



1. Policy Statement

It is the policy of Facilities Planning and Management to make offers of employment and employment decisions (e.g. hiring, promotion, evaluation, salary adjustments, discipline, etc.) based solely on the qualifications and abilities of the applicant/employee.

2. Purpose

To avoid possible conflicts of interest and ensure every employee has an equal opportunity for retention, promotion, or any other employment action.

3. Definitions

Direct Supervision – First-line supervisor who is responsible for employee’s evaluations, time records and work assignments.

Family or close personal relationship – Persons related by blood; marriage (e.g. step-parent, half-sibling, etc.); adoption or foster care; domestic partnership; consensual sexual or romantic relationship; or close person friendship. Examples include but are not limited to: spouse; partner; parent; grandparent; siblings; child; aunt; uncle; niece; nephew; cousin; in-laws (mother, father, brother, sister, son or daughter-in-law).

Nepotism – Favoritism in employment shown on the basis of a family or close personal relationship.

4. Scope

Facilities Planning and Management University Staff, Academic Staff, and student employees.

5. Procedures:

A supervisor must inform FP&M Human Resources if they currently supervise an employee with whom they share a family or close personal relationship.

A supervisor must inform FP&M Human Resources if there is a potential for a person with whom they share a family or close personal relationship, to apply for a position which is under his/her direct supervision. Similarly, if during the course of the recruitment, a supervisor learns that a person with whom they share a family or close personal relationship is an applicant, the supervisor is required to notify FP&M Human Resources of the situation.

If this is the circumstance, the supervisor will not participate in the interviewing or assessing that one individual. If the individual is considered a finalist for the position, the Associate Vice Chancellor or their designee will review the evaluations of the finalist and make the final determination to whom to hire, salary, start date, etc.

The Associate Vice Chancellor and the Officer of Human Resources will provide written approval for the hire if the person related to the supervisor is selected as the best qualified candidate.



If hired, a supervisor of record, not related to the employee, will be identified to approve work schedule, timesheets, leave requests and conduct performance reviews. Assignment of overtime and any changes in compensation will be reviewed and approved by the Associate Vice Chancellor or his/her designee.

Failure to comply:

Failure to report a family or close personal relationship or a consensual romantic and/or sexual relationship, between a supervisor and employee, or failure to comply with an arrangement to mitigate conflicts of interest, may result in discipline of the supervisor.

Failure of a supervisor to notify FP&M Human Resources of the potential for nepotism could result in disciplinary action and will affect the ability to complete the recruitment and staffing process.

6. References

- Recruitment, Assessment, and Selection of Academic Faculty, Limited and University Staff Employees – UW-5008
- Code of Ethics – UW-5044
- Consensual Relationships – UW-5048
- Nepotism – UW-5046
- ERS-MRS 24.04 (e), (f)

7. Approving Authority

Approved by Deputy Associate Vice Chancellor Margaret Tennesen

8. Contacts

Contacts	Position	Office Number	Email
Trish Meinholz	HR Administrator	608-265-8096	tricia.meinholz@wisc.edu
Sue Fritts	Director of Human Resources	608-262-2692	sue.fritts@wisc.edu
Margaret Tennesen	Deputy to the AVC	608-265-3444	margaret.tennesen@wisc.edu

Effective Date: 09/22/2014

Revision Date: 12/10/2021

Web Address: <https://inside.fpm.wisc.edu/policies/>