Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. The University of Cincinnati does not encourage or approve of preferential treatment (including both favorable and unfavorable treatment) of employees by family members who are also employees.

2. For the purposes of this policy a relative is defined as:
   - Parent (Natural, Adopted, Foster or Step)
   - Children (Natural, Adopted, Foster or Step)
   - Sibling (Natural, Adopted, Foster or Step)
   - Current Spouse or Partner
   - Current Parents-in-law
   - Current Brother or Sister-in-law
   - Current Son or Daughter-in-law
   - Grandchildren
   - Other dependents as defined by the Internal Revenue Code

3. The University of Cincinnati takes all necessary precautions to ensure that working conditions are fair and equitable for employees, regardless of family relationships.

4. No relative of a supervisor may be employed in a position that directly reports to that supervisor or work within a related supervisor’s chain of command.

5. Employees should not be hired to work in the same department if there is potential for adverse impact on scheduling or the circumstance would create a direct or indirect supervisory relationship.

6. Employees working in particularly sensitive areas such as Administration, Finance, Human Resources, Legal, Information Technology, Payroll, Risk or who are executive officers of the organization may not work in a department where any
relative works without prior approval of the Chief Human Resources Officer. The existence of a relationship must be disclosed at the time a relative is being considered for employment. Failure to do so will be considered misrepresentation and/or falsification of records and may result in disqualification of the application and/or termination of existing employee as applicable.

7. This policy also applies when an employee’s assignment changes through transfer or promotion, which could result in a prohibited situation as set forth in this policy.

8. Employees who marry while both are employed may continue in their respective positions provided doing so does not result in any prohibited situation as described in this policy.