



## College of Nursing Process for Nepotism and Management Plan

Updated 3/12/2025

### **Overview:**

The following process is to be followed as it is related to University Nepotism HR Policy and Procedure #19 and the management of nepotism with faculty and staff within the College of Nursing.

### **Process**

1. All employees within the College of Nursing should comply with the Nepotism HR policy and procedure #19.
2. If a College of Nursing employee is identified as having a relative defined as a person's father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law, and step relatives in the same relationships require a nepotism management plan be initiated.
3. The department supervisor/administrator is responsible for verifying that employment or transfer within the department shall not cause a violation of the nepotism policy.
4. The Supervisor/Administrator should complete a nepotism management plan in collaboration with the HR Director.
5. Approval of all nepotism management plans should occur prior to any hiring of the relative or prior to the establishment of the legal relationship which creates the relative as defined by policy.
6. The employee, supervisor and division/college leadership should sign the nepotism management plan memo.
7. The nepotism management plan memo should be sent to the appropriate final approval office. Staff should submit to Human Resources, and faculty should submit to the Office of Faculty Advancement.
8. Once approved, the nepotism management plan should be placed in the personnel file.

### **Resources:**

[Guide to Creating Management Plans When Employing Relatives](#)

[Template Management Plan When Employing Relatives](#)

[Request to Hire Relative in Same Department/Division Memo Template](#)

### **Related Policies:**

[GR I, The University of Kentucky \(Definition\)](#)

[GR X, Regulations Affecting Employment](#)

[AR 6:1 Policy on Discrimination and Harassment](#)