	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR606
		Effective Date	March 1, 2007
	Subject Nepotism	Page	1 of 2
		Supersedes	November 1, 2003

POLICY

The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) policies regarding hiring, promotion, transfers and retention provide equal employment opportunity to all qualified persons, and shall not have the effect of showing partiality or granting any special favors to any employees or group of employees.

It is the policy of JHHSC/JHH not to hire, promote or retain “relatives” or “persons who have a significant personal relationship” as defined below into an employment relationship where there is “managerial authority” of one over the other, where there is an identified “conflict of interest,” or where there is “perceived favoritism” between management and the employee within in the department, division or unit because of that relationship. This policy applies to all regular JHHSC/JHH employees as well as individuals hired in a temporary and contractual capacity. Situations involving parties who are employed by other entities who provide services at JHHSC/JHH will be managed on a case by case basis.

Employment is limited only when necessary to avoid conflicts of interest and provide reasonable assurance that each person can carry out the responsibilities of their position as objectively as possible. Where employment would conflict with the guidelines below, adjustments may be made to the duties assigned to one or both of the individuals involved, or by modification of the administrative relationship between their positions, or both. Such adjustments may be made whenever reasonable, but are not acceptable if they will have significant adverse effect on the evaluation of the position or on the orderly operations of the department, division or unit.

DEFINITION

Nepotism - The act of a management staff member showing “favoritism” in hiring, promoting, providing a biased favorable decision etc. toward relatives including:

- wife/husband
- son(s)/daughter(s)
- half-brother(s)/half-sister(s)
- persons who have a “significant personal relationship” to the management staff member
- parent(s)
- aunt(s)/uncle(s)
- foster parent(s)
- grandparent(s)
- niece(s)/nephew(s),
- foster children
- sister(s)/brother(s)
- cousin(s)
- the spouses of the relative(s)


APPLICATION OF POLICY

Relatives and/or persons having a significant personal relationship to a decision making management staff member (as listed above) are not to be hired, transferred, promoted or retained in a position where one has line authority or direct **influence** over actions concerning the other. Any questions concerning interpretations of this policy should be directed to the Office of HR Consultants and Labor Relations.

PROCEDURE

A. Administration of this policy is the responsibility of Human Resources in collaboration with the effected department, division or unit. If such a relationship is established or is anticipated will be established, Human Resources, Office of HR Consultants and Labor Relations should be contacted.

B. In administering this policy, care will be taken to avoid sex- or age-based discriminatory effects. For example, where a conflicting relationship is or will be established, it is not to be

	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR606
		Effective Date	November 1, 2003
	<u>Subject</u> Nepotism	Page	2 of 2
		Supersedes	November 1, 2000

presumed that the youngest of the two persons or, (if one is female) that the woman will be the one whose job is to be altered or whose appointment or promotion is to be modified or denied.

C. Decisions are to be guided by the content and requirements of the job, the qualifications of the individuals, the interests of JHHSC/JHH work, and its administrative integrity.

D. Individuals involved may be permitted to assist in resolving the employment relationship that violates the intent of the Nepotism policy.

SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 years

APPROVAL



 Vice President, Human Resources

 Date