



## **Nepotism Conflict of Interest Management Plan For Employment Relationships Instructions**

In order to avoid Conflicts of Interest and ensure compliance with Eastern Washington University's (EWU) Policies 901-05-Nepotism and 901-01 Ethical Standards, University employees are prohibited from having supervisory authority over family members in the employment setting. This means supervisors/managers are not allowed to initiate or participate in institutional decisions in which a "Family Member" has a direct beneficial or financial interest including, but not limited to, appointment, retention, promotion, scheduling, leave, timekeeping, compensation, workload, travel, conferences, budgetary approvals, performance evaluations, disciplinary actions, or other employment status or interest.

"Family Member" includes:

- a. an individual's spouse or partner;
- b. a child, stepchild, grandchild, parent, stepparent, grandparent, brother, half-brother, sister, half-sister, aunt/uncle, niece/nephew, or cousin of an individual or of their spouse or domestic partner; and,
- c. the spouse or the partner of any person identified in subsection b above.

If a supervisor and subordinate are "Family Members," the supervisor shall recuse themselves from such decisions and immediately notify their supervisor, manager, dean, director (hereinafter "Higher-Level Supervisor") of the reason for recusal. The Higher-Level Supervisor shall ensure that Human Resources is immediately notified and a Nepotism Conflict of Interest Management Plan shall be completed and implemented.

While this Conflict of Interest Management Plan is being completed, the Higher-Level Supervisor or designee shall take responsibility for all personnel actions regarding the "Family Member."



**Nepotism Conflict of Interest Management Plan  
For Employment Relationships**

<b>Supervisor Name:</b>	<b>Subordinate's Name:</b>
<b>Supervisor's Employee ID:</b>	<b>Subordinate's Employee ID:</b>
<b>Supervisor Job Title:</b>	<b>Subordinate Job Title:</b>
<b>Department:</b>	<b>Department:</b>
<b>Second-Level Supervisor Name:</b>	<b>Higher-Level Supervisor Name:</b>
<b>Second-Level Supervisor ID:</b>	<b>Higher-Level Supervisor ID:</b>
<b>Second-Level Supervisor Job Title:</b>	<b>Higher-Level Supervisor Job Title:</b>
<b>Department:</b>	<b>Department:</b>

1. As provided by EWU Policies 901-05 and 901-01, (hereinafter "Second-Level Direct Supervisor") is prohibited from having any supervisory authority over \_\_\_\_\_ (hereinafter "Family Member") and from participating in any university decisions that may have a direct benefit to "Family Member" including, but not limited to, appointment, retention, promotion, scheduling, leave, timekeeping, compensation, workload, travel, conferences, budgetary approvals, performance evaluations, disciplinary actions, or other employment status or interest.
2. Second-Level Supervisor shall not participate in or attempt to influence related to university decisions that may have a direct benefit to "Family Member" as described above.
3. Supervisor and/or Higher-Level Supervisor (hereinafter "Higher-Level Supervisor") or their designee, (not to include "Second-Level Supervisor") shall be responsible for all supervisory responsibilities and university decisions regarding "Family Member" as described in section 1 above.
4. Should any unanticipated challenges arise regarding this arrangement, the Supervisor, Second-Level Supervisor, Family Member, and Higher-Level Supervisor or their designee shall notify Human Resources immediately to develop a plan to ensure compliance with University Policy.



5. It is imperative to follow the terms of this Nepotism Conflict of Interest Management Plan as failure to comply may result in disciplinary action by EWU up to and including termination from employment and action by the Washington State Executive Ethics Board and discipline.
6. If the Second-Level Supervisor or Family Member are asked to engage in actions that are inconsistent with the terms of this plan or which pose a conflict of interest, they shall disclose this plan to the person who is asking them to take this action and notify Human Resources.
7. If any individuals who are part of this plan change positions or if there are supervisor changes, all parties are responsible for notifying Human Resources so an updated plan can be prepared. In no circumstances should the direct supervisor participate in any decisions or take any action related to the “Family Member.”
8. Additional special considerations to alleviate any pressures toward favoritism to be taken (if necessary): *Add additional information if necessary.*

<b>By signing this Nepotism Conflict of Interest Management Plan, I certify that I have read and understand the terms of this Plan.</b>		
<b>Family Member (print name)</b>	<b>Signature</b>	<b>Date</b>
<b>Direct Supervisor (print name)</b>	<b>Signature</b>	<b>Date</b>
<b>Second-Level Supervisor</b>	<b>Signature</b>	<b>Date</b>
<b>Higher-Level Supervisor (print name)</b>	<b>Signature</b>	<b>Date</b>

**Return completed form to HR to be filed in “Family Member” and “Second-Level Supervisor’s” personnel files and provide copies to all parties.**