



**Title: #IV-29. West Virginia University Parkersburg Hiring of Relatives**

**Date: November 11, 2024 (Replaces version dated September 10, 1998)**

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**PURPOSE:** To outline the manner in which West Virginia University Parkersburg will consider the hiring of relatives.

**SCOPE:** All faculty, classified, and non-classified employees at West Virginia University Parkersburg, including those on the off-site campuses, are covered under this procedure.

**PROCESS:** Employees may neither initiate nor participate in institutional decisions involving a direct benefit to an immediate family member. Such decisions include, but are not limited to: hiring, retention, promotion, wages and leave requests. Student workers who are relatives are also subject to the provisions of this procedure.

Decisions regarding student work study assignments or payment to students awarding of student scholarships will not be interpreted as a violation of this procedure. Family member is defined as one of the following: relationships by blood -- parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and, relationships by marriage -- husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece. Prior to an employment offer, the supervisor must sign and process a statement certifying that he/she is not hiring a relative.

**RESPONSIBILITY FOR INTERPRETATION:** The responsibility for interpretation of this policy rests with the Executive Director of Human Resources & Compliance, West Virginia University Parkersburg.

**Responsible Administrator: Executive Director, Human Resources & Compliance 304-424-8212**