



# Supervision Authority Over Family Member

**Definition:** Immediate Supervisory Authority Over a Family Member

**Purpose:** Outline the guidelines regarding employees reporting to a member of the employee's family.

**Scope:** Applies to all university employees including work study students and graduate assistants.

**Forms:** None

**Responsibility:** Human Resources

**Procedure:** Based on Management Directive 505.7 Personnel Rules, an employee or official shall not exercise direct and immediate supervisory authority over a family member. The University has extended this policy to apply to work study students and graduate assistants. An employee may not supervise, approve, or disapprove hours or assign duties/work assignments to an immediate family member or to extended family members (step children, niece, nephew, aunt, uncle, etc.)

**Distribution:** Human Resources web site

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