

Overview

The following guidelines relate to the appointment, promotion, transfer and supervisory arrangements for staff members who have close emotional and/or financially connected relationships with other staff members outside the work situation.

It is stressed that being closely related to, or having a close emotional and/or financially connected relationship with, another staff member does not of itself present grounds for refusing employment, promotion or transfer. Such decisions will be based solely on the criteria of merit and the needs of the University. However, the employment of such persons in close proximity to one another can be compromising to the persons concerned (and other staff members), particularly in supervisor/subordinate situations or in other circumstances where one staff member is in a position to make or influence decisions concerning the other staff member. Difficulties may also arise where one of these staff members is required to make objective and unbiased judgements about the other.

Policy

- 9.08.01** Staff members must advise the relevant Pro Vice-Chancellor and Dean, Deputy Vice-Chancellor, Chief Operating Officer or Vice-Chancellor where they become aware that they are in a position in any way to influence the appointment, advancement, assignment or other supervisory responsibility with respect to another staff member, or applicant for employment, to whom they have a close emotional and/or financially connected relationship. Such advice will be treated with sensitivity and, as far as is feasible, confidentially.
- 9.08.02** Where practicable both the University and the staff member shall seek to avoid placing themselves or another staff member in any potential conflict of interest situation (see **17.01 Code of Conduct**).
- 9.08.03** Where a position held by a close relative would normally hold a supervisory role an alternative supervisor **must** be appointed.
- 9.08.04** Where the situation is not readily avoidable the relevant Pro Vice-Chancellor and Dean, Deputy Vice-Chancellor, Chief Operating Officer or Vice-Chancellor will endeavour to ensure that the most appropriate arrangements are established. In particular, the University's policy with regard to the appointment of such persons is as follows:
- an appointment after advertisement may be made to a Cost Centre provided that the "related" staff member takes no part in selection and appointment process. In addition a special case and appointment forms should be provided to, and signed off by, the Chief Operating Officer or Vice-Chancellor;

or

an appointment without advertisement requires the written approval of the Chief Operating Officer or Vice-Chancellor after the submission of a special case which demonstrates that the Head of Cost Centre who is recommending the appointment has thoroughly explored the availability of alternative appointees to ensure that such an appointment is made on merit.

- 9.08.05** Where such appointment, promotion, placement or supervisory relationship adversely affects the efficiency or effectiveness of the University, or where one or both of the staff members concerned abuses the responsibilities or duties of their positions as a result of their relationship, normal administrative or disciplinary measures will be followed.

Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

Senior Industrial Relations Officer ext. 2383

Director, Human Resource Services ext. 2100

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