

**University of Illinois System Policy
on Workplace-Related Intimate Personal Relationships**

**FAQs
September 2020**

1. To whom does this policy apply?

This policy applies to all faculty, staff, teaching assistants, graduate students, and undergraduate students. For definitions of each, please consult the full policy.

2. Which relationships are prohibited?

The policy prohibits all intimate relationships in which one member holds a direct or indirect supervisory or evaluative authority over the other. No faculty or staff employee is allowed to hold an intimate personal relationship with any undergraduate student. More specifically, the following intimate relationships are prohibited:

- All relationships in which a faculty and staff employee, volunteer, or graduate/professional student holds direct or indirect supervisory or evaluative authority over the other member of the relationship
- All intimate relationships between a faculty or staff employee and any undergraduate student
- All intimate relationships between a student and a Teaching Assistant in which the Teaching Assistant holds a direct or indirect supervisory or evaluative authority over the student

3. What is the consequence for violating this policy?

Disciplinary action will be taken in accordance with relevant disciplinary procedures contained in the relevant statutes, handbooks, policies, procedures, practices, or contracts including but not limited to: written warnings, loss of privileges, mandatory training or counseling, probation, suspension, demotion, exclusion, expulsion, discharge, and termination of employment, including revocation of tenure .

4. Are there any exception to this policy?

Relationships that were terminated prior to the adoption of this policy do not fall under this policy. Other exceptions may be granted after an evaluation on a case-by-case basis.

5. Who must request an exception for a workplace-related intimate personal relationship?

Faculty, staff, teaching assistants, and graduate students must self-disclose relationships when there is direct or indirect supervisory or evaluative authority over the other individual or when faculty or staff seek to continue or engage in a relationship with an undergraduate student.

6. If my relationship began prior to this policy, am I still required to report it?

If your relationship is ongoing, then you are required to report it.

7. If my relationship began prior to this policy, but has since ended, am I required to report it?

If your relationship ended before the adoption of this policy, you do not need to report it.

8. How do I report a relationship?

Complete and submit an [Intimate Personal Relationship Report](#).

9. What do I do if I am not sure if I need to report my relationship?

Please contact the appropriate office listed below to find out the procedure in place where you work:

UIUC: Nichole Hemming, ihr-ler@mx.uillinois.edu, (217) 333-3105

UIC: Susan Balmes, Director of Budget, Finance and Admin., UIC HR, balmes@uic.edu, (312) 355-5230

UIS: Mark Owens, Assistant Director of Labor and Employee Relations, mowen1@uis.edu or (217) 206-7096

System Offices: Angela Foster, Director, System Human Resource Services, anfoster@uillinois.edu, (217) 333-7671

10. Do both parties need to report the relationship?

No. Only the individual who holds a position with supervisory or evaluative authority is required to complete a report.

11. Will the information submitted be secure?

All forms will be submitted using a secure electronic form. All security measures will align with the University of Illinois' information security standards.

12. What information will be captured on the reporting form?

The form will collect information including, but not limited to, the reporting individual's job title, unit, responsibilities, and their supervisory and/or assessment authority (if any) with the other employee or student involved in the relationship.

13. Will both parties' names be identified on the reporting form?

Yes. When an individual reports a relationship the other member of the relationship will also be notified that a report has been submitted. Any responses provided by the non-reporting party will be taken into consideration and will be handled on a case-by-case basis.

14. Are there any circumstances when a reporting form will not need to be completed?

Based on the circumstances and the relationship, reporting may not be required. Each university, UI Health, and system office has developed procedures for their respective faculty, staff, teaching assistants, and individuals with authority to report relationships. Please consult with your university or system office.

15. What if it is determined that a relationship is in violation of the policy?

Your university or system human resource office will inform you of next steps. Policy exceptions may be granted in some cases. If an exception is granted, a Conflict Management Plan may be required.

16. What is contained in the Conflict Management Plan?

The Conflict Management Plan will collect information including, but not limited to, the parties' job duties, and the steps to be taken to reduce the risk of any actual or apparent conflict of interest.

17. Who approves the Conflict Management Plan?

A Conflict Management Plan must be approved by the respective university or system human resources office and other levels of approval, up to and including the vice president or provost level, as determined by each university and the system offices. Please consult with your university or system human resource office for more information.

18. Will the Conflict Management Plan ever be reviewed or updated?

Conflict Management Plans will be periodically reviewed and updated as appropriate given the unique circumstances of each case.

19. Who maintains the reporting form and management plan?

University or system HR (for system offices employees) will maintain the forms and management plan.

20. Who do I contact for more information?

21. UIUC: Nichole Hemming, ihr-ler@mx.uillinois.edu, (217) 333-3105

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