



Employment of Relatives

General Information

Reason For This Procedure:

To outline the manner in which West Virginia University deals with the employment of relatives of current WVU employees.

This Procedure Applies To:

This procedure applies to all faculty, faculty equivalent/academic professionals (FE/AP), classified and non-classified employees, and student workers at West Virginia University, including those on the divisional campuses.

Definitions

Relative	Any person who is related to or who is a cohabitating sexual partner of a WVU employee. Generally, relatives include those who are related by blood, law, or marriage as a spouse, parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, or first cousin.
Employment Decisions	Any decision regarding hiring, retention, transfer, promotion, salary, or leave requests.
Supervisory Employee	A WVU employee who is authorized to make hiring or other employment decisions for a department or unit.

Procedure

A supervisory employee may not initiate or participate in an institutional employment decision involving a direct benefit to a relative. Such employment decisions include, but are not limited to, hiring, retention, transfer, promotion, appointment to an interim or acting position, salary, and leave requests.

Student workers who are relatives are also subject to the provisions of this procedure.

Decisions regarding student work study assignments or payment to students in the form of scholarships shall not be interpreted as a violation of this procedure.



Responsibilities

Interpretation:

Responsibility for interpretation of this administrative procedure rests with the Vice President for Human Resources or his/her designee.

Application:

A supervisory employee, prior to any offer of employment to an internal or external applicant, must complete and provide a signed statement to the Division of Human Resources, Employment Unit, certifying that he/she is not hiring a relative.

Deans/directors and their business officers are responsible for monitoring changes in reporting lines of authority to ensure compliance by the colleges and departments with this procedure.

Contacts

Additional information or questions regarding this procedure should be directed to Employment in the Division of Human Resources at (304) 293-5700 ext. 1, or at Employment@mail.wvu.edu.

Related Documents

[West Virginia Ethics Commission](#)