

Hiring of Relatives Policy

Policy Statement

Consisting of roughly two to four sentences, the “Policy Statement” is a brief summary of the policy. It should state the policy’s intent, when the policy applies, and any mandated actions or constraints. It does not describe procedures.

All staff and faculty appointments and promotions at The American University in Cairo are made on the basis of the needs of the University and the merits of the individuals. To ensure continued adherence to these principles and standards, University policy prohibits the employment of individuals who have a first-degree family relationship and siblings with a current member of the University faculty or staff.

Reason for Policy/Purpose

Consisting of roughly two to four sentences, the “Reason for Policy” states the university’s commitment to a value or mission, why the policy must exist, the issue or conflict the policy seeks to address, or cites any legal, regulatory, stewardship or other requirement the policy aims to meet.

The policy exists to maintain a high degree of integrity, objectivity and professionalism among the university staff . As a result of a supervisor/manager's responsibilities to supervise, assign work, deal with potential performance problems and conduct performance appraisals, a potential or real conflict of interest arises when immediate relatives are within their supervisory scope. Similar problems can arise when related employees share the same work unit.

Who Approved This Policy

Executive Director of HR: Mr. Samir Riad

Date: 1.09.2010

EVP Finance & Administration. Mr. Brian McDougall

Date: 1.09.2010

Who Needs to Know This Policy

AUC community

Web Address for this Policy

<http://in.aucegypt.edu/offices/office-human-resources/recruitment-and-selection>

Contacts

Responsible University Official: Executive Director of Human Resources

Responsible University Office: Human Resources Office

If you have any questions on the policy or procedure for Relative policy, you may:

1. Call [Mr. Hatem Hassib] at [2424], or Ms. Rania Assem at 5492
2. Send an e-mail to : hatem_h@aucegypt.edu or raniaa@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy

Policy/Procedures

This is the main body of the policy and its accompanying procedures.

In exceptional cases, and on the basis of a determination that an individual possesses necessary skills not otherwise available to the University, AUC may employ or retain relatives of current employees who would not ordinarily be eligible for appointment at AUC. The hiring department must make a written case for the exception securing the approval of the concerned area head to the Office of Human Resources and the appointment must be approved by the executive vice president for administration and finance or the president. (Such appointments within administration and finance itself require the approval of the president.)

First-degree relatives are deemed to include spouses (wives and husbands), parents (mothers and fathers) and children (sons and daughters). Additionally, the policy also prohibits the employment of individuals who have siblings from current University faculty or staff members.

Failure to reveal a first-degree relationship and/or sibling relationship may result in dismissal for either or both employees. Employees who marry after their appointments at AUC are exempted from this rule, although if they have a direct reporting relationship or work under the same supervisor, one spouse will be required to apply for a transfer to a different unit or division within 30 calendar days of their marriage.

All employees with full-time AUC employment contracts or appointments of one year or longer as of September 1, 2010 are exempt from these provisions. No appointments will be revoked as a result of these requirements. No additional relatives of current employees may be appointed except through the process described above.

Forms/Instructions

List applicable forms or other university and external documents that provide helpful, relevant information. Include where these documents can be located.

Related Information

List related university policy documents or cross-references and where they can be located.

Appendices (*optional*)

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: September, 1, 2010

Last Amended Date:

Next Review Date: