

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.A.21**

**AREA: General**

**SUBJECT: Nepotism**

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1. PURPOSE

This document sets forth the University of Houston System's policy on nepotism, and requires compliance with State of Texas statutes, Board of Regents Policy [57.07](#), and regulations regarding unfair employment practices due to nepotism. This administrative memorandum applies to all positions, full and part-time, regular and temporary, in all component university programs, regardless of funding source.

2. POLICY

- 2.1. Relatives of members of the Board of Regents shall not be employed by the System unless the employment took place at least one year prior to the appointment of the Board member.
- 2.2. Relatives of other System employees shall not be employed by the System in positions where the employee has the official authority to hire or recommend or approve the hiring, salary or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The supervisor-subordinate relationship shall be interpreted to include all levels of line administrative supervisors, from the lowest to the highest, not just the immediate supervisor.

3. DEFINITIONS

- 3.1. Nepotism: Nepotism is defined as favoritism shown to a relative by employment on the basis of relationship.
- 3.2. Relative: For this administrative memorandum, the term "relative" is defined as anyone related to the employee within the second degree of kinship or the third degree of lineage and includes the following relations:
  - The employee's spouse.

- The employee or the spouse's natural and adopted children, parents, grandparents, great-grandparents, brothers, sisters, half brothers and sisters, grand-children, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins and persons married to them.

4. PENALTIES

Violation of the nepotism statutes is a misdemeanor involving official misconduct; employees violating the statute are subject to a fine and to dismissal from employment. An employee who violates this administrative memorandum- as an employee knowingly approving the hiring of a relative, as the currently employed relative, or as the relative being hired - is subject to reassignment and/or to disciplinary action up to and including dismissal.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before December 31

6. APPROVAL

Approved: Jim McShan  
Interim Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: April 7, 2008

7. INDEXING TERMS

Nepotism  
Relative