



Simmons University

Employment of/by Members of the Same Family (Anti-Nepotism Policy)

All applicants for employment with Simmons University are considered on the basis of their qualifications, experience and performance, and relatives and friends of Simmons employees shall be considered on an equal basis with other applicants. Simmons will not, however, consider or accept employment applications from relatives of Simmons faculty and staff whose employment would result in a supervisor/subordinate relationship or in a possible conflict of interest. Relatives will not be allowed to work in a direct supervisor/employee relationship or have any money, audit, evaluation or compensation decisions involving relatives. Relatives who work as peers within the same organization reporting to the same supervisor have a professional responsibility to advise the most senior supervisor of their organization of such relationship, and to recuse themselves from any decisions or actions which may create a conflict of interest or an appearance of conflict of interest. (The most senior supervisor for Deans of Schools and Vice Presidents is the President; the most senior supervisor for all others is the Dean or Vice/Senior Vice President.) A faculty member is deemed to be under the supervision of the head of the department or program director in which such faculty member is employed and also under the supervision of the dean of the school to which the department belongs. In rare circumstances, an exception may be made if the employment of the family member, particularly on a temporary basis, would be for the benefit of Simmons, or serve a useful purpose consistent with Simmons's mission or Strategic Plan. This exception requires the approval of the President's Council member, General Counsel, and Vice President, Chief People Officer.

Relatives are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or equivalent, or any person with whom the employee has a close personal relationship such as a domestic partner, romantic partner, or co-habitant.

It is your professional responsibility to advise the most senior manager in your organization of the existence of any such significant relationships, or changes that create such relationships so that this manager, in conjunction with Human Resources, can discuss and assess the situation with you to determine whether it is appropriate to make changes to the instructional, advisory, financial, audit, evaluative or supervisory relationship. Information disclosed in these discussions shall be treated as confidential, and disclosure to others shall be made only on a need-to-know basis.

If you have a question regarding a possible or current employment of a relative, please contact Human Resources. Please note that the provisions of this policy are in addition and complementary to the Simmons University Consensual Relationships Policy.