NUMBER: B-4

TITLE: EMPLOYMENT OF RELATIVES

POLICY: We discourage employees from the same immediate family from reporting to the same immediate supervisor or directly supervise or be directly supervised by a member of their immediate family (mother/mother-in-law, father/father-in-law, sister/sister-in-law, brother/brother-in-law, child, spouse). Family members may not evaluate the work of each other. If this situation exists when this policy is approved, no change in job duties and/or responsibilities will be required.

PROCEDURE: If a change in family status or organizational structure takes place that results in previously unaffected employees being placed under the coverage of this policy, every effort will be made to accommodate those persons. Southern Nazarene University reserves the full right, in its sole and absolute discretion, to take appropriate actions to eliminate any inappropriate working relationship between two related employees and/or any resulting conflict of interest or appearance of favoritism, including but not limited to transfer or reassignment of one or both employees or, if less severe measures will not adequately correct or eliminate the problem, termination of one of the related employees.

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