



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.012 Employment of Relatives (Nepotism Rule)

I. Policy Statement

Employment decisions at the University of North Texas are made based on the qualifications and experience of the individual. Being related to an employee of the University is not a consideration in employment decisions except that employment decisions must comply with State of Texas statutes, Board of Regents Rule, and this policy.

II. Application of Policy

All Applicants and Employees

III. Policy Definitions

A. Affinity

“Affinity,” in this policy, means two individuals are related to each other by affinity if (1) they are married to each other; or (2) the spouse of one of the individuals is related by consanguinity to the other individual. The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.

First degree of affinity includes: spouse.

Second degree of affinity includes: parent-in-law and daughter/son-in-law.

B. Applicant

“Applicant,” in this policy, means any individual under final consideration for employment with the University, including external candidates and current employees applying for a new position, or current employees being considered for promotion, tenure, transfer, or reassignment.

C. Cohabitation

“Cohabitation,” in this policy, means a living arrangement in which an unmarried couple lives together in a relationship that resembles a marriage.

D. Consanguinity

“Consanguinity,” in this policy, means two individuals are related to each other by consanguinity if (1) one is the descendant of the other; or (2) they share a common ancestor. Step relationships are considered to be the same as blood relationships for this purpose.

First degree of consanguinity includes: parent and child.

Second degree of consanguinity includes: grandparent, grandchild, and sister/brother.

Third degree of consanguinity includes: great-grandparent, great-grandchild, aunt/uncle,

and niece/nephew.

E. Employee

“Employee,” in this policy, means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, hourly, or who is required to be a student as a condition of employment.

F. Employment Decision

“Employment Decision,” in this policy, means any action that affects the employment status or condition of an applicant or employee, such as hiring, appointment, supervision, compensation, promotion, demotion, transfer, lateral move, performance evaluation, disciplinary action, dismissal, or leave.

G. Independent Contractor

“Independent Contractor,” in this policy, means a person or entity engaged in a work arrangement with the University of North Texas as a nonemployee.

H. Prohibited Degrees

“Prohibited Degrees,” in this policy, means (1) within the third degree of consanguinity or (2) within the second degree of affinity.

I. Spouse

“Spouse,” in this policy, means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.

IV. Policy Responsibilities

A. Disclosure of Relationships

1. Applicants seeking employment or current employees must inform Human Resources if they are related to a member of the UNT System Board of Regents, the Chancellor, the President, or any other University employee within the prohibited degree of consanguinity or affinity when applying for employment.
2. Employees must inform Human Resources, before assuming any responsibilities, when they are related to a person over whom they will have employment decision-related responsibilities, including serving on committees, if the person is related within the prohibited degree of consanguinity or affinity or by cohabitation.

B. Employment of Relatives within the University of North Texas

1. No person shall be employed, appointed, promoted, or transferred, if related within the prohibited degree of consanguinity or affinity or by cohabitation with any person employed by the University, whose duty would involve approving, recommending, or otherwise acting with regard to employment decisions of the person, regardless of the

source of funds for payment of salary. This provision also includes individuals hired as independent contractors.

2. If an employment decision places an employee under a supervisor or makes an employee a supervisor of a person within a prohibited degree of consanguinity or affinity or by cohabitation, all subsequent employment decisions affecting the subordinate employee shall become the responsibility of the next higher-level supervisor.
3. If an employee marries and as a result becomes supervised by or is supervisor of a person to whom he or she is now related within the prohibited degree of affinity, all actions related to the terms and conditions of employment for the supervised employee shall be the responsibility of the next higher-level supervisor.
4. The President must not appoint, confirm appointment, or vote for the appointment of any individual related within the prohibited degree of consanguinity or affinity.
5. In addition, the President must recuse themselves from employment decisions involving relatives within the prohibited degree of consanguinity or affinity.
6. Employment decisions made in violation of this section are void and may result in disciplinary action against the individual taking the action. An individual who is hired or appointed in violation of this Policy will be removed from their position.

C. Faculty Committees

1. A faculty member who serves on a committee whose purpose it is to recommend any employment decision must recuse themselves from making any recommendation regarding an employee to whom they are related within the prohibited degree of consanguinity or affinity or by cohabitation, and shall not attempt to influence the decision of any other committee member.
2. Any recommendation made in violation of this section is void, as is any employment decision influenced by such recommendation. Actions taken in violation of this section may result in disciplinary action against the individual taking the action.

D. Exception

1. Personal Attendants

This policy does not apply to the appointment or employment of a personal attendant to the President who, because of physical infirmities, is required to have a personal attendant.

V. References and Cross-References

[Texas Government Code, Chapter 573](#)

[UNT System Board of Regents Rule 05.300, Nepotism](#)

[UNT Policy 05.033, Staff Employee Discipline and Involuntary Termination](#)

[UNT Policy 06.025, Faculty Misconduct and Discipline](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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