

## TEMPLE UNIVERSITY HEALTH SYSTEM ADMINISTRATIVE POLICIES AND PROCEDURES

**NUMBER:** 950.584  
**TITLE:** ANTI-NEPOTISM  
**EFFECTIVE DATE:** 10/09/12  
**LAST REVIEWED:** 8/23/12  
**LAST REVISED:** 8/30/12  
**REFERENCES:** Conflict of Interest and Receipt of Gifts – All Employees #115.00  
**ATTACHMENTS:** N/A  
**INTERPRETED BY:** TUHS Human Resources

### SCOPE

This policy shall apply to Temple University Health System, Inc. (“TUHS”) and all TUHS subsidiary corporations. Any reference to TUHS shall mean TUHS and its subsidiaries. This policy applies to all TUHS employees unless superseded by provisions of a collective bargaining agreement. The provisions of a collective bargaining agreement will prevail except in the case of leaves regulated and protected by government mandate.

### PURPOSE

The purpose of this policy is to establish guidelines regarding the employment, promotion and transfer of people who are in a close or personal relationship with TUHS employees and to minimize any potential problems in the area of favoritism or conflicts of interest with the selection, transfer, placement, promotion, discipline, scheduling, improper reporting relationships or termination of employees.

### POLICY

An individual may be employed, transferred, or promoted provided he or she does not work in a direct or indirect supervisory or subordinate role with an immediate family member, close relative, or partner/significant other. Relatives and/or significant others shall not be employed in the same department unless such individuals are working on different shifts or in completely separate areas and are not in a supervisory/subordinate role.

While this policy gives guidelines of what is not acceptable as it relates to close or personal relationships and reporting relationships while at work, TUHS preserves the right to determine if a specific reporting relationship is not appropriate based on the personal relationship of the manager-subordinate.

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NOTHING IN THIS POLICY CONSTITUTES A CONTRACT, EXPRESS OR IMPLIED. TEMPLE UNIVERSITY HEALTH SYSTEM, IN ITS SOLE DISCRETION, MAY MODIFY, ALTER, DELETE, SUSPEND, OR DISCONTINUE ANY PART OR PARTS OF THE POLICY AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE TO ITS EMPLOYEES.

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## **DEFINITIONS**

**Immediate Family/Close Relative:** For purposes of this policy, this term includes the following relationships, whether established by blood, marriage, or other legal action; mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, nephew, niece or cousin, or any individual with whom an employee has a close, personal relationship; such as a domestic partner, co-habitant, or significant other. This policy applies without regard to gender or the sexual orientation of those involved in a relationship.

**Supervision:** Authority to hire, promote, evaluate or discipline another employee.

## **PROCEDURE**

### **1. Employment after immediate family/close relative relationship is established:**

Members of an employee's immediate family or close relatives will be considered for employment on the basis of their qualifications, as is the case with all employees.

However, immediate family/close relatives may not be hired if employment would:

- (i) Create a supervisor/subordinate relationship with the employee;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee.

### **2. Employment before immediate family/close relative relationship is established:**

Employees who become immediate family members, close relatives, or establish romantic relationships may continue employment as long as it does not create a conflict as outlined above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within TUHS to which one of the employees can transfer. While searching for a suitable position or positions, TUHS will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision in a timely manner, TUHS will decide in its sole discretion who will remain employed.

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### 3. Romantic or Sexual Relationships

TUHS strongly discourages romantic or sexual relationships between employees in a supervisor/subordinate role, and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

It shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose any relationship to his or her supervisor and/or Human Resources. Failure to do so can lead to disciplinary action, up to and including termination. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager in the relationship.

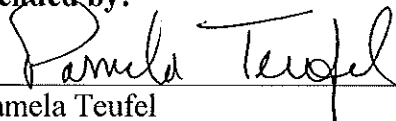
Upon being informed or learning of the existence of such a relationship, TUHS shall take all steps that it, in its discretion, deems appropriate. In addition, in order for TUHS to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Vice President of Human Resources.

### 4. Questions and Enforcement of Policy

All questions and issues relating to this policy shall be addressed to the Vice President of Human Resources, who has final authority to decide on the appropriate course of action.

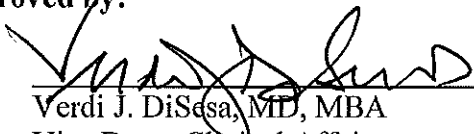
#### APPROVALS

Recommended by:

  
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Pamela Teufel  
Vice President for Human Resources

10/9/12  
\_\_\_\_\_  
Date Signed

Approved by:

  
\_\_\_\_\_  
Verdi J. DiSesa, MD, MBA  
Vice Dean, Clinical Affairs  
Chief Operating Officer  
Temple University Health System, Inc.

10/9/12  
\_\_\_\_\_  
Date Signed

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