

## Memorandum

**To:** Dean Rosalie Mainous, PhD. APRN, FNAP, FAANP, FAAN

**Date:** November 30, 2022

**From:**

**Copy:** Robert DiPaola, Provost  
Standard Personnel File

**RE: MANAGEMENT PLAN COMPLYING WITH GOVERNING REGULATIONS ON NEPOTISM**

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To comply with UK's Governing Regulations on Nepotism ([GR X.A.2 – Employment of Relatives](#)), the following Management Plan has been established for \_\_\_\_\_ (employee one) and \_\_\_\_\_, (employee two) who are \_\_\_\_\_ and \_\_\_\_\_ (state relationship) and both work as staff members in the College of Nursing. The following guidelines apply:

1. Waiver of [HR Policy and Procedure 19.0](#) related to nepotism has been requested and will be maintained.
2. \_\_\_\_\_ (Employee one) was not involved in the applicant review, interviews, or selection of \_\_\_\_\_ (employee two) during the hiring process. \_\_\_\_\_ (Employee one) will also not be involved in any compensation-related questions, issues, or requests that may arise with \_\_\_\_\_ (Employee two). These issues will be managed by \_\_\_\_\_ (supervisor), \_\_\_\_\_ (employee two's) direct supervisor.
3. The reporting structure for \_\_\_\_\_ (employee one) and \_\_\_\_\_ (employee two) are in compliance with the Governing Regulations Part X, Regulations Affecting Employment, as their positions do not hold supervisory roles for one another. They each have separate direct reporting supervisors. \_\_\_\_\_ (employee one) reports directly to \_\_\_\_\_ (supervisor) and \_\_\_\_\_ (employee two) reports to \_\_\_\_\_ (Supervisor). Dean Mainous, as the College Dean, is the ultimate supervisor for both positions indirectly.
4. Although they may work together on special projects or work assignments, these collaborative projects/assignments are reviewed and approved by \_\_\_\_\_ (supervisor for employee two) . There will not be any supervisory line of authority (direct/indirect) between \_\_\_\_\_ (employee one) and \_\_\_\_\_ (employee two) .
5. Based on their positions, neither staff member would be called upon to provide evaluative feedback of the other with respect to administrative functions or performance. However, if any issue required recusal of one of the staff members, the other would be recused as well.

6. All employees within the unit shall be notified of the hiring of the relative, and the Management Plan that has been put in place, to avoid the advantage or disadvantage of either relative or others employed in the unit. This notification shall occur annually, as appropriate.

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(Supervisor of Employee one and title)

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(Supervisor of employee two and title)

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Rosalie Mainous, PhD, APRN, FNAP, FAANP, FAAN  
Dean and Warwick Professor