



SUBJECT:	Employment of Relatives
POLICY NO:	VII:16
APPLICABLE TO:	Full-Time/Part-Time Regular Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that the employment of relatives in the same department is sensitive and could have an adverse effect of the morale of other employees.

More than one family member may be employed within a single department provided that these members not work where they routinely interact with each other in the course of business, or where one member may influence the work or working conditions of another. Further, relatives may not be placed in an area where they will work under the direction of the same immediate supervisor.

The word "family" shall mean the employee's immediate or extended family. Instances involving the employment of individuals related through marriage will be evaluated on a case-by-case basis. The word "department" shall mean a person or group of persons attached to a specific cost center.

With respect to student temporary positions, no relative of an employee shall be allowed to serve in such positions. Any deviation will require approval from the Vice President of Operations/COO prior to the offer being made.

II. PROCEDURE:

- A. The Human Resources Department should be advised of any relatives who are seeking employment with HHRI via the job posting system.
- B. If an applicant is being considered, that individual cannot be placed in the same department as a relative.

III. RESPONSIBILITY:

- A. The Human Resources Department will attempt to avoid, to the extent of its knowledge and ability, placing relatives in the same department when hiring, transferring or promoting employees.