**Fraternization and Consensual Relationship Conflict of Interest Management Plan**

**For Employment Relationships**

**Instructions**

In order to avoid Conflicts of Interest and ensure compliance with Eastern Washington University’s (EWU) Policies 901-03-Fraternization and Consensual Relationships and 901-01 Ethical Standards, University employees are prohibited from having supervisory authority over and prohibited from influencing the career of individuals for whom they have an intimate, romantic and/or sexual relationship (hereinafter “Subordinate”), which may include other employees or students.

When an intimate, romantic and/or sexual relationship exists, occurs or develops between a university supervisor/manager/chair/director (hereinafter “Supervisor”) and a subordinate and a supervisory or evaluative relationship exists, an inherent conflict of interest arises. To eliminate such conflicts of interest, “Supervisors” are not allowed to initiate or participate in institutional decisions in which a “Subordinate” has a direct beneficial or financial interest including, but not limited to, appointment, retention, promotion, scheduling, leave, timekeeping, compensation, workload, travel, conferences, budgetary approvals, performance evaluations, disciplinary actions, other employment status or interest, admissions, advising, grading, awarding of scholarships, and disciplinary decisions.

Additionally, if a Supervisor finds themselves in a position where they could influence academic or employment decisions about the person with whom they have or previously had an intimate, sexual or romantic relationship, they shall immediately recuse themselves from such decisions and notify their supervisor, manager, dean, director (hereinafter “Higher-Level Supervisor”) of the reason for recusal.

When an intimate, romantic and/or sexual relationship exists, occurs or develops between a “Supervisor” and “Subordinate”, the “Supervisor” shall immediately report the relationship to The Higher-Level Supervisor will coordinate with Human Resources to develop and implement an alternative arrangement: A Fraternization and Consensual Relationship Conflict of Interest Management Plan. The Plan must be approved by an appropriate Vice President/President.

**Fraternization and Consensual Relationship Conflict of Interest Management Plan**

**For Employment Relationships**

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| **Supervisor Name:** | **Subordinate’s Name:** |
| **Supervisor’s Employee ID:** | **Subordinate’s Employee ID:** |
| **Supervisor Job Title:** | **Subordinate Job Title:** |
| **Department:** | **Department:** |
| **Higher-Level Supervisor Name:** |  |

1. As provided by EWU Policies 901-03 and 901-01, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “Supervisor”) is prohibited from having any supervisory authority over \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter “Subordinate”) and from participating in any university decisions that may have a direct benefit to “Subordinate” including, but not limited to, appointment, retention, promotion, scheduling, leave, timekeeping, compensation, workload, travel, conferences, budgetary approvals, performance evaluations, disciplinary actions, or other employment status or interest.
2. If “Supervisor” finds themselves in a position where they could influence academic or employment decisions about the person with whom they have or previously had an intimate, sexual or romantic relationship, they shall immediately recuse themselves from such decisions and notify their supervisor, manager, chair, dean (hereinafter “Higher-Level Supervisor”) of the reason for recusal.
3. “Supervisor” shall not participate in or attempt to influence any university decisions that may have a direct benefit to “Subordinate” as described above and shall take necessary steps to avoid compromising the integrity and fairness of decision making related to “Subordinate’s” employment.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “Assigned Supervisor”) or their designee, shall be responsible for all supervisory responsibilities and university decisions regarding “Subordinate” as described in section 1 above.
5. It is the “Supervisor’s” responsibility to refrain from any decision making, discipline or other action regarding the “Subordinate”. If the “Supervisor” is asked to engage in such activities, they shall immediately notify relevant parties of the existence of this Plan and shall refrain in participation from any such activities.
6. Additional special considerations to alleviate any conflicts of interest to be taken (if necessary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Should any unanticipated challenges arise regarding this arrangement, the Supervisor, Subordinate, and/or Assigned Supervisor shall notify the Higher-Level Supervisor and Human Resources immediately so measures can be taken to ensure compliance with University Policy.
2. If any individuals who are part of this plan change positions or if there are supervisor changes, all parties are responsible for notifying Human Resources so an updated plan can be prepared. In no circumstances should the direct supervisor participate in any decisions or take any action related to the “Subordinate.”
3. It is imperative to follow the terms of this Fraternization and Consensual Relationship Conflict of Interest Management Plan as failure to comply may result in discipline by the University up to and including termination from employment and may result in action by the Washington State Executive Ethics Board.

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| **By signing this Fraternization and Consensual Relationship Conflict of Interest Management Plan, I certify that I have read and understand the terms of this Plan.** | | |
| **Subordinate (print name)** | **Signature** | **Date** |
| **Supervisor (print name)** | **Signature** | **Date** |
| **Higher-Level Supervisor (print name)** | **Signature** | **Date** |
| **Assigned Supervisor (print name)** | **Signature** | **Date** |
| **Vice-President/President (print name)** | **Signature** | **Date** |

**Return completed form to HR to be filed in “Subordinate” and “Supervisor’s” personnel files and provide copies to all parties.**