

The University of Oklahoma Health Sciences Center
NEPOTISM MANAGEMENT PLAN / WAIVER REQUEST FORM

- The University recognizes that there is an inherent conflict of interest when an employee in an administrative or executive position is directly responsible for making hiring, promotion, salary or tenure decisions about a family member in that same budgetary unit.
- Therefore, per the University of Oklahoma Nepotism Policy (12/3/02), no two persons who are related by consanguinity (blood) or affinity (marriage) within the third degree shall be given positions in the same budgetary unit in which either is directly responsible for said decisions relative to the other without first receiving a waiver that has been approved by the Senior Vice President and Provost, or appropriate Vice President, and the President, and then approved by the Board of Regents.

The following process must be completed in order to request a waiver:

- It is the responsibility of the head of the budget unit to **seek a waiver before offering employment** to any person whose employment without a waiver would violate this policy.
- In recommending the waiver, the Senior Vice President and Provost or the appropriate Vice President, must: 1) submit a written statement of the facts that have led him or her to conclude that the benefit to the University in granting the waiver outweighs the potential harm; and 2) detail a management plan by which a qualified, objective person unrelated to the related employee at issue shall make performance evaluations and recommendations for compensation, promotion, tenure and awards for that employee, and state in writing how that means will avoid the conflict of interest.
- Further, a salary increase above the increase granted to all University employees in similar positions will not be granted to an employee who has been granted a waiver under this policy unless it has been approved by the applicable Senior Vice President and Provost or appropriate Vice President, and the President of the university.

PROCEDURES:

1. **Information about the proposed University Employee who is 1) related by blood or marriage; and 2) proposed to be in a subordinate role to the employee named in #2 below:**

Name:
Employee ID:
Relationship:
(Proposed) Job title:
(Proposed) Appointment period if being appointed on soft funds or date of initial appointment:
Budget Unit:
College (if appropriate):
Provost or Vice Presidential area:

2. **Information about the University employee who would be in supervisory role relative to the proposed University employee identified in #1 above:**

Name:
Employee ID:
Budget Unit:
College (if appropriate):
Provost or Vice Presidential area:
Title:
Supervisory Capacity:

3. **WRITTEN STATEMENT:** Senior Vice President and Provost/appropriate Vice President's statement concluding that the benefit to the University in granting the waiver outweighs the potential harm:

4. **MANAGEMENT PLAN:** Senior Vice President and Provost/appropriate Vice President's proposal for the means by which a qualified, objective person unrelated to the proposed employee noted in #1 above shall make performance evaluations and recommendations for compensation, promotion, and awards. How will this avoid the conflict of interest?

SIGNATURES:

(Proposed) Employee in supervisory capacity:

Signature Date

(Proposed) Employee related to individual in supervisory capacity:

Signature Date

Chair/Director of budget unit:

Signature Date

Academic Dean (as appropriate):

Signature Date

Senior Vice President and Provost/Vice President:

Signature Date

All signatures will be notified following Regents action.

Office of the Sr. Vice President and Provost
October 2003