



APPENDIX

# Template Management Plan

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**Governing Policy:** Nepotism and Personal Relationships

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This Management Plan is to document compliance with Board of Regents Policy: *Nepotism and Personal Relationships*. A copy of the policy is attached and has been read by all persons signing this Management Plan. **Party 1** is **title** in **Department/College**. **Party 2** is **title** in **Department/College**.

*[Add the following information:*

- *Explain the parties' employment or academic roles.*
- *Explain how the parties are likely to continue to interact with one another in their University roles.*
- *Identify where a conflict of interest between the parties may arise.*
- *State that Party 1 and Party 2 have a personal relationship as defined by the Policy.*
- *Describe any changes that have been made to either party's job responsibilities in order to eliminate or effectively mitigate the nepotism situation.]*

1. **Party 1** will formally report to **Responsible Party**. **Responsible Party** will handle all formal supervisory duties for **Party 1**, including evaluating performance, making salary decisions, approving professional development opportunities, and approving expense reimbursement.

**Party 2** will formally report to **Responsible Party**. **Responsible Party** will handle all formal supervisory duties for **Party 2**, including evaluating performance, making salary decisions, approving professional development opportunities, and approving expense reimbursement.

2. Neither **Party 1** nor **Party 2** will participate in any formal or informal performance evaluation for the other or serve as a reference for each other.
3. Neither **Party 1** nor **Party 2** will participate in the supervision or allocation of research or other programmatic funds to be used by the other.

*[Add the following if appropriate: "except in limited cases as needed to fulfill grant responsibilities. Any participation in these activities by Party 1 or Party 2 will be overseen by Responsible Party, who will ensure that the Parties' roles, effort and expected contributions on such grant projects are clearly defined."]*

4. **Party 1** and **Party 2** agree to respect the separate nature of their personal and professional roles. For example:
  - a. They agree to make their best efforts to keep their personal relationship from having a negative impact on the work and/or academic environment and on co-workers and/or students, including by maintaining appropriate boundaries in the workplace.
  - b. They agree to make their best efforts to avoid any conflicts of interest that impact the work and/or academic environment. For example: **Party 1** and **Party 2** will take appropriate steps to avoid a conflict of interest if one is serving on a committee or participating in another group that is making decisions, including by vote, that has a personal impact on the other. In potential conflict of interest situations, **Party 1** and **Party 2** should consult with **Responsible Party** about the potential conflict and appropriate steps to avoid it.

5. If significant changes in their personal relationship or work responsibilities occur that have an impact on the work and/or academic environments, **Party 1** and **Party 2** agree to consult with **Responsible Party** or Human Resources, as needed.
6. **Party 1** and **Party 2** understand that a violation of this Management Plan could lead to disciplinary action.
7. **Responsible Party** is responsible for overseeing compliance with this Management Plan and monitoring its effectiveness. **Responsible Party** will review and update this Management Plan as necessary on an annual basis.
8. **Responsible Party** and Human Resources will share the information contained in this Management Plan with others on a need-to-know basis. **Responsible Party** and Human Resources will develop a communication plan to inform third parties who could be negatively impacted by an actual or potential conflict of interest arising out of **Party 1** and **Party 2**'s relationship and/or who are otherwise in a position to know whether preferential treatment is occurring between them. This communication plan will inform the identified third parties, if any, that they should contact **Responsible Party** about any concerns.
9. **Responsible Party** will address significant disputes, persistent disagreements, or conflicts of interest between **Party 1** and **Party 2** that affect the workplace and/or the academic environment.
10. The parties' supervisor(s) and Human Resources will receive a copy of this Management Plan, and a copy will be retained in the parties' personnel files.

Signature	Date
<hr/> <b>Party 1</b>	<hr/> <b>Date</b>
<hr/> <b>Party 2</b>	<hr/> <b>Date</b>
<hr/> <b>Responsible Party</b>	<hr/> <b>Date</b>
<hr/> <b>Responsible Administrator</b>	<hr/> <b>Date</b>