



SNU Policy: Employment of Family Members

SNU Policy ID: Employment Practices B-04

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

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POLICY:

Immediate family or household members may not be employed in positions where they will be subject to supervisory authority of other family members or where a family member, in the ordinary course of business, makes decisions or plays a significant role in making decisions concerning pay, work assignments, duties and responsibilities; such “supervisory authority” specifically includes any position under the supervisors organizational structure regardless of the number of levels.

Immediate family is defined as husband, wife, son, daughter, mother, father, brother, sister, grandparents, grandchildren, stepchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

This policy applies to all full-time and part-time staff, full-time and part-time faculty, and adjuncts of the University with only the following student leader roles excluded: Student Government, Remedy, SNU Crew, ECHO newspaper, Peer Mentors, Tutors, Lab Assistant, Teaching Assistant, and Resident Assistant. Exceptions may be granted by the President of the University based upon recommendations from a Senior Leadership Team member (or Cabinet member) but are limited to rare situations where a family member is meeting a technical need (based upon knowledge or skill), or immediate need (based upon timing). Notwithstanding, the exception may only be granted for a set time period (e.g., a semester, a school year, defined period like 3 months, etc.) and may not be automatically renewed.