



THE UNIVERSITY of
NEW ORLEANS

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

Policy No: AP-BA-55.4
TITLE: Nepotism
EFFECTIVE DATE: October 7, 2015*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2022

PURPOSE

The purpose of this policy is to establish rules and procedures regarding 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. This policy establishes restrictions on the employment of immediate family members of University employees.

DEFINITIONS

Nepotism is favoritism in employment based on family relationship rather than on merit.

Immediate family is defined as the UNO employee's spouse, children, spouses of children, brothers and their spouses, sisters and their spouses, parents and the parents of the spouse.

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, that:

1. No member of the immediate family of the University President may be employed by the University.
2. No member of the immediate family of a Vice President may be employed within that Vice President's administrative division.
3. No member of the immediate family of a Dean may be employed within the college supervised by that Dean.

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.

5. Regarding the pre-existing employment of immediate family members, the University will comply with Louisiana R.S.42.1119C, which states:

“(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.”

6. University employees are not permitted to initiate or participate in institutional decisions that directly affect members of their immediate family. Such decisions include, but are not limited to, matters affecting the immediate family member's employment such as hiring, promotion, demotion, termination, tenure, transfer, compensation, leave of absence, etc.

7. When a supervisor and subordinate relationship between immediate family members has developed in a manner not in violation of the Code of Ethics or of this policy, the supervisor will pass all responsibilities for decisions affecting the family member to his or her immediate supervisor.

Violation of this policy or the state Code of Ethics may subject the offenders, 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: 06/10/2020
9/13/2017