



**Policy Name: Family and Personal Relationship Policy**

**Policy Approvals/Endorsement/Notice Required:**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Dean or Assistant/ Associate Vice President	Mark Quigley		
Vice President	Rita Colucci		
PEC ( <i>Notice or review</i> )			
All University Committee ( <i>Notice or review</i> )			
President ( <i>Notice or review</i> )	John Keenan		
Board of Trustees (notice)			



## University Administrative Policy

**Policy Name:** Family and Personal Relationship Policy

**Responsible Office:** HR/EO

**Originator of the Policy:** Ezekiel Holt

**Effective Date:** 12/10/2024

**Revision History:**

**Web Link:** <https://www.salemstate.edu/policies/>

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### 1. Rationale

To ensure that university practices do not create situations such as conflicts of interest, favoritism, impropriety or appearances of conflicts of interest, favoritism or impropriety based on the employment of relatives, or other individuals of close personal or familial relationships and to ensure that university employees are following G.L. c. 268A, Conflict of Interest Law.

### 2. Definitions

- A. "Immediate Family" - Spouses, parents, children, brothers, and sisters (including step, half and in-law relationships).
- B. "Close Family or Personal Relationships" - Include, but are not limited to, aunts, uncles, nieces, nephews and first cousins (whether by blood or marriage, including step and half relationships), romantic partners, and close non-work friends.

### 3. Statement of Policy

- A. Salem State employees may not hire or participate in hiring an immediate or close family member or person considered within a close personal relationship. This includes any personal and substantial involvement in their hire, including voting on a hiring committee; participating in discussion, recommendation, or other matters leading to a vote; and/or serving as the hiring authority or in a bureaucratic chain of approvals.
- B. Salem State employees may not provide daily, active, direct or indirect supervision of an immediate or close family member or persons considered within a close personal relationship. This includes participating in the processes by which employees are

retained, involuntarily separated, promoted, demoted, evaluated, renewed (in the case of contracted employees) and/or granted or refused pay increases.

- C. Apart from day-to-day, active supervision, Salem State employees may not approve, authorize, or participate in the approval or authorization of discretionary pay increases or determine salary or benefits for an individual who is an immediate or close family member or considered to be within a close personal relationship. This includes providing advice or making recommendations for personnel decisions.
- D. Salem State employees may not participate in collective bargaining agreements or other contracts where the financial interests of an individual who is an immediate or close family member or considered to be within a close family relationship will be affected.
- E. Salem State employees may not authorize payments to an individual who is an immediate or close family member or considered within a close personal relationship.
- F. Salem State employees may not delegate authority to perform any of the duties listed above to a subordinate.
- G. Salem State employees are required to notify the chief human resources officer to advise on any individuals who are considered to be close family members or within a close personal relationship that may result in any of the conflicts of interest detailed herein or which may give rise to favoritism, impropriety or the appearance of a conflict of interest, favoritism or impropriety.
- H. The chief human resources officer has the sole approval authority for any requests brought under this policy.

#### 4. Scope

To guide Salem State employees in practices that involve hiring, promotion, transfers, raises, discipline, supervision, and other matters in which an individual who is an immediate or close family member or considered to be within a close personal relationship or have a financial interest.

#### 5. Fiscal Considerations

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
Initial Implementation	N/A	N/A
Ongoing	N/A	N/A

#### 6. Responsibilities

Responsible Party	List of Responsibilities
Employee	<ol style="list-style-type: none"> <li>1. To adhere to the policy detailed herein.</li> <li>2. To delegate authority to colleagues other than direct subordinates where necessary and not otherwise prohibited.</li> <li>3. To notify and seek guidance from the chief human resources officer of any individual who is an immediate or close family member or considered to be</li> </ol>

	<p>within a close personal relationship that might present conflicts of interest.</p> <p>4. Engage in progressive discipline for subordinate employees who violate this policy.</p>
Chief Human Resources Officer	<p>1. Provide feedback and guidance on immediate or close family members or close personal relationships that might present conflicts of interest.</p> <p>2. Provide guidance for supervisors engaging in progressive discipline for subordinate employees in violation of policy.</p> <p>3. Approve or disapprove requests brought under this policy.</p>
General Counsel	<p>1. Provide legal counsel to ensure compliance with G.L. c. 268A, Conflict of Interest Law</p>
HR Management and Staff	<p>1. Ensure hiring managers and hiring committee members adhere to policy during hiring process.</p>

### 7. Policy Enforcement

Violation(s)	<p>1. Failure of the employees, whether in a supervisory or non-supervisory role, to adhere to policy detailed herein.</p> <p>2. Failure of supervisory leadership to discipline subordinate employees for violations of policy detailed herein.</p>
Potential consequences	<p>1. Unfair hiring or other personnel actions due to inappropriate relationships between employees and candidates or subordinates.</p> <p>2. Institutional and personal legal liability for violating conflict of interest law.</p>
How to report	Report to Chief HR officer at <a href="mailto:ehor@salemstate.edu">ehor@salemstate.edu</a>

### 1. Reference Documents

Policy or Document	Web Address
G.L. c. 268A, the Conflict of Interest Law, as Amended by c. 194, Acts of 2011	<a href="https://www.mass.gov/info-details/gl-c-268a-the-conflict-of-interest-law-as-amended-by-c-194-acts-of-2011">https://www.mass.gov/info-details/gl-c-268a-the-conflict-of-interest-law-as-amended-by-c-194-acts-of-2011</a>
State Ethics Advisory Memo 86-02: Nepotism	<a href="https://www.mass.gov/advisory/86-02-nepotism">https://www.mass.gov/advisory/86-02-nepotism</a>

### 2. Contact(s)

Subject	Office or Position	Telephone Number	Email
Policy Clarification	Assistant Director, HR Policy	978-542-7229	<a href="mailto:eholt@salemstate.edu">eholt@salemstate.edu</a>

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3. **Effective Date:** Upon approval by the president.
4. **Dissemination:** Posted on the university web site.
5. **Review Cycle:** Initial review after 12 months; subsequent review every 5 years.