



## CU Denver | Anschutz Medical Campus Procedure - Nepotism

In an effort to avoid conflicts of interest that can interfere with a positive work environment, all University of Colorado Denver | Anschutz Medical Campus employees must comply with the University of Colorado Administrative Policy Statement 5003 titled [Nepotism in Employment](#) (Policy). CU Denver | Anschutz is a very large employer that often employs multiple family members. The Policy is designed to allow "immediate family members" (as defined in the Policy) to work at our campuses while at the same time avoiding conflicts of interest that could arise.

- When a conflict exists due to the **supervision of an immediate family member**, deans, directors and department heads (Department Heads) must submit a written statement to the Human Resources (HR) Office outlining the remedial actions taken to ensure that the supervisor of an immediate family member has recused himself or herself from participating in any decisions regarding personnel actions involving the subordinate immediate family member.

The Policy defines "personnel actions" to include appointments, hiring, termination, layoffs, promotions, demotions, tenure decisions, salary setting, performance appraisals, perquisites, benefits and grievance and disciplinary procedures. A copy of the written statement provided to HR must also be included in the departmental personnel file for each employee.

Human Resources is available to work with Department Heads to discuss alternatives for resolving these conflicts of interest. Please contact 303-315-2700 for assistance.