



#### I. 4.5.15 Appointment of Relatives (Nepotism)

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: April 2025
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: April 2025

#### II. Purpose

To ensure the integrity of the selection and hiring process at UT Health San Antonio in accordance with applicable statutes and The University of Texas System Board of Regent' Rule 30106: Nepotism.

#### III. Scope

This policy applies to all faculty, staff, students, residents, health care providers, researchers, contractors, or any other individual providing services on behalf of UT Health San Antonio (collectively, Workforce Member, including employees and non-employees).

#### IV. Policy

##### A. General Policy

Whenever an appointment is made, either on a full-time or part-time basis, it shall be made solely based on the qualifications of the appointee to perform the duties of the job subject to applicable *statues* and subject to the provisions of the *Board of Regents' Rules and Regulations*. Board of Regents' *Rule 30106: Nepotism* prohibits the following:

1. The employment in any capacity of a relative as defined herein of a member of the Board of Regents.
2. The employment of an individual's relative in a capacity where either would supervise the other or in any way act on the appointment, salary, or promotion of the other.

Departments must submit a memo to The Office of Human Resources describing any possible nepotism. The vice president for human resources will ensure that personnel transactions are in compliance with this policy and assist with the processing of any exceptions.

##### B. Relatives of Member of the Board of Regents

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1. No close relative of a Regent of the University of Texas System shall be eligible for employment in any position within the university.
2. An exception to this rule is made when the related employee has been continuously employed with the university for thirty (30) days prior to the appointment of the related Regent, as provided for in the Board of Regents' *Rule 30106: Nepotism*.

##### C. Relatives of UT Health San Antonio Employees

1. No officer, official, or employee of UT Health San Antonio may approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary of any person related to such officer, official or employee by marriage or by blood, as defined below regardless of the source of funds for payment or salary.
2. If the appointment, reappointment, or promotion of a person results in an individual reporting to an administrative supervisor related within the below specified degree, all subsequent actions with regard to reappointment, promotion, or salary shall be the responsibility of the next higher administrative supervisor. It shall be the responsibility of the higher administrator to make a written review of the work performance of such employee at least annually and submit each review for approval or disapproval to the senior vice president for human resources or designee in the case of classified employees or to the president or designee in the case of faculty or non-classified employees.
3. If the appointment, reappointment, or promotion of a person places the individual in an administrative or supervisory position with responsibility to approve, recommend, or otherwise act with regard to the appointment, promotion, or salary of a person who is related by marriage or by blood as defined below, all subsequent actions regarding the reappointment, promotion, or salary of such person shall be made by the next higher administrative supervisor at UT Health San Antonio. It shall be the responsibility of the higher administrator to make a written review of the work performance of such person at least annually and to submit such review to the next higher administrator or supervisor at UT Health San Antonio.
4. The provisions above shall apply to situations when two employees of UT Health San Antonio marry, and one spouse is the administrative supervisor of the other.
5. All situations covered above shall be reported annually to the University of Texas System by The Office of Human Resources.

##### D. Prohibited Relationships by Blood or Origin (consanguinity)

1. First Degree: an employee's father, mother, son or daughter. For purposes of this policy, an adoptive child is considered to be a child of the adoptive parent.
2. Second Degree: an employee's brother, sister, grandfather, grandmother, grandson or granddaughter.
3. Third Degree: an employee's uncle or aunt (who is a sibling of the employee's parent), nephew or niece (who is a child of the employee's brother or sister), great grandfather, great grandmother, great grandson or great granddaughter.

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##### E. Prohibited Relations by Marriage (affinity)

1. First Degree: an employee's spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-parent, or step-child.
2. Second Degree: an employee's brother-in-law (sister's spouse or spouse's brother), sister-in-law (brother's spouse or spouse's sister), spouse's grandfather or grandmother, spouse's grandson or granddaughter, spouse of the employee's grandparent or spouse of the employee's grandchild.

##### F. Disclosure Responsibility

Employees are required to fully disclose the existence of any relationship that may create a conflict of interest at the time of employment, or that develops at any time during employment.

## V. Definitions

When used in this document, the following words have the meaning set forth below unless the context requires a different meaning.

Affinity – relationship by marriage. According to Texas Government Code, Section 573.024, two individuals are related by affinity if: they are married to each other or the spouse of one of the individuals is related by consanguinity to the other individual.

Consanguinity – relationship by blood or origin. According to Texas Government Code, Section 573.022, two individuals are related to each other by consanguinity if one is a descendant of the other; or they share a common ancestor.”

## VI. Related References

Texas Government Code, [Chapter 573 – Nepotism Prohibitions](#)

UT System Board of Regents' Rules and Regulations, [Rule 30106: Nepotism](#)

IHOP policy [4.2.4 Consensual Relationships](#)

## VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Effective Date
11/2000	Policy Origination		
12/2001	Policy Revision		
04/2025	Policy Revision	Executive Committee	04/15/2025