



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.08, Nepotism

PURPOSE: The Texas Tech Health Sciences Center (TTUHSC) is committed to upholding the State of Texas and Texas Tech University System policies on nepotism (employment of relatives) with integrity.

REVIEW: This HSC OP will be reviewed by the Vice President and Chief Human Resources Officer (CHRO) by January 1 of each even-numbered year (ENY), with recommendations for revision forwarded to the Executive Vice President and Chief Operating Officer.

POLICY:

TTUHSC will strictly 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 are based on the qualifications, behaviors, and compatibility of the appointee in accordance with these rules. It is mandatory that all new team members disclose any familial relationships during the onboarding process for evaluation by Human Resources and the hiring manager. The specific degrees of prohibited relations, which include second degree by affinity (marriage) and third degree of consanguinity (blood), are detailed and available on the [HR Administrative Procedures](#) page.

PROCEDURE:

1. Application for Waiver of Nepotism.
 - a. Approval from the Board of Regents is mandatory for the initial appointment of a team member who is related within a prohibited degree to an administrator with appointive or supervisory authority over them. To obtain this approval, the administrator must submit an [Application for Nepotism Waiver](#) and should work with their campus Human Resources director, who will help facilitate the request. Employment offers to individuals related within a prohibited degree to the hiring administrator are contingent upon the Board of Regents' approval.
 - b. Should a team member's marriage, reappointment, reclassification, promotion, or reassignment result in a supervisory relationship with an administrator to whom they are related within a prohibited degree, or vice versa, the employee's administrator must submit an [Application for Nepotism Waiver](#). This is to be reported to the Board of Regents as an informational item.

Administrative officers are responsible for ensuring compliance with this policy in their respective areas. Appointments made in violation of this policy will result in the removal of the individual from their position. Violators of the nepotism statutes, which constitute a misdemeanor involving official misconduct, are subject to fines as stipulated by law and removal from Texas Tech employment.

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.