



WESTERN NEW MEXICO UNIVERSITY

POLICY NAME	Nepotism in the Workplace Policy	POLICY NO.	BA437
APPROVING BODY	President/Cabinet	VERSION NO.	01 02
RESPONSIBLE DEPARTMENT	Business Affairs - Human Resources		
EFFECTIVE DATE	09-MAY-2022	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

~~Western New Mexico University is committed to the highest standards of conduct, to which all employees of its community are expected to adhere. Therefore, employees are obligated to avoid conflict of interest situations that might be perceived as an impairment to objective judgment or be perceived as biased.~~

Western New Mexico University is committed to maintaining high standards of conduct and avoiding conflicts of interest in employment relationships. Employees are expected to avoid situations involving relatives or other related parties that may impair, or reasonably appear to impair, objective employment decisions.

POLICY:

~~Western New Mexico University has implemented policies to prevent conflicts of interest in the employment relationship between relatives. Therefore, a university employee may not directly influence decisions related to the recruitment, hiring or the terms and conditions of a person who is a member of the employee's immediate family, with whom they share a household, or with whom they have a personal relationship.~~

Western New Mexico University is committed to preventing conflicts of interest in employment relationships involving related parties. University employees may not make or influence decisions related to the recruitment, hiring, supervision, compensation, work responsibilities, career progress, or other terms and conditions of employment of a related party.

- Members of the same immediate family, same household, or those involved in a personal relationship (related parties) are permitted to work in the same department, provided that no direct reporting or supervisor-to-subordinate relationship exists. No individual should have decision-making authority or substantial influence over the

hiring, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a related party.

- ~~• If while employed with the university, an employee becomes related to another university employee, it should be reported promptly to each employee's supervisor, and a management plan will be implemented in accordance with the university's policy.~~

If, while employed with the University, an employee becomes related to another University employee, the relationship must be reported promptly to each employee's supervisor. A management plan will be developed, as appropriate, in consultation with Human Resources.

- ~~• In the event a qualified applicant is selected for employment with the university, but the available position is in the same department as an existing employee who is related to the applicant, then the appropriate office should be consulted regarding the concern and its applicability of this policy before beginning the hiring process.~~ If a qualified applicant is selected for a position in the same department as an existing employee who is a related party, Human Resources should be consulted to determine whether the relationship presents a concern under this policy before proceeding with the hire.

DEFINITIONS:

- **RELATIVE:**
 - Spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin.
- **HOUSEHOLD MEMBER:**
 - Any person with whom the employee shares a house, apartment, or other living arrangement.
- **PERSONAL RELATIONSHIP:**
 - ~~○ A romantic/intimate relationship or other relationship, which creates a strong bond between individuals.~~ A romantic, intimate, or other close personal relationship that may create an actual or perceived conflict of interest in employment decisions.

EXCEPTIONS:

Upon written approval by the WNMU President.