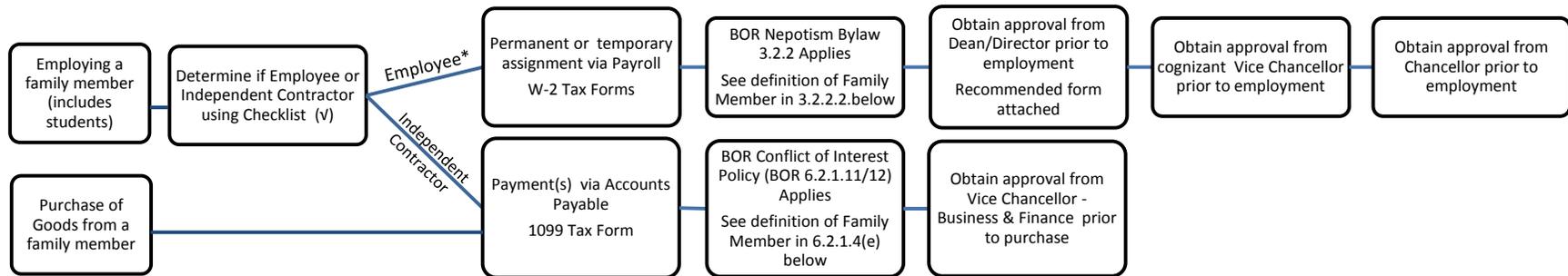


University of Nebraska-Lincoln

Employing or Purchasing from a Family Member - Procedures & Approval



* Employment, promotion, or advancement.

Board of Regents Nepotism Bylaw 3.2.2.2

(a) **Family member** means an individual who is the spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption, of a University official or employee; (b) **Nepotism** means the act of hiring, promoting, or advancing a family member in the University or recommending the hiring, promotion, or advancement of a family member in the University, including initial appointment and transfer to other positions in the University; and (c) **Supervisor** means an individual having authority, in the interest of the University, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or effectively to recommend any such action, if the exercise of such authority is not merely of a routine or clerical nature but requires the use of independent judgment. (Same as 6.2.1.4 (e) below except for guardian and ward.)

Board of Regents Purchasing Policy 6.2.1

Definition of Immediate Family Member (BP 6.2.1.4 (e))

Immediate Family shall mean wife, husband, children, grandchildren, parents, grandparents, brother, sister, daughter-in-law, son-in-law, guardian, ward, stepfather, stepchildren, or persons bearing the same relationship to the spouse of the employee. (Same as 3.2.2.2 above except for guardian and ward.)

Financial or Beneficial Personal Interest Forbidden; Gift and Rebates Prohibited (BP 6.2.1.11)

a. No officer or employee of the University involved in an advisory or decision-making capacity relating to any University purchase and no member of his or her immediate family shall be financially interested, or have any beneficial personal interest, either directly or indirectly, in such purchase, or in any bidder, contractor, lessor or vendor for such purchase. No such officer or employee or member of his or her immediate family shall receive or accept, either directly or indirectly, by rebate, gift or otherwise, any Chapter 6. Business and Financial Management RP-181 money or other specific item of value whatsoever, or any promise, obligation or contract for future reward or compensation from any person, firm, corporation or other entity which has submitted or intends to submit a bid or proposal in connection with any University purchase or which has otherwise been contacted by the University relating to a proposed University purchase.

b. No purchasing officer or any member of his or her immediate family shall have any direct or indirect financial interest in any person, partnership, firm, association, corporation or other vendor, or any agent or representative thereof, from or through whom the purchasing officer shall make any purchase or contract for a purchase on behalf of the University.

c. Violation of Section 11 shall constitute adequate cause for immediate suspension or dismissal from University employment.

Purchases Involving University Personnel; Purchases for Personal Use Prohibited (BP 6.2.1.12)

a. No article or service shall be purchased from any University faculty or staff member without prior approval by the principal business officer, and any such purchase approved by the principal business officer shall comply fully with the requirements of the conflict of interest provisions of the Nebraska Political Accountability and Disclosure Act, Neb. Rev. Stat., §§ 49-1493 through 49-14,104.

b. University funds shall not be expended for articles or services which are for the personal use of staff or faculty members.

(v) SAPHIRE > Reference Guides > UNL > Finance > Independent Contractor Check List (copy attached)

<http://sapphire.nebraska.edu/gm/folder-1.11.24635?mode=EU>