

POLICY CONCEPT FORM E 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:	Peter Fehrs and Brittany Jayne, Associate Directors of Employee and Labor Relations
Policy Title/# (if applicable):	Employment of More Than One Member of Household
Submitted on Behalf Of:	Human Resources
Responsible Executive Officer:	Jamie Moffitt, VPFA

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): [Jeslyn Everitt](#)

GENERAL SUBJECT MATTER

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

[Employment of More Than One Member of Household, OAR 580.022.0055](#)

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.

[Family Relationships and Employment](#)

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

[We have merged the two existing policies – “Family Relationships and Employment” and “Employment of More Than One Member of Household” – into a single policy, “Family Relationships and Employment.” Both policies addressed similar concerns and covered the same group. We therefore can repeal this policy as it is now fully included in Family Relationships and Employment.](#)

AFFECTED PARTIES

Who is impacted by this change, and how?

[All employees of the university and candidates for employment.](#)

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
Human Resources Policy Advisory Committee (including representatives from SEIU, United Academics, GTFF, UOPA, OAs, academic CFOs, and various other stakeholders), Seven review sessions from June 2023-December 2023		
Office of the General Counsel, Jeslyn Everitt, January 2024		
HR Leadership Group (all Central HR Directors and Chief Human Resources Officer), April-May 2024		
Jamie Moffitt, VPFA, May 2024		

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Name and UO Title/Affiliation:	Peter Fehrs and Brittany Jayne, Associate Directors of Employee and Labor Relations
Policy Title/# (if applicable):	Family Relationships and Employment
Submitted on Behalf Of:	Human Resources
Responsible Executive Officer:	Jamie Moffitt, VPFA

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): [Jeslyn Everitt](#)

GENERAL SUBJECT MATTER

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

[Family Relationships and Employment, Employment of More Than One Member of Household](#)

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.

[Oregon Administrative Rule 571.004.0005, ORS 244, the attached policy is an update to the existing policy, Family Relationships and Employment. The new version of this policy incorporates existing policy "Employment of More Than One Member of Household," thus rendering that policy moot and to be removed.](#)

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

[Updates an existing policy and incorporates another policy, keeps up with best practices. This revision removes the need for two separate policies on familial employment and updates language to comport with other HR policies.](#)

AFFECTED PARTIES

Who is impacted by this change, and how?

[All University employees and candidates for employment.](#)

Family Relationships and Employment

Reason for Policy:

This policy outlines matters pertaining to appointments to positions at the University of Oregon as it relates to family relationships and such the ensuing employment.

Commented [JE1]: See note about consolidating this with the Employment of More than One Member of Household Policy. They cover essentially the same thing.

Entities Affected by this Policy:

All UO employees and candidates for employment.

Responsible Office:

For questions about this policy, please contact Human Resources at 541-346-3159, hrinfo@uoregon.edu.

Enactment & Revision History:

4 September 2015 - Technical revisions enacted by the university secretary

1 July 2014 - Became a University of Oregon Policy by operation of law

Former Oregon Administrative Rule Chapter 571 Division 4 Section 0005

Policy:

Family Relationships and Employment

Appointments to positions at the University of Oregon (University) shall be based upon merit as determined by job-related qualifications:

(1) Discrimination in favor of candidates who are related to persons involved in, or with an effective influence upon, the selection process is prohibited.;

(+) However, relatives of individuals already employed by the uUniversity may not be denied equal employment opportunity or advancement in employment on the basis of family relationships when it has been determined that they are the most qualified candidates for the positions. For the purposes of this Policy, relatives includes spouse or domestic partner, child, stepchild, parent, grandparent, grandchild, ~~brothersibling, sister, son in law, cousin, or other~~ relative family member as defined by the Oregon Family Leave Act (ORS 659.150) ~~daughter in law, brother in law, sister in law, aunt, uncle, niece, nephew, mother in law, and father in law.~~;

Commented [AR2]: Do we need to acknowledge there is a separate policy covering trailing spouses? (I assume there is one)

Commented [MA3]: or partner?

Commented [PF4R3]: "spouse or domestic partner"

Commented [JE5]: Family member is the defined term in OFLA

Commented [KR6R5]: I think we should talk further about using the OFLA definition of family member for this policy. The OFLA definition was just updated to include "Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship." and I think that gets a bit complicated in the context of this policy.

Commented [KR7R5]: <https://www.oregon.gov/boli/workers/pages/oregon-family-leave.aspx>

Commented [PF8]: I think we need a firm list as "relative" is not a defined term.

Commented [DC9R8]: Is there something in the state officials guidance we can just copy paste?

~~(2b) No members of the faculty or administration employee shall participate in making recommendations or decisions involving the employment, compensation, promotion, leave of absence, grievance adjudication, termination, or in the supervision of their family member as defined by the Oregon Family Leave Act (ORS 659.150), their relatives or members of their household without prior permission of the relevant Vice President and in compliance with other UO policies. Any exceptions to this provision shall not be allowed unless lawful under government ethics laws in ORS 244 and approved by the Chief Human Resources Officer in consultation with the Office of General Counsel.~~

~~Vice President of the unit upon consultation with the university's Ethics Office, or immediate supervisor.~~

~~(2) In unusual circumstances, a Vice President may consider an appointment of a member of a prospective or current employee's family to a position for which there was no search. In such cases:~~

~~(a) An ad hoc committee will be convened by the Vice President to be composed of at least the Director of the Office of Investigations and Civil Rights Compliance, Talent Acquisition or designee Affirmative Action, the chair of the Equal Employment Opportunity Committee, and one or more faculty representatives from the affected department;~~

~~(b) The committee so convened shall consider whether the appointment furthers the University's affirmative action goals, and whether the individual considered is of the quality of the University of Oregon faculty;~~

~~(c) After its consideration, the ad hoc committee will consult with and advise the appropriate Vice President with whom the final appointment decision rests;~~

(3) An employee who has a grievance under this policy may invoke the university's grievance procedures, including, if appropriate, referral to the Office of Investigations and Civil Rights Compliance, Committee on Equal Employment Opportunity, as provided under OAR 571-003-0010. *[Note: OAR 571-003-0010 did not exist at the time of the governance transition on 7/1/14, so there is no UO policy number replacing this reference.]*

(4) A non-employee questioning the application of this policy may contact ~~the the Office of Investigations and Civil Rights Compliance, Office of Affirmative Action, or University Human Resources~~, which shall provide information regarding available recourse.

(5) Nothing in this policy shall be construed to prevent the employment or advancement in employment of more than one member of a family in the same department or administrative unit, provided the decision to employ or advance has been made in accord with the other sections of this policy.

Chapter/Volume:

Commented [JE10]: This is important enough can we make it its own number? As opposed to a subpart.

Commented [PF11]: adjudication

Commented [JE12]: Family member is the defined term in OFLA

Commented [PF13]: I think we need a firm list as "relative" is not a defined term.

Commented [DC14R13]: Is there something in the state officials guidance we can just copy paste?

Commented [EL15]: So they can do all of these things with approval of their own supervisor?

Commented [PF16R15]: VP

Commented [EL17]: such as?

Commented [MA18R17]: Is this section just referring to partner hires for TTF faculty?

Commented [MA19]: SEIU CBA over-rides this policy? OA policy on direct appointments over-rides this policy?

Commented [EL20]: title update

Commented [EL21]: title?

Commented [MA22R21]: Do we still have this committee?

Commented [EL23]: for faculty positions only, or for all positions?

Commented [JE24]: Note this is limited to faculty. Should we expand to refer to all employee hires?

Commented [JE25]: Should we cut this? We don't do this for partner hires (prospective employees). Maybe we just stay silent on this.

Commented [PF26]: OICRC referral

Commented [EL27]: dept name update

Commented [MA28R27]: OICRC or HR?

Original Source:
Oregon Administrative Rule

Related Resources:

[Conflicts of Interest and Abuses of Power: Sexual, Physically Intimate, or Romantic Relationships with Students](#)

[Consensual Relationships Policy](#)

~~[Employment of More than One Member of Household Policy](#)~~

[Employee Grievance Policy](#)

[Office of Investigation and Civil Rights Compliance](#)

[Dual Career Support](#)

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