

MESSAGE FROM KATHLEEN MCCUTCHEON

Action Needed: Nepotism and Conflict of Interest and Work Outside the University policies

Two HR university-wide policies were revised significantly, effective July 1, 2012:

- [Nepotism](#), Policy 1.25 (applies to faculty, staff, GAs, student employees, and applicants)
- [Conflict of Interest and Work Outside the University](#), Policy 1.30 (applies to staff and applicants)

Because of the changes, you may now find your individual situation is in conflict with the updated policies. Please familiarize yourself with the updated policies, and disclose any conflicts by **December 7, 2012**.

The [Nepotism](#) policy states that all current faculty, staff, graduate associates, and student employees are required to self-disclose if they are in a situation of nepotism (e.g., if they report to, supervise, or influence the employment decisions for a family member and do not have an alternative agreement approved by the Office of Human Resources on file). The definition of family member has been expanded to include **first cousin, aunt, uncle, niece, nephew, and corresponding step-relatives**. The full definition of family member is available [online](#). *This definition is more expansive than “immediate family member” used in other policies. This expanded definition applies to the Nepotism policy only.*

If this change creates a conflict for you, you will need to contact your supervisor and your college/VP human resource professional to report this conflict by **December 7, 2012**. Your college/VP unit office will work with you to develop an [Alternative Arrangement Agreement](#), which will need to be approved by the Office of Human Resources, or make alternative arrangements.

As a part of the revised [Conflict of Interest and Work Outside the University](#) policy, staff must disclose if they are currently engaged in external work that has not been approved in writing by their supervisor or unit. This disclosure must be made in writing by **December 7, 2012**, to your supervisor and your college/VP human resource professional. All staff are required to seek approval for any external work using the [Staff External Work Approval Request](#) form.

If you have questions or concerns, please contact your college/VP Senior Human Resource Professional or your assigned [employee and labor relations consultant](#).

Sincerely,

Kathleen McCutcheon
Vice President and Chief Human Resources Officer

