



UNIVERSITY OF
WEST GEORGIA

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Approved
Effective N/A
Next Review N/A

Area Employment
(Procedures)
Chief Or Human
Responsible Resources
Office

Employee Relationships

Authority for Procedure granted by UWG [PL #4001, Human Resources Administrative Practice and Services](#)

Employees shall make every reasonable effort to avoid relationships with subordinates or students that might have the appearance of a Conflict of Interest. This includes avoiding actual or apparent Conflicts of Interest between subordinates and/or students with whom he/she has a professional responsibility. Similarly, all Employees and candidates for employment should be evaluated on relevant job qualifications and experience, and certain relationships between Employees and supervisors are discouraged or prohibited by the Board of Regents of the University System of Georgia. No person shall be hired or promoted to any position in the "Line of Authority" of any Employee who is considered a Relative as defined by the Board of Regents. Employees who supervise, evaluate, or in any way directly affect the employment of, or academic terms or conditions of, another Employee or student shall not have an Amorous Relationship with the individual. Nepotism is also prohibited by the University.

Exceptions may be approved by the Board of Regents as set forth in the Board of Regents policies.

This procedure applies to all UWG Employees (faculty or staff) and students.

A. Exemptions

Certain Employees employed prior to the enactment of [BOR Policy 8.2.3](#) may be granted an exemption from this procedure if the Relative supervising that individual is removed by at least one level of supervision. Other exceptions must be approved by the Board of Regents upon approval by the Chancellor, when clearly demonstrated by the University that it is in the best interest of the institution and the USG.

B. Procedures

1. Any faculty or staff engaged in an Amorous Relationship with a subordinate Employee or student must report the existence of the relationship to their supervisor and must refrain from any evaluation or discussion on decisions that affect the compensation or any other terms and

conditions of employment or academic status of that individual. Any relationship that develops into an Amorous Relationship between supervisor and Employee should also follow this procedure. Upon receiving a report of an Amorous Relationship, the supervisors of each party to the relationship must contact the Chief Human Resources Officer (CHRO), who will recommend whether the reporting structure in the unit needs to be revised to prevent any actual or perceived Conflicts of Interest. The President (or their designee) and CHRO, with consultation with the Office of Legal Affairs as needed shall make a final determination.

2. Any person, including students, who believes that an Employee, supervisor, and/or graduate assistant, is involved in an Amorous Relationship with a person under their direct authority or supervision should report the perceived relationship to the Chief Human Resources Officer.
3. Any new hire or reorganization of a unit that results in the employment of a Relative under a current Employee's line of supervision (Supervisor responsibilities) must be reviewed by the Chief Human Resources Officer at the earliest opportunity (prior to an offer), but not later than any offer of employment. The hiring or reorganizing official will need to show a critical need for the employment of a Relative, and Human Resources and the applicable Vice President will determine whether to approve the request and any restructuring of lines of supervision for compliance purposes.
4. The University of West Georgia reserves the right to take appropriate action when disruptive conduct, job performance problems, or actions that reflect poorly on the institution result from Amorous Relationships. Due process will be afforded to any individual suspected of violating this procedure.

Definitions

Amorous Relationship - a personal relationship that includes a sexual or romantic element that could lead to liability if otherwise unwelcome.

Conflict of Interest - any situation whereby a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by personal interests.

Employee - for purposes of this procedure, means full-time and part-time faculty, staff, and student workers.

Line of Authority - authority extending vertically through one or more organizational levels of supervision or management.

Nepotism - the showing of favoritism towards relatives or friends, based upon that relationship, as opposed to objective standards of ability, merit, or suitability for the job or benefits bestowed.

Relatives - Husbands, wives, parents, children, brothers, sisters, and any in-laws of any of the foregoing, except: children under age 25 employed in a temporary or part-time status, provided there is at least one level of supervision authority between the child and their parent.

Guidelines/Related material

- BOR Policy Manual 8.2.18.6 Amorous Relationships

- BOR Policy Manual 8.2.3 Employment of Relatives
- HRAP on Employment of Relatives

Approval Signatures

Step Description

Approver

Date