

POLICY CONCEPT FORM INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the President's Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing uopolicy@uoregon.edu.
4. A "redlined" version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
 - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
 - Statutory or regulatory citations
 - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email uopolicy@uoregon.edu if you have any questions.

POLICY CONCEPT FORM

| | |
|----------------------------------|---------------------------------------|
| Name and UO Title/Affiliation: | Angela Wilhelms, University Secretary |
| Current Title/# (if applicable): | Nepotism – 03.05.03 |
| Submitted on Behalf Of: | Nancy Resnick, Human Resources |
| Responsible Executive Officer: | Human Resources |

SELECT ONE: New Policy Revision Repeal

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No

If yes, which attorney(s): Kevin Reed, Bryan Dearing

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

UO Policy 03.05.03 was enacted in 1985 and is no longer applicable to the UO given the governance transition to an institutional board and the updates to classified and OA staff policies and bargaining agreements.

<https://policies.uoregon.edu/policy/by/1/0305-employment/nepotism>

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

This policy references by incorporation two former OARs, which are themselves now UO policy. When these OARs existed as OARs, a UO policy referencing them was necessary. Now that they are UO policies directly (due to governance transition), a UO policy referencing them is unnecessary if not a waste of space.

- 1. Employment of more than one member of household – 580-022-0055**
(<https://policies.uoregon.edu/employment-more-one-member-household>)
- 2. Family relationships and employment – 571-004-0005**
(<https://policies.uoregon.edu/family-relationships-and-employment>)

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

As noted above, this policy is no longer necessary. At one point in time it was likely necessary to have an institutional policy that cross referenced state administrative rules to ensure clarity and connection to the UO. The policy is no longer necessary as the OARs at issue are in fact now UO policies themselves. Further, the exec department policy listed is not applicable to UO staff, who are governed by UO policy and CBAs. This policy can be eliminated without impact.

AFFECTED PARTIES

Who is impacted by this change, and how?

None

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.))

| Name | Office | Date |
|----------------------------------|----------------------------------|----------------|
| Nancy Resnick | CHRO/Human Resources | 2/15/17 |
| Kevin Reed, Bryan Dearing | Office of General Counsel | 2/16/17 |

Reason for Policy

To identify applicable rules and policies describing regulations in employment of family members or other relations.

Entities Affected by this Policy

Needs to be developed

Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/0305-employment/nepotism>

Responsible Office

Office of the Vice President of Finance and Administration: 541-346-3003, vpfa@uoregon.edu

Enactment & Revision History

02/08/2010 Policy number revised from 3.000 to 03.05.03

10/4/1985 Reviewed and Recommended by President's Staff

Policy

Consult Personnel Division of the Executive Department policy 4.14.1 in matters of personnel practices governing classified and officers of administration.

Consult University of Oregon Administrative Rules Division 4: Rights and Responsibilities: OAR 571-04-005 Family Relationships and Employment in matters of personnel practices governing faculty members, both officers of instruction and officers of administration.

The Oregon State Board of Higher Education has promulgated OAR 580-22-055 Employment of More than One Member of a Household which also describes official policy governing faculty members, both officers of instruction and officers of administration.

Related Resources

NA