

Nepotism - Employment of Family Members or Other Defined Relationship

Employment Policies

Approved: 06/25/2009

Missouri Western, in accordance with the Missouri Constitution, has established guidelines concerning the employment of family members or anyone who may have a relationship that would be considered a conflict of personal and/or professional interest within the University. Employment decisions are based on individual merit, and the University will consider employment of these individuals in the same or different departments. However, individuals may not supervise or participate in employment decisions, nominations or evaluation regarding family members or anyone who may have a relationship that would be considered a conflict of personal or professional interest with the University.

The Missouri Constitution defines the Penalty for nepotism as stated in Article VII, Public Officers, Section 6, August 28, 2003:

“Any public officer or employee in this state who by virtue of his office or employment names or appoints to public office or employment any relative within the fourth degree by consanguinity or affinity, shall thereby forfeit his office or employment.”

A family member, for purposes of this policy, will be defined in accordance with the Table Consanguinity as shown in Appendix (X) and includes, but is not limited to, the following list:

- Spouse;
- Child, including step, half or adopted;
- Grandchild, including step, half or adopted;
- Brother, including in -laws, step, half or adopted;
- Sister, including in-laws, step, half or adopted;
- Parent, step-parent or in-laws; or
- Any other relative residing in the same household as the employee.

The University additionally defines other individuals who have a relationship that would be considered a conflict of personal or professional interest shall be defined as, but not limited to:

- Domestic partners or significant other;
- Individuals who are cohabitating including roommates;
- Individuals who are dating;
- Individuals who are involved in a personal relationship or
- Individuals who are involved in a business relationship that might be construed as being a conflict of interest.

This policy applies to all employees and to current employees who have changes in relationships (marrying another employee, for example), or changes in work assignments.

Student Employment

Students are not eligible to work in a department where a family member or relative through blood or marriage is employed as a non-student employee. This is true even if their relative does not directly supervise the student. The exceptions to this rule will be for a student participating in an internship that is directly related to their major and they are enrolled in the Internship program for course credit.

Supervisory or Other Interest Related Role

A University employee may not directly supervise a family member or any of the above referenced individuals.

If a situation occurs where family members or referenced individuals are employed in the same work area or chain of command (but one does not directly supervise the other), each family member or referenced individuals must arrange to be removed from processes which include:

- evaluating job performance;
- consideration for reappointment, promotion or salary adjustment;
- approving a leave of absence;
- participation on a committee that is responsible for nomination or evaluation for an award including scholarships; or
- participating in other decisions that present a possible conflict of interest or appearance of conflict of interest or impropriety (see Conflict of Interest Policy).

An employee is responsible for complying with this policy when involved in employment decisions concerning a family member or any about referenced individuals.

All employees must inform the Human Resources department of potential or existing conflict of interest situations concerning employment of a family member or above referenced individuals.

It is advisable that the employee not work within the same department or division of a family member or other above referenced individuals; however, if the employment is necessary, then there must be at least two other levels of supervision between the employee and the family member or other referenced individuals.

For more information concerning employment under this policy, contact the Human Resources department. Refer to the University's policy on Conflict of Interest for other relationships not covered in this policy.