

HIRING OF RELATIVES POLICY

PURPOSE

To outline the manner in which West Virginia University will consider the hiring of relatives in accordance with the West Virginia Board of Trustees policy.

SCOPE

All faculty, faculty equivalent/academic professional (FE/AP), classified, and non-classified employees at West Virginia University, including those on the regional campuses, are covered under this policy.

POLICY

Employees may neither initiate nor participate in institutional decisions involving a direct benefit to an immediate family member. Such decisions include, but are not limited to: hiring, retention, promotion, wages and leave requests. Student employment on a part-time basis, and student scholarships will not be interpreted as employment for this policy. Family member is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and, relationships by marriage—husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece. Prior to an employment offer, the supervisor must sign and process a statement certifying that he/she is not hiring a relative.

PROCEDURE

Additional information regarding this policy or the proper procedure to follow can be obtained in the [Hiring of Relatives](#) procedure.

RESPONSIBILITY FOR IMPLEMENTATION

The hiring supervisor is responsible for ensuring policy compliance. Deans/ Directors are responsible for monitoring personnel actions in the College/ Department, and to ensure compliance with this policy. The Employee Relations Unit in the Department of Human Resources, at 293-5700 or P.O. Box 6640, is available to answer questions or provide additional information regarding this policy.

RESPONSIBILITY FOR INTERPRETATION

The responsibility for interpretation of this policy rests with the Director of Human Resources, West Virginia University.

EFFECTIVE DATE: September 10, 1998

APPROVED BY: Scott C. Kelley, Vice President