



LONG ISLAND UNIVERSITY

NEPOTISM POLICY

PURPOSE

Long Island University is committed to operating in an ethical manner and in compliance with applicable legal and regulatory requirements. Even the appearance of a conflict can be damaging. This policy addresses employee relationships in a clear and transparent manner.

STATEMENT OF POLICY

Long Island University encourages applications for employment from relatives of current employees. All applicants will be considered for employment on the basis of their qualifications, skills and abilities. Personnel decisions are based on the best qualified candidate as determined by management and are subject to the following conditions:

- A supervisor/employee relationship may not exist at the time of hire or at any time thereafter between members of the same family or household.
- Members of the same family or household cannot otherwise work in close association or within the same department without the requisite prior approval. All requests are required to be approved by the Director of Human Resources in consultation with the Chief Operating Officer.
- No employee may make decisions or recommendations concerning a member of the same family or household with regard to compensation, benefits, promotion, or any other terms and conditions of employment.
- “Member of the same family” includes: a child (biological, adopted, foster child, step-child, legal ward, child of an employee standing in place of a parent), grandchild; great-grandchild; spouse or registered domestic partner; parent) including step-parent or guardian); grandparent; great-grandparent; sibling (including a half, adopted or step sibling); child, sibling, parent, or grandparent of an employee’s spouse or registered domestic partner; spouse or registered domestic partner of an employee’s child, sibling, parent, or grandparent; aunt, uncle, niece, or nephew; or other familial relationship not listed above.

Disclosure Requirements: All applicants will be required to disclose any covered relationships when completing their application. If, at any point, the applicant or current employee enters into a covered relationship thereafter, they must disclose the relationship to the appropriate Supervisor or Administrator.

Enforcement: Long Island University may elect to take corrective actions where a covered relationship is disclosed. Any action will be done in accordance with this policy and any applicable laws.

POLICY TYPE: OPERATIONS