

NEPOTISM EXCEPTION REQUEST FORM

The Nepotism Policy indicates:

An official or employee in the University of Nebraska Medical Center shall not engage in nepotism and no employee shall hire or supervise a family member.

- (a) Family member means an individual who is the spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption, of a University official or employee;
- (b) Nepotism means the act of hiring, promoting, or advancing a family member in the University or recommending the hiring, promotion, or advancement of a family member in the University, including initial appointment and transfer to other positions in the University; and
- (c) Supervisor means an individual having authority, in the interest of the University, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or effectively to recommend any such action, if the exercise of such authority is not merely of a routine or clerical nature but requires the use of independent judgment.

Regents Bylaws 3.2.2.1, "Except as authorized in Section 3.2.2.4 of this Bylaw an official or employee in the University shall not engage in nepotism." Section 3.2.2.4 provides, "(a) The President or cognizant Chancellor may upon a written showing of good cause, grant an exception to section 3.2.2.1 of these Bylaws.

Request submitted by:			
Title and Department:			
Signature:		Date:	

Nepotism policy exception request pertaining to (individuals involved)			
Name:			
Title and Department:			
Name:			
Title and Department:			
Relationship:			

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Explanation: Provide a detailed explanation of the situation, business necessity being met by granting this exception and the safeguards which will be put in place to ensure a professional environment is maintained and conflicts of interest do not arise.

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Review & Approval

Department

Approved

Declined

Comments:

Department Chair Name:

Signature:

Date:

UNIT

Approved

Declined

Comments:

Dean/Executive Director
Name:

Signature:

Date:

Human Resources (HR) or Academic Affairs (AA)

Staff exception requests will be submitted to the Assistant Vice Chancellor, Human Resources.
 Academic exception requests will be submitted to the Associate Vice Chancellor, Academic Affairs

Approved

Declined

Comments:

Human Resources AVC
or Academic Affairs VC
Name:

Signature:

Date:

CHANCELLOR

Approved

Declined

Chancellor: Jeffrey P. Gold, M.D., Chancellor University of Nebraska Medical Center

Signature:

Date:

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Procedures

1. As soon as a UNMC employee becomes aware of a situation involving themselves that will violate the UNMC nepotism policy, he/she must bring it to the attention of his/her direct supervisor and administrator.
2. The direct supervisor and department administrator will work with any other business unit leadership necessary to decide on an acceptable course of action.
3. If it is decided that an overriding business necessity exists that may warrant exception to the Nepotism policy, the department must complete the attached exception request form noting the specifics of the situation and how the department will ensure a professional environment is maintained and conflicts of interest do not arise.
4. If the exception request is related to a staff position, it must be submitted to the Division Director, Staffing, Compensation, Records & HRIT. If the exception request is related to an academic position it must be submitted to the Associate Vice Chancellor, Academic Affairs. The request will be reviewed and additional information gathered as appropriate.
 - a. Under normal operating circumstances if it is determined that an applicant for employment would create a nepotism policy violation should they be hired into a position for which they apply, Human Resources will not send the applicant to the hiring department for consideration.
 - b. Upon request from a hiring department, the Assistant Vice Chancellor, Human Resources will review the situation and may grant provisional approval for the applicant to be considered by the hiring department during the recruitment process.
 - c. Should the department wish to extend an offer of employment to the applicant, a formal Exception Request will have to be approved by the Chancellor prior to an offer being extended to the applicant. Please submit the completed Exception Request Form to Carmen Sirizzotti, Division Director, Staffing, Compensation, Records, & HRIT by email csirizzotti@unmc.edu or by mail to zip-code 5470.
5. If sufficient business justification and conflict of interest considerations have been outlined in the exception request, such request will be submitted to the Chancellor for review and consideration. Staff exception requests will be submitted by the Assistant Vice Chancellor, Human Resources. Academic exception requests will be submitted by the Associate Vice Chancellor, Academic Affairs.
6. The Chancellor shall act as soon as practicable.
7. Notification of approval/disapproval will be provided to the department from the submitting authority (i.e. Human Resources or Academic Affairs).
8. Departments should not take any action until the Chancellor has rendered a final decision.

If approved by the Chancellor, the original signed exception request, for both academic and staff, must be submitted to the Division Director, Staffing, Compensation, Records, & HRIT who will be the custodian of the record.