

## **Chapter 15 Ethics, Outside Employment, Nepotism, and Political Activities**

### **15.03 Nepotism**

#### **Policy**

The UW-Madison often employs members of the same family. Although there is no restriction regarding employment of relatives, there could be conflicts of interest in certain circumstances. Therefore, to avoid possible conflict of interest, any UW-Madison appointing authority or supervisor related by blood, marriage, or adoption to an employee or job applicant must not participate either formally or informally in decisions to hire, retain, promote or determine the salary of that other person.

This policy supersedes the sections of the classified Code of Ethics [ER-MRS 24.04 (e) and (f)] that permit a classified employee to effectively recommend or decide to hire or promote an immediate family member if that person's name has been certified from an open or competitive register. UW-Madison policy requires that another person with hiring authority effectively make the hiring decision. To avoid even the appearance of nepotism you must obtain written approval from the Classified Human Resources, via the appropriate division/dean's office, before making such appointments to the classified staff.

In circumstances where a supervisor and an employee or job applicant have a close personal relationship which can reasonably be perceived as potentially compromising the supervisor's ability to function independently, the relationship is considered equivalent to a family relationship and the parties will be subject to the provisions of the nepotism policy.