

<b>Nepotism Procedures</b>	
<b>Purpose</b>	
1.1	To provide guidance regarding the exception request procedures associated with the University of Nebraska Medical Center (UNMC) campus Nepotism policy 1101.
<b>Scope</b>	
2.1	These procedures are applicable to all UNMC staff and faculty.
<b>Basis of the Procedures</b>	
3.1	UNMC Nepotism Policy 1101.
<b>Authorities and Administration</b>	
4.1	<p>The Board of Regents has overall responsibility across the University of Nebraska.</p> <p>The Chancellor is responsible for policy adherence and approval of any exceptions at the campus level.</p> <p>The Assistant Vice Chancellor, Executive Director for Human Resources and Associate Vice Chancellor, Academic Affairs along with the Division Director, Staffing, Compensation, Records, &amp; HRIT are responsible for the administration of these procedures.</p> <p>Business unit management is responsible for policy and procedure adherence within their departments.</p>
<b>Procedures</b>	
5.1	<p>Under normal operating circumstances there will be no exceptions to the UNMC Nepotism policy.</p> <p>Should the situation warrant, an exception request to the policy may be submitted for consideration by the UNMC Chancellor as follows:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The direct supervisor and department administrator will work with any other business unit leadership necessary to decide on an acceptable course of action.</li> <li>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.</li> </ol>

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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](mailto: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.

**Notice of Non-Discrimination**

- 6.1 Please see UNMC's [Notice of Non-Discrimination](#) regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.

For additional information, contact Strategic Staffing and Compensation at 402-559-2710.



Campus Procedures  
Nepotism Procedures  
Policy#: 1101  
Effective Date: November 1, 2010  
Revised Date: 03/07/16  
Reviewed Date: 03/07/16

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