

**POLICY 2**  
**EMPLOYMENT AND SEPARATION**

**University Policy**

The basic criteria for employment and promotion of all Civil Service employees shall be appropriate qualifications for and performance of the specified duties. The principles set forth in the University's nondiscrimination policy shall apply to the selection of employees and their treatment.

No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence, etc.) to a member of his or her immediate family (Article IX, Section 2, University of Illinois Statutes). "Immediate family" includes an individual's spouse, ancestors, and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Each Chancellor shall develop, for the approval of the President, campus procedures to insure against such conflict of interest.