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**Last Revised:** 01-13-2021

**Responsible University Administrator:**  
Vice Chancellor for Business and Finance

**Responsible University Office:**  
Human Resources

**Policy Contact:**  
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## Nepotism

### **POLICY CONTENTS**

Scope  
Policy Statement  
Reason for Policy  
Additional Contacts  
History

### **Scope**

All University of Nebraska at Omaha (“University”) employees.

### **Policy Statement**

This policy prohibits 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.

For the purposes of this policy, family member shall mean any person related to the individual by blood, marriage, including the common designations of step and in-law, or adoption as the individual’s spouse, child, parent, brother, sister, grandchild, or grandparent. Family shall also include any person who the individual or the individual’s spouse claims as a dependent for federal income tax purposes.

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.

The Board of Regents Bylaws, 3.2.2.4, grants the President or the cognizant Chancellor may, upon a written showing of good cause, the ability to grant an exception to the policy. The written showing

of good cause shall be filed with the appropriate University records officer and shall be considered a public record.

All potential personnel actions involving immediate family members shall be submitted in writing to the Human Resources Office (staff) or the Office of Academic Affairs (faculty) within seven days of becoming aware of such situation for a review. Human Resources and/or the Office of Academic Affairs shall act as soon as practicable.

In addition to the other penalties provided by law, any University employee violating the provisions above may be subject to disciplinary action.

## **Reason for Policy**

To comply with Nebraska law Rev. Stat 49-1499.03 and 49-1499.07.

## **History**

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

This policy was revised to align with the University of Nebraska Administration Human Resources Handbook for Policies, Board of Regents Bylaws, 3.2.2 and Nebraska law Rev. Stat 49-1499.03 and 49-1499.07.

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The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.