

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:**           **Personal Relationships in the Workplace Policy**

**TIU POLICY #:**       **P-316**

**STATUS:**           **Approved, January 2015**  
                          **Updated, August 2015**

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### **I. PURPOSE:**

This policy defines guidelines for relationships between and among employees and others within the campus environment.

### **II. SCOPE:**

This policy applies to all employees of Trinity International University (University).

### **III. POLICY:**

#### **A. Employment of Relatives**

1. For purposes of this policy, a relative is defined as a parent, child, spouse, sibling, grandparent, uncle, aunt, niece, nephew, or cousin of an employee either by birth, adoption or through marriage.
2. The University excludes the employment of relatives (including student workers) whose job would have a reporting relationship to a family member. This reporting relationship could be either a direct or indirect reporting relationship. Any exception should be approved prior to an offer of employment.
3. The University prohibits the employment of relatives within the same departmental area, but they are eligible to apply for employment in any open position outside of their relative's department and for any position which does not have a direct or indirect reporting relationship to their relative.
4. Relatives of current employees who wish to be considered for an available position will be required to follow all standard University hiring protocols and will not be given preferential treatment.

## **B. Dating Relationships**

1. No employee may supervise, either directly or indirectly, any employee with whom they are involved in a dating relationship.
2. If a supervisor begins a dating relationship with a subordinate the supervisor is responsible for disclosing the relationship to Human Resources (HR). HR will work with the appropriate University Leadership Team member to determine the appropriate action, which may include the transfer of one or both employees. If there are no appropriate positions available for potential transfer, the University Leadership team member (in conjunction with HR) will make a determination as to the best course of action. The possibility of termination is not foreclosed.
3. Dating relationships between two co-workers within a departmental area, and where a reporting relationship does not exist, are not expressly prohibited. However, if the relationship is determined to have a negative impact on the office environment the same guidelines established above will be followed.

## **C. Relationships with Students**

1. Any time an employee interacts with students the employee holds a position of trust and influence. Relationships with students must not jeopardize the Christian witness of the University or give the appearance of either favoritism or unfairness in the exercise of professional judgment.
2. In evaluating a relationship with a student, the employee is expected to be aware of their professional responsibilities as a representative of the University. If an employee is involved in a dating relationship with a student that was developed through the employment context, the employee is responsible for disclosing the relationship to HR, who will work with the appropriate University Leadership Team member to ensure that professional conduct and community expectations are met. Stricter guidelines may exist within certain departments based on the level of interaction with students.
3. Faculty members are prohibited from being involved in a dating relationship with any student enrolled in one of their classes or any student for whom they are the advisor of record. Athletic coaches are prohibited from being involved in a dating relationship with any student on the athletic team for which they are coaching.
4. Faculty members are encouraged to report the enrollment of a relative in one of his or her courses to the appropriate Dean's office. It is expected that the Dean will make a determination of the relevant facts and circumstances with respect to each course enrollment.