3.4.1 Employment of Relatives

Policy Statement
No individual shall be employed (in a full-time, part-time, temporary, or student worker position) in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management. [UGA clarification: To comply with required internal controls, department heads are responsible for ensuring relatives (as defined above) do not control the scheduling, timekeeping, or other payroll functions for employees in this category.]

Above will not apply to:

- Any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority; or
- Exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the Institution and the University System.

Additional contacts
Board of Regents policy: http://www.usg.edu/hr/manual/employment_of_relatives

Policy definitions
For the purpose of this policy, relatives are defined as husbands and wives, parents, children, brothers, sisters, and any in-laws of any of the foregoing.

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

Policy Contact: Sige Burden

Phone Number: 706-542-2222

Previous Version of Policy: