

Policy Title: Employment and Retention of Relatives

Policy Summary: Reassignment of Related Employees to Avoid Direct Reporting Structure between Related Employees

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

A direct reporting structure between employees who are related is discouraged and employees who would otherwise report to a relative will be reassigned as necessary.

Purpose

The purpose of this policy is to make equal employment opportunities available to all people regardless of their relationship to current employees while also avoiding issues of actual or perceived favoritism, conflicts of interest or adverse treatment by reassigning employees that would otherwise report to a relative.

Scope

This policy applies to any Drake University employee who, based on the hiring of a relative as an employee of the University, would otherwise report to that relative but for reassignment to avoid a direct reporting structure between these employees.

Definitions

Relative: an employee's spouse/partner, mother, father, grandparent, brother, sister, child or the same relatives of spouse/partner and those related as the result of marriage (i.e., step relatives).

Policy

Employment and Retention of Relatives

Drake University recognizes that equal employment opportunities are available to all people regardless of their relationship to current employees. If a relative of an employee is hired, to avoid actual or perceived favoritism, conflicts of interest or adverse treatment, the University discourages a direct reporting structure between these employees, and will reassign employees who report to a relative.

For purposes of this policy, relatives are defined as an employee's spouse/partner, mother, father, grandparent, brother, sister, child or the same relatives of spouse/partner and those related as the result of marriage (i.e., step relatives).

Last Review Date: January 2021

Effective Date: July 2012