

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 1 of 2

TITLE: Nepotism Policy

POLICY NUMBER:

EFFECTIVE DATE: November 19, 2007

REVISION DATE: November 14, 2007

ACCREDITATION STANDARDS:

POLICY:

It is the policy of Southeastern University to seek the most qualified persons to fill its teaching, administrative, and staff positions without jeopardizing the integrity of the University's business activities.

PURPOSE:

1. Avoid partiality in performance reviews, pay, and welfare of other employees.
2. Protect the University's assets.
3. Prevent collusion among employees

SCOPE:

All University employees; including staff, faculty and student.

DEFINITIONS:

For the purpose of this policy, members of the same family include spouses, children, stepchildren, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews, and cousins.

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

No family member may have direct or indirect supervision over the progress, performance, pay, or welfare of another, and together they may not be involved with matters of financial controls and physical inventories of University properties.

When two employees in the same department or in a supervisory relationship get married, the one with the shorter length of service will be required to transfer, resign, or be terminated within 30 days unless the other does so voluntarily.

All current working relationships will be grandfathered in as of the date of this policy. Any new staff, faculty, or student employees hired after the date of this policy will be subject to the terms and conditions of this policy.

APPROVAL:

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Page 2 of 2

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