**UW-Madison/College of Agricultural and Life Sciences
Policy and Procedures Regarding Hiring/Appointment
of Relatives or Individuals with Close Personal Relationships**

**UW-Madison Policy:**

Campus Nepotism policies state the following:

"In selecting employees, the applicant best qualified and available to perform in the position should, without exception, receive the employment offer. There is no restriction on hiring persons related through affinity or consanguinity. In circumstances where a supervisor will have a close personal relationship with an employee which can reasonably be viewed as affecting the supervisor's and/or the employee's ability to perform his/her job without a conflict between personal interest and the employer's interest, the relationship is considered equivalent to a family relationship and the parties will be subject to the provisions of the nepotism policy. Therefore, to avoid conflict of interest, any University appointing authority or supervisor related by blood, marriage, or adoption to a job applicant, or having close relationship with emotional ties to an applicant, must not participate either formally or informally in the decision to hire or determine the salary of that other person."

 Other Required Procedures to Avoid Conflict of Interest

 *Unit Level*

 When two related persons are members of the same unit, and one of them is chairperson/director or equivalent, the Executive Committee designates another appropriate person or a committee to perform the functions of the chairperson/director in decisions to hire or set the salary of the individual related to the chairperson/director. Please identify these details if this applies to the request.

 *Above the Unit Level*

 Whenever an administrator or equivalent has jurisdiction over a related person, the responsibility for making decisions or approving decisions about the hire or salary of the related person must be assigned (in writing) (1) to the next highest University official in the management/leadership structure of the unit; or (2) laterally to another appropriate official after approval of the next highest official. Please identify these details if this applies to the request.

Full policy and procedure documents are available at the following:

* Classified -- Chapter 4 of the Policies and Procedures for Classified Employees, section 4.04: <http://www.ohr.wisc.edu/polproced/cppp/cppp_chapter04-04.pdf>
* Unclassified -- Chapter 15 of the Unclassified Personnel Policies and Procedures, section 15.02: <http://www.ohr.wisc.edu/polproced/UPPP/1502.html>
* For further information on nepotism, see [UWS Ch. 8](http://www.legis.state.wi.us/rsb/code/uws/uws.html) and [§ 111.31(3) Wis. Stats.](http://www.legis.state.wi.us/rsb/stats.html)

**CALS Procedure:**

Prior to starting or making any offer of employment, the following actions will need to occur. An offer of employment may not be extended to individual until Dean approval has been granted.

1) Department (or equivalent work unit) review:

Any hiring request or proposal which would result in two relatives/equivalents working within the same unit and/or in close proximity must first be reviewed by the department (or equivalent work unit). This includes all employee categories (e.g., faculty, academic staff, classified, employees-in-training, student assistants, student hourlies). Considerations for the department/unit:

* Does the proposed hire violate campus nepotism policy?
* If not, is it likely that the proposed hire will otherwise negatively impact the work unit?
* In addition, there may be other pertinent factors to consider. For example, even if there is technically no reporting or evaluative relationship between the two relatives/equivalents, hiring within the same work unit without an objective recruitment process could create an impression of favoritism which could negatively affect the morale of other employees and the climate of the work unit, and/or set a precedent wherein other employees will expect similar accommodations for their relatives/equivalents.

If the request is approved at the department/unit level (department chair/director approval required), the department submits the following information (by email, letter, or memo) to CALS Human Resources for Dean review:

* Name of individual to be hired.
* Position recruitment to which hire is tied.
* Position title.
* Name of individual with whom a relationship exists.
* Explanation of relationship.
* How and by whom was the decision to hire and rate of pay determined?
* How and by whom work will be assigned and evaluated (specifically, who will be individual's supervisor and what will be the individual's operational area)?
* Work address/location of both parties.
* Rationale for approving the request.
* Plan to address situations where the relationship involves a chair, director, administrator, or equivalent.

 (A template is available for your use [here](https://hr.cals.wisc.edu/policies-procedures/nepotism/).)

Direct requests to the CALS Human Resources Manager assigned to your unit by email or by hardcopy to 240 Agricultural Hall. (The following link will assist you with contact information: <https://hr.cals.wisc.edu/hr-directory-by-department/>.)

2) Dean review:

A CALS Deans review will occur, in consultation with campus HR Offices, as appropriate. If additional information is needed or concerns arise, the unit chair/director will be contacted for further consultation.

CALS Human Resources will notify the department/unit by email of the decision.

3) Questions:

Questions regarding policy, procedure, or disclosure requirements should be directed to the CALS Human Resources Manager assigned to your unit or to Todd Schry, Assistant Dean, CALS Human Resources, by email todd.schry@wisc.edu or phone (608) 890-1677.