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Policy Owner: Chief HR Officer
Approved by: President
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EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS

1. Purpose:

To ensure fairness, prevent conflicts of interest, and maintain professionalism and trust within the organization.

2. Scope:

This policy applies to all employees and job applicants.

3. Definitions:

Relative: Any person related to an employee by blood, adoption, or marriage, including siblings, parents, children, grandparents, spouses, in-laws, cousins, etc.

Domestic Partner: An individual who shares an ongoing, committed relationship with an employee, regardless of gender, and cohabits in a shared living arrangement, without a formal or legal marriage bond.

4. Policy:

a. Non-discrimination: All hiring, promotion, and other employment decisions shall be based on individual qualifications, job requirements, and performance, without regard to an individual's relationship to current employees.

b. Disclosure: Employees must disclose any personal relationships with relatives or domestic partners within the organization to Human Resources upon hiring, promotion, or when such a relationship develops.

c. Work Assignments: Relatives and domestic partners should not work directly under or supervise one another. They should not be placed in positions where one has influence over the other's terms of employment, including salary, hours, benefits, duties, and evaluations.

d. Hiring Process: Job applicants related to current employees or board members must undergo the same rigorous hiring process as any other candidate. Hiring managers should recuse themselves from any hiring decision where a conflict of interest, or the appearance of one, may arise due to a relationship with an applicant.

e. Benefits: Relatives and domestic partners of employees are eligible for any general benefits offered to family members, such as certain insurance coverages, subject to the usual terms and conditions. Any tax implications will be the responsibility of the employee.

f. Conflict Resolution: Should a conflict arise between relatives or domestic partners that affects the workplace, they may be asked to seek mediation or counseling. If the issue continues, a change in job assignments may be considered.

g. Termination of Relationship: If a romantic relationship between employees ends, both parties are expected to remain professional in the workplace. If issues arise, HR and management will address the situation, which could include a change in work assignments or other appropriate action.

h. Exclusions: Employees, faculty, staff, or volunteers who were relatives or domestic partners prior to NewU incorporation are exempt from this Policy. Senior leadership roles, specialized technical roles, or other positions identified by the organization as critical may be considered for exemption on a case-by-case basis.

5. Consequences for Non-Compliance: Failure to adhere to this policy or to disclose a relationship as required may result in disciplinary action, up to and including termination.

[End]