

NEPOTISM WAIVER FORM

Management Plan

According to the University of Oklahoma **Nepotism Policy**:

“..no two persons who are related by consanguinity or affinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding employment, promotion, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed (or as in the case of members of Committee A of an academic unit, elected) to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by the Senior Vice President and Provost or the appropriate vice president and approved by the Board of Regents. In recommending the waiver, the Senior Vice President and Provost or the appropriate vice president must make a written statement of the facts that have lead him/her to conclude that the benefit to the University in granting the waiver outweighs the potential harm. In addition, the Senior Vice President and Provost or the appropriate vice president must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee and state in writing how that means will avoid the conflict of interest. The statement and proposal for supervision shall be made part of the Board of Regents' agenda item. Further, a salary increase above the average increase granted to all University employees in similar positions will not be granted to an employee who has been granted a waiver under this policy unless it has been approved by the applicable Senior Vice President and Provost or appropriate vice president and the President of the University. In the case where this policy is made applicable by a related party being elected to Committee A of an academic unit, approval of the Board of Regents is not required; however, all other provisions of this policy will continue to apply.”

**University Employee to be supervised related by consanguinity or affinity to
employee named below:**

Name: _____

Employee ID: _____

Relationship (husband, wife, etc.): _____

Job title: _____

appointment period if being appointed on soft funds

or date of initial appointment: _____

Unit: _____

College (if appropriate): _____

Vice Presidential area: _____

NOTE: An important aspect of reviewing the acceptability of the proposed new employment is that the individual being hired and supervised is being paid the appropriate amount for the job title.

What is the average rate of pay for this job title on the Norman Campus?

What is the proposed rate of pay for the supervised employee?

University Employee in supervisory capacity who is related by

consanguinity or affinity to employee named above:

Name: _____

Employee ID: _____

Unit: _____

College (if appropriate): _____

Vice Presidential area: _____

Title: _____

Supervisory Capacity: _____

NOTE: If the to-be-supervised employee will be paid from grants and contracts managed through the Vice President for Research and Partnerships, the appropriate VP is the Vice President for Research and Partnerships. The VPRP should include the grant or contract ID number in the justification below.

If the to-be-supervised employee will be paid from sources other than grants or contracts, the appropriate Vice President is the VP with supervisory oversight of the unit involved.

Vice President's statement concluding that the benefit to the University in granting the waiver outweighs the potential harm:

MANAGEMENT PLAN:

Vice President's proposal for the means by which a qualified, objective person unrelated to the related employee shall make performance evaluations and recommendations for compensation, promotion, and awards. How will this avoid the conflict of interest?

SIGNATURES:

Employee in Supervisory Capacity:

Signature Date

Related Employee in supervised capacity:

Signature Date

Chair/Director of Unit:

Signature Date

Academic Dean (as appropriate):

Signature Date

Vice President:

Signature Date

All signatories will be notified following Regents' action.

Each VP area is responsible for submitting completed forms to Regents for review.