



Effective:	October 20, 2019 (revised)
Responsible Executive:	Associate Vice President, Audit Compliance & Privacy
Applicability:	This Policy applies to all employees of Auburn University, Auburn University Montgomery, the Alabama Cooperative Extension System, and the Alabama Agricultural Experiment Station (Collectively “Auburn University” or “the University”)
Review By:	October 2023

In accordance with Alabama state law, nepotism is prohibited at Auburn University, Auburn University at Montgomery, the Alabama Cooperative Extension System, and the Alabama Agricultural Experiment Station (the “University”).

I. POLICY PRINCIPLES

The purpose of this policy is to avoid favoritism, or the appearance of favoritism, toward relatives in employment, academic, research or business decisions at the university. These decisions must be objective and based on university needs and individual qualifications, skills, ability, and performance.

Alabama Code Section 41-1-5 governs nepotism in state service. Consistent with that statute:

- No University employee or officer shall appoint or enter a personal service contract with any person related to him or her within the fourth degree of affinity or consanguinity to any job, position, or office of profit with University.
- Any person within the fourth degree of affinity or consanguinity of a University employee shall not be the immediate supervisor for, or in the chain of command of, or participate in the hiring, evaluation, reassignment, promotion, or discipline of, that employee.

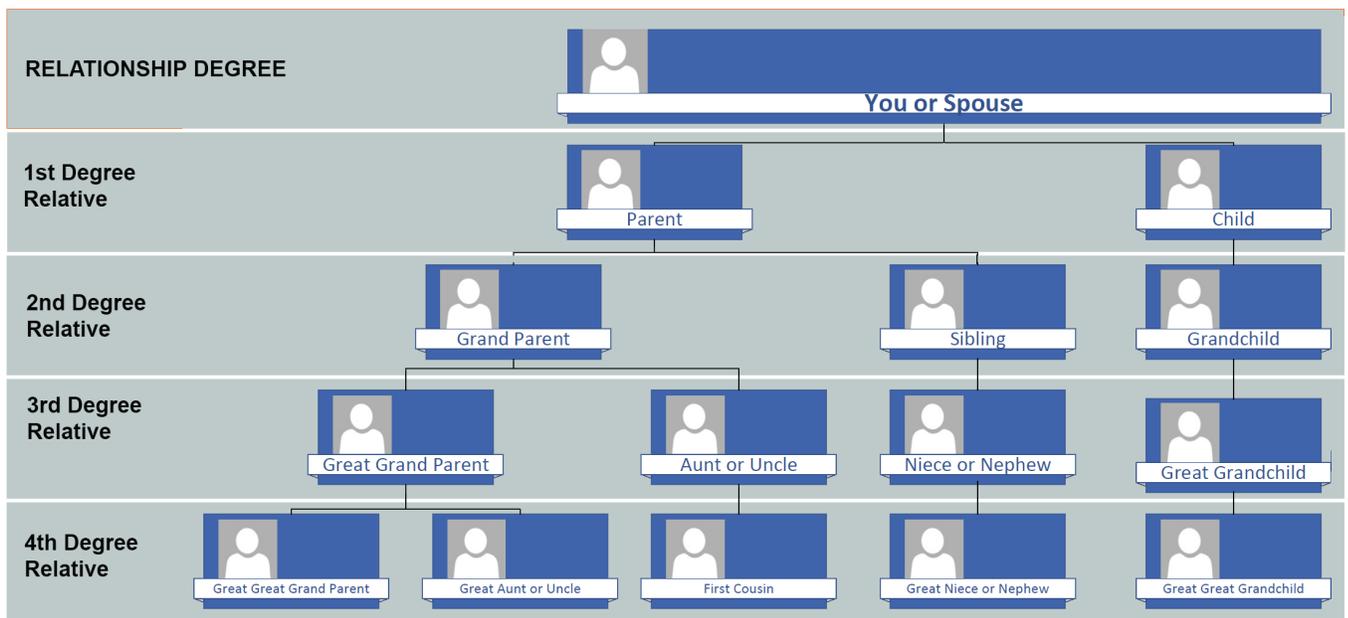
This policy does not prohibit relatives from working in the same university department or unit so long as there is no direct reporting or supervisory relationship between the relatives, and all employment decisions are objectively made by others based on university needs and individual qualifications, skills, ability, and performance. Likewise, this policy generally does not prohibit a University employee from participating in general decisions that impact classes of employees, one of whom is a family member (e.g., unit- or university-wide decisions regarding salary increases, layoffs, changes in benefits). Further, a University employee typically is not prohibited from participating in a general budgetary appropriation that includes money to fund a family member’s compensation and benefits, or from participating in budgetary appropriations to a department that employs a family member.

Employees may not make or influence employment, academic, research, procurement or committee decisions specific to an individual related to them within the fourth degree of affinity or consanguinity.

Relationships that are effectively managed with an approved management plan that addresses reporting relationships, supervision, and evaluation to eliminate any decision-making potentially based on kinship, do not violate this policy.

II. DEFINITIONS

Fourth degree of affinity or consanguinity: familial relationships that include parent-child (first degree), siblings/grandparent/grandchild (second degree), aunt/uncle/niece/nephew (third degree), and first cousins (fourth degree) and any of their spouses (affinity). Note: This policy would apply to relationships that come within the scope of this definition during employment (*e.g.*, changes occurring by marriage).



Consanguinity relationships are relatives by blood. Affinity relationships are relatives by marriage or adoption.

In the chain of command: A person is in the chain of command of an employee where that person occupies a position at the University within the employee’s vertical reporting chain and has direct influence over employment decisions or recommendations typically made by an employee’s immediate supervisor with respect to that employee, including the employee’s hiring, evaluation, compensation, reassignment, work responsibilities, promotion, salary, career progress, benefits or other terms and conditions of employment, or discipline. A person is not considered to be in the chain of command of an employee when there is an approved management plan in place that eliminates any direct influence by that person over such employment decisions or recommendations.

III. POLICY PROCEDURES

Nepotism that is disclosed or discovered will be subject to corrective action. This corrective action may include any action the University deems necessary to eliminate the nepotism, including reallocation of duties, modification of the chain of command, and termination. Where appropriate, a management plan may be approved by Human Resources (non-faculty) or the Provost (faculty), and the Division of Institutional Compliance & Privacy. Interpretation of this policy shall be made by the Division of Institutional Compliance, in consultation with the Office of General Counsel.