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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

February, 2005

**Policy Number:**

CSM 108.0

**Reference:**

Student Employment Manual 106.0

Classified Staff Manual 108.0

**Responsible Unit:**

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## Policy

The University may employ members of the same family except in the following situations:

1. When one member of a family is responsible for making decisions in personnel matters such as the hire, promotion, retention, or salary of another member of the same family.
2. When one family member is responsible for supervising, directing, evaluating or influencing the evaluation of the work of another member of the same family.
3. When other situations may exist which place members of the same family in circumstances of actual or reasonably foreseeable conflict between the interests of the University and the interests of the family members.

## Definition of Relatives and Family Members

For the purpose of this policy the terms "**relative**" and "**family member**" are defined as:

A relative or family member is an individual related to another person or the person's spouse within the third degree. This includes parents, grandparents, great-grandparents, siblings, children,

grandchildren, great-grandchildren, spouses and close relatives of spouses including step- or in-law relatives.

**Note:** Other relationships between employees which create a relationship similar to those described in the definition above may be included under the provisions of this policy if one of the parties has influence over the other as described in numbers 1, 2, and 3 above.

## **Related Information\***

[Arizona Revised Statutes 38-481. Employment of Relatives](#) [2]

[Arizona Board of Regents Policy 6.704 Hiring of Relatives](#) [3]

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**Source URL:** <http://policy.web.arizona.edu/employmenthuman-resources/employment-relatives>

### **Links**

[1] <mailto:hrrsolutions@email.arizona.edu>

[2]

<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/38/00481.htm&Title=38&DocType=ARS>

[3] <https://public.azregents.edu/Policy%20Manual/6-704-Hiring%20of%20Relatives.pdf>