

New York University

UNIVERSITY POLICIES

Title: Personal Relationships in the Workplace Policy – New York, District of Columbia, & California
Effective Date: January 18, 2019
Supersedes: January 26, 2018
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy applies to Personal Relationships in the Workplace at New York University-New York, Washington, D.C., and California (collectively, “NYU” or the “University”).

To Whom the Policy Applies

This Policy covers all prospective and current employees at the University.

Policy and Procedures

Covered Relationships

The University encourages employees to recommend friends and relatives for jobs at NYU, subject to the following conditions:

- A supervisor/employee relationship may not exist at the time of hire or at any time thereafter between members of the same family or household.
- Members of the same family or household cannot otherwise work in close association or within the same department without the requisite prior approval. *Note: The School Dean must provide prior approval for Faculty or Professional Research Staff, with notification of the arrangement to the Office of Academic Appointments. The AVP of Talent, Learning, and Organizational Development must provide prior approval for Administrators and Professionals, or for employees covered under the collective bargaining agreements between the University and Local 1, 30, 153, 810, and 3882.*

(Collectively, “covered relationships.”)

**Note:* An employee also may not make decisions or recommendations concerning a member of the same family or household with regard to compensation, benefits, promotion, or any other terms and conditions of employment.

**Note:* “Member of the same family” includes a: child (biological, adopted, foster child, step child, legal ward, child of an employee standing in place of a parent); grandchild; great-grandchild; spouse or registered domestic partner; parent (including step-parent or guardian); grandparent; great-grandparent; sibling (including a half, adopted or step sibling); child, sibling, parent, or grandparent of

an employee's spouse or registered domestic partner; spouse or registered domestic partner of an employee's child, sibling, parent, or grandparent; or aunt, uncle, niece, or nephew.

Disclosure Requirements

Prospective employees will be required to disclose any covered relationships when completing their employment application. If a prospective or current employee enters into a covered relationship at any time thereafter, he or she must immediately disclose the relationship to the appropriate Human Resources Officer/Business Partner.

Appropriate Action

In accordance with University policy and applicable law, the University may choose to take appropriate action where the disclosed relationship would or does create an impermissible arrangement under this Policy.

Other University Policies

Consensual Intimate Relationships. Sexual, dating, or romantic relationships in the workplace are subject to the University's [Policy on Consensual Intimate Relationships](#).

Conflict of Interest Policies. Prospective or current personal relationships in the workplace—whether covered or not under this Policy—also may be subject to the terms and conditions set forth in the applicable employee conflict of interest policy.