Nepotism Policy (IL)

**Policy Statement**

{d.employeeName} recognizes that family members of current employees may seek employment at {d.employeeName} . To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, {d.employeeName} has adopted the following rules and guidelines related to employment of family members, as defined below. This policy applies to all {d.employeeName} employees, regardless of rank or title.

**Definition of Family Member**

For purposes of this policy, family member is defined broadly as:

* Spouse.
* Domestic partner.
* Parent.
* Son or daughter.
* Brother or sister.
* Grandparent or grandchild.
* Aunt or uncle.
* Niece or nephew.
* Cousin.
* Guardian or ward.
* Step, half, or in-law relation.
* A person living in one's household.
* Any other person with such a close bond as to suggest conflict in the employment relationship (for example, a fiancé).

**Hiring of Family Members**

Family members seeking employment at {d.employeeName} must use standard application channels. To avoid creating any barrier to equal employment opportunity, hiring of family members based exclusively on referrals will not be permitted.

If the qualifications of any non-family member seeking employment are demonstrably superior to those of a family member of a current employee, the family member may not be considered for employment.

{d.employeeName} is committed to an equal employment opportunity workforce. All hiring decisions of family members must be reviewed by the Human Resources department to ensure compliance with {d.employeeName} policies and applicable non-discrimination laws.

**Working Relationship of Family Members**

Family members may not directly supervise another family member, or occupy a position that has influence over a family member's:

* Employment.
* Transfer or promotion.
* Salary considerations.
* Other management or personnel considerations.

Such influence may include, but is not limited to, participation as a member of a screening committee or other committee that recommends personnel actions or employment decisions of the related person.

[Family members may not be employed within the same department without certification by Human Resources that the employment will not result in supervision of one family member over another.]

**Change in Family Status**

If two employees marry, cohabit, or become otherwise related, so as to qualify as family members under this policy's definition, they must report the change in status to Human Resources[, which will work with the employees to devise a working solution to avoid nepotism problems under this policy].

[[Only one of the employees may be permitted to remain within the particular department[.]/The two employees may not remain in any reporting relationship where one has influence over the other[.]]

[unless accommodations can be made to eliminate the potential conflict.] [The choice of which employee will remain in the previous role and which will modify the role as necessary to be in compliance with this policy, is to be made by the two employees in question.]]

**[Employees Covered Under a Collective Bargaining Agreement**

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with {d.employeeName} . [Employees should consult the terms of their collective bargaining agreement./Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with {d.employeeName} , employees should refer to the specific terms of the collective bargaining agreement, which will control.]]

**[ACKNOWLEDGMENT OF RECEIPT AND REVIEW**

[I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of {d.employeeName}'s Nepotism Policy and that I read it, understood it, and agree to comply with it. I understand that {d.employeeName} has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time [with or without notice]. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the {d.position} of {d.employeeName} . I also understand that any delay or failure by {d.employeeName} to enforce any work policy or rule will not constitute a waiver of {d.employeeName} 's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized {d.employeeName} representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized {d.employeeName} representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

**OR**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and read a copy of the {d.employeeName} 's Nepotism Policy , dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(edition date), and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help {d.employeeName}'s employees to work together effectively on assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |