TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Operating Policy and Procedure

HSC OP: 70.08, Nepotism

PURPOSE: The Texas Tech Health Sciences Center will implement and follow with Integrity the State of Texas and Texas Tech policy on nepotism (employment of relatives).

REVIEW: This OP will be reviewed by the Vice President for Human Resources by March 1 of each odd-numbered year.

POLICY:

Texas Tech University Health Sciences Center will adhere to Texas State Government Code Chapter 573, Degrees of Relationship; Nepotism Prohibitions and the parallel Texas Tech Board of Regents Rules Section 3.01.9-11.

All appointments shall be made on the basis of the qualifications, behaviors and suitability of the appointee subject to these rules. New team members will report relations during the onboarding process for review by Human Resources. The prohibited degrees of relation, second degree by affinity (marriage) and third degree of consanguinity (blood), are available on the Human Resources Administrative Procedures webpage.

Application for Waiver of Nepotism:

- The approval of the Board of Regents is required for the initial appointment of a team member who is related to an administrator within a prohibited degree if the administrator has appointive authority over the team member. In order to secure that approval, the administrator must complete an Application for Waiver of Nepotism through the waiver process. Any employment offer made to an individual related to the hiring administrator within a prohibited degree will be contingent upon the Board of Regents’ approval.

- In the event of a team member’s marriage, reappointment, reclassification, promotion, or reassignment places the team member under an administrative supervisor who is related within a prohibited degree, or makes the team member an administrative supervisor over a team member who is related within a prohibited degree, the employee’s administrator must complete an Application for Waiver of Nepotism so it can be reported to the Board of Regents as an information item.

Administrative officers are responsible for ensuring that no appointment is made in their area of responsibility in violation of this policy. An individual who is appointed in violation of this policy will be removed from the individual's position. Violation of the nepotism statutes is a misdemeanor involving official misconduct and subjects the violator to a fine of not less than $100 or more than $1,000, and removal from Texas Tech employment.

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Right to Change Policy.

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.