



Guidance: Implementing a Management Plan for Employment of Relatives

Summary: An approved management plan is required if an individual is to be assigned to a position that is in the line authority of a relative who has or may have a direct effect on the individual's progress or performance. A management plan is also required when an individual already assigned to a position becomes a relative of a superior or subordinate.

Detailed Guidance: The University of Georgia is committed to a policy of appointment and promotion based on appropriate qualifications and performance. Relationship by family or marriage does not constitute an advantage or a disadvantage in the appointment and promotion process as set forth in the [UGA Employment of Relatives Policy](#). This Policy specifically prohibits an individual from being employed in a department or unit that will result in a subordinate-superior relationship between the individual and any relative of the individual through any line of authority.

If an individual is to be assigned to a position that is in the line of authority of a relative who has or may have a direct effect on the individual's progress or performance, a management plan must be developed and approved by the head of the organizational unit (i.e., Dean or Director) and the UGA Chief Human Resources Officer, regarding staff, or the Associate Provost for Faculty Affairs for faculty. A management plan is also required when an individual already assigned to a position becomes a relative of a supervisor, subordinate, or someone who works for the same immediate supervisor. The purpose of the management plan is to eliminate potential violations of this Policy. A management plan may not be appropriate or possible in all circumstances.

The management plan must:

- Include an outline of the supervision and evaluation procedures that will mitigate possible conflicts of interest.
- Address reporting relationships, supervision, and evaluation that will assure that there will be no decision making based upon relationships in promotion, wages, hours, or other conditions of employment.
- Include the management of the approval and review process for expenditures and travel to eliminate any potential appearance of nepotism, conflict of interest, or conflict of commitment.
- Be resubmitted prior to any changes in reporting relationships for the affected employee.

- Be reviewed by the unit on an annual basis at a minimum.

Please direct any questions to the Department of Workforce Engagement.