

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	<b>EMPLOYMENT OF RELATIVES POLICY</b>				

## 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

## 2.0 SCOPE

University Employee Policy

## 3.0 POLICY

No person in a full-time, part-time, or student employee position, may be employed, promoted, or transferred to a department where they would be the immediate supervisor of or receive direct supervision from a relative. For the purpose of this policy, the term “relative” shall include persons living together (including roommates), a spouse, child, grandchild, great-grandchild, parent, grandparent, great grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grandniece/nephew and cousin. All relationships are included, whether full-, half-, step-, foster-, adopted, or in-law. An employee who has a question pertaining to the relatives covered by this policy should contact his or her supervisor or Human Resources.

## 4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

## 5.0 RELATED DOCUMENTS