Title: Employment of Related Persons (Anti-Nepotism) Policy Standard Operating Procedure

PRR: Employment of Related Persons (Anti-Nepotism) Policy; appointment; recruiting; hiring

Authority: Associate Vice Chancellor for Human Resources.

Kitty H. Wethington 1/22/2018
(Approval Signature, Printed Name, and Date)

History: This Standard Operating Procedure was created in order to outline the process by which Related Persons are captured and subsequently reported to the Board of Trustees.

Related Policies: NC Office of State Human Resources Selection Policy; UNC General Administration Employment of Related Persons Policy; UNC General Administration Guidelines on Implementing Anti-Nepotism Policy; Policy of the Board of Governors of the University of North Carolina Concerning Improper Relationships between Student and Employees; UNC General Administration Policy on Conflict of Interest and Commitment

Additional References: Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure; N.C. Gen. Stats. Sec. § 138A-40

Contact for Info: Director of Employment and Clinical Support Services, Department of Human Resources Phone: 252.328.9847 or 252.328.9897

1. Introduction
The Employment of Related Persons Standard Operating Procedure (SOP) serves to ensure compliance with the Employment of Related Persons (Anti-Nepotism) Policy. Based on the policy, the University is required to evaluate situations in which two (2) or more individuals who are involved in a familial or amorous relationship may be concurrently employed at the University. Additionally, the SOP supports required annual reporting by the Chancellor (via the Department of Human Resources) to the Board of Trustees.

2. Covered Positions
This SOP applies to all position types, to include: EHRA Faculty, EHRA Non-Faculty, SHRA, and CSS.
5.6. Additionally, the Office of Research Integrity and Compliance (ORIC) shares related persons identified through the conflict of interest disclosure process with Human Resources on a quarterly basis. Any new disclosures of relationships not previously known will be handled as stipulated in Section 5.2-5.5.

5.6.1. The conflict of interest disclosure form asks individuals to provide full names as well as the nature of the relationship, including the department and/or unit, when indicating affirmatively to “Are you related to, have immediate family, or are you in an amorous relationship with anyone at ECU?”.

5.7. ORIC will only draft management plans for related persons where both persons conduct research together. These plans will be reviewed by the department of Human Resources before being finalized.

5.8. All related persons with potential for conflict of interest are shared with the ORIC.

5.9. The department of Human Resources then reviews the relationships reported from ORIC and the division offices. The relationships that require reporting to the Board of Trustees are compiled on a single spreadsheet.

6. Employee Disclosures

6.1. When a candidate is hired (SHRA, CSS, EHRA Faculty, or EHRA Non-Faculty), to include movement into a new position, they are required to disclose any blood, marriage, or other close personal relation to any persons currently employed at ECU.

6.2. The Related Persons Questionnaire is completed as appropriate in these situations.

6.2.1. The review is completed by members of the department of Human Resources Employment Unit in conjunction with the department of Human Resources Employee Relations unit.

6.2.2. Once a management plan has been drafted, the immediate supervisors have the opportunity to review and provide feedback.

6.2.3. The applicable department chair or administrator is advised and may also review and provide feedback on the management plan.

6.3. The department of Human Resources requests that each division contact employees on an annual basis, providing the Related Persons Policy information and allowing the opportunity to self-disclose any changes in status to related persons.

Contact Information & Additional Resources:
Director of Employment and Clinical Support Services, Department of Human Resources
Phone: 252.328.9847 or 252.328.9897

Office of Research Compliance Administration, Office of Research Integrity and Compliance
Phone: 252.328.9473

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