

**Effective Date: January 1, 2010**

**Interim Date: July 21, 2015**

**Revised: July 1, 2015**

**Approved by: James E. K. Hildreth, Ph.D., M.D.  
President and Chief Executive Officer**

**Subject: Human Resources - Anti-Nepotism Policy**

**PURPOSE:** Meharry Medical College requires that all employees are to be judged solely on criteria relating to credentials and job performance devoid of the possibility of favoritism based on family or personal relationships. To avoid the existence or appearance or conflicts of interest and favoritism, the policy defines acceptable parameters under which related persons may work for Meharry.

**POLICY STATEMENT:** This policy applies to all individuals who are employed at Meharry. This is inclusive of all permanent, temporary and contractual employees.

No Meharry employee may occupy a position which has influence over a related person's employment, hire, appointment, evaluation, transfer or promotion, reappointment, tenure, work assignments, compensation, or other terms and conditions.

Persons related to current employees may be hired if the new employee meets all job qualifications in accordance with Meharry's established recruitment and selection policies and works in a division other than the current employee's division.

If a related applicant seeks employment, appointment, transfer or promotion in the same division of a current employee, the hiring official (who cannot be related to the applicant) must certify along with the AVP of Human Resources that no other applicant has demonstrably superior qualifications. The related applicant may be considered for employment, appointment, transfer or promotion provided the following criteria's are meet:

1. The hiring would not result with an employee in the direct supervisory chain of a related person.
2. The related employees would be assigned to different work groups within the department or would report to supervisors who are unrelated to them as described in the definitions section.
3. The Dean or Division Head has determined that hiring the applicant would have no adverse impact on the operation of the division or department and there is no conflict of interest.

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If related persons are employed in the same academic department (or other comparable subdivision of employment or work unit) neither related person shall be permitted, either individually or as a member of a faculty or as a member of a committee of a faculty, to participate in the evaluation of the other related person or be involved in any manner to influence hiring, evaluation, assignments, reappointment, tenure, promotion, raises and other forms of compensation.

**DEFINITIONS:** The following relationships are sufficiently immediate to invoke the prohibitions against concurrent service of related persons:

- Parent and child
- Brothers and sisters
- Grandparents and grandchild
- Aunt and/or uncle and niece and/or nephew
- First cousins
- Stepparent and stepchild
- Stepbrothers and stepsisters
- Husband and wife
- Parents-in-law and children-in-law
- Brothers-in-law and sisters-in-law
- Guardian and ward
- Persons engaged in amorous relationships; an amorous relationship exists when, without the benefit of marriage, two persons voluntarily have a sexual union or engaged in a romantic courtship that may or may not have been consummated sexually.

**PROCEDURE:**

Individuals must disclose in their application materials whether they are related to a current Meharry (as defined above) employee. Any misrepresentation or material omission on the application materials may result in the applicant being disqualified from further consideration or dismissed from employment if discovered after a hiring decision has been made.

Hiring Officials must document in the search summary any known relationship (s defined in this policy) between the applicant recommended for hire, transfer or promotion and a current Meharry employee and certify that neither individual will have responsibility for the direct supervision of the other related person and will not be in a position (i.e. in the supervisory chain) to influence or control the terms

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and conditions of the other related person's employment, including promotion or transfer opportunities, rates of compensation, work assignments and evaluation of performance.

Human Resources will prepare an annual written report, listing all cases in which this policy was invoked during the preceding year:

1. In an cases where an individual making written application for employment was denied employment because of the requirements of this policy, the circumstances shall be set forth;
2. In all cases where concurrent employment of related persons was allowed, the justifying circumstances shall be set forth and a written management plan established.

Direct supervision means that immediate supervisor and may include other employees in the supervisory chain in the same division. The University shall use these standards in evaluating potential employment situations involving related persons:

In divisions, where related persons are employed in the same division, the subordinate, related person shall report directly to the individual in the next level of the supervisory chain, who shall be responsible for appointment, compensation, evaluations and other terms and conditions of employment.

In situations described above, the related persons and the responsible division head shall develop a written management plan documenting the adjustment which shall be signed by all parties involving related persons in the same division that existed prior to the establishment of this policy, a review shall be conducted to determine appropriate management plans.

**EXHIBITS:**