



# University of Colorado Denver

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## Administrative Policy

<b>Title:</b>	<b>Nepotism</b>
Source:	Human Resources
Prepared by:	Human Resources Director
Approved by:	Teresa Berryman, Vice Chancellor for Administration and Finance
Effective Date:	September 1, 2005
Replaces:	HSC Human Resources Department Administrative Memorandum A-20 effective September 1, 2002
References:	Regent Action 10/27/72 University APS 12/22/79
Applies:	All campuses

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### A. Introduction

This guideline reiterates University of Colorado Regent Action and Administrative Policy Statement concerning nepotism, and establishes campus procedures for administering the action and policy.

### B. Procedure

The head of each major funding unit shall forward, to the University of Colorado Denver (UCD) Human Resources Office at the time of initial appointment or change in marital status of an employee, the following:

1. Names and relationships of relatives who work in the same department/unit, are paid from the same account, and/or otherwise hold appointments where potential or actual conflict of interest in employment relationships might exist.
2. A written statement as to why no conflict of interest exists in each instance where such relationships exist.
3. Another person shall be delegated authority, in writing, for personnel decisions regarding the affected employee(s) to someone other than the relative in the supervisory position. In addition, a copy of the statement will be included in the departmental personnel file for each affected employee.

The UCD Director of Human Resources shall review this information and will explore, with administrators of work units where such relationships exist, alternatives for resolution of actual/potential conflict of interest situations. An annual report shall be submitted to the Chancellor not later than March 1st of each year. This report will contain a summary of information received from major units, and finalized and/or recommended solutions to actual/potential conflict of interest situations.