

DIVISION BUSINESS SERVICES

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MEMORANDUM

Date: March 8th, 2019

To: Executive Council, Unit Heads, Cabinet, CEDs, Experiment Station Leaders, FC Chair

From: Heather Roberts-Wrenn, Assistant Director, Organizational Effectiveness

Re: Biannual Nepotism Review Complete

A handwritten signature in black ink that reads "Heather Roberts-Wrenn".

Our spring biannual nepotism review is complete and all findings have been resolved and documented. This memo is to inform you that Division Business Services does review for nepotism should any applicable situation arise in your unit.

The University of Arizona has a [policy on Nepotism](#) stating that:

Persons related to each other may be employed at a university, except that no employee of a university may employ, direct the employment, promote, or direct the promotion, supervise the work, evaluate the performance, or influence the compensation of any person related to the employee within the third degree, or work for, arrange, suggest or be a party to the employment, or promotion of any person in consideration of the appointment or promotion of a person related to the employee within the degree provided by this section.

The division conducts a biannual review to ensure that no person has supervisory, time approval, or 2nd level supervisory responsibilities or authority over a person they are related to. Only when the supervisor or 2nd level supervisor recuses their authority in all manner over their relation can there be an exception to this situation, and such recusals must be formally documented, sincerely implemented, and on file with the department.