University of Louisiana System; Code of Governmental Ethics for public employees, Title 42, Louisiana Revised Statutes, R.S. 42:1119C.

GENERAL POLICY

It is the policy of the University of New Orleans to recruit and employ the best qualified individuals solely on the basis of merit. In accordance with this policy, persons related to University employees by blood or marriage will not be excluded from employment by the University.

PROCEDURE

The University will enforce nepotism provisions of the Code of Ethics which require that no member of the immediate family of a governing authority or the chief executive of a governmental entity shall be employed by the government entity in either a paid or unpaid (gratis) status. Any changes in the Code of Ethics take precedence over this policy. Additionally, it is the policy of the University, which the University will enforce, that:

1. No member of the immediate family of the President may be employed on the campus.
2. No member of the immediate family of a Vice-President may be employed within that Vice-President's administration division.
3. No member of the immediate family of a Dean may be employed within that college.
4. No member of the immediate family of any administrator may be employed within that individual's administrative area, whether or not intervening levels of supervision are present between the administrator and the immediate family member.

In administering and enforcing the above policy the University will follow the qualifications to existing and future employment relationships as set forth in the R.S. 42:1119C, as follows:

“(1) Any person serving in public employment on the effective date of the Section, whose employment is in violation of the Section, may continue in such employment and the provisions of this Section shall not be construed to hinder, alter, or in any way affect normal promotional advancements in public employment for such employee.”

“(2) The provisions of this Section shall not prohibit the continued employment of any public employee or shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of public employee’s immediate family becomes the agency head of such public employee’s agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee’s immediate family becoming the agency head.”

Under no circumstances will University employees be permitted to initiate or participate in institutional decisions involving direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate family.

In the case of decisions involving faculty participation, such as recommendations for promotion, retention, tenure, etc., a faculty member of the immediate family of the candidate about whom such a decision is being made shall recuse himself or herself from the decision making process. In cases, in which an immediate family supervisor-employee relationship has developed in a manner not in violation of the Code of Ethics or of this policy, the supervisor will pass all responsibilities to his or her immediate supervisor for making decisions involving direct benefit to the employee member of his or her family.

Violation may subject the offender, including the employee and his or her immediate supervisor, to both University disciplinary penalties and fines under the laws of the State of Louisiana.

Questions about this policy should be directed to the Office of Human Resource Management.



John W. Nicklow
President
University of New Orleans

**Policy updates:
9/13/2017*