

EMPLOYMENT OF RELATIVES - NEPOTISM

I. Purpose

To avoid actual or perceived conflicts of interest when relatives are employed at the College.

II. Scope

This policy applies to trustees and college employees.

III. General

A. Definitions

1. **Relatives:** The term relatives and related are hereby defined as a current spouse, current domestic partner, parents, child, siblings, grandparents, grandchildren, parent-in-law, child-in-law, sibling-in-law, step-parents, stepchild, and/or any other members of the employee's household.
2. **Direct supervision:** The term direct supervision is hereby defined as a direct line of authority no matter how far removed. For example, the child of a Vice President reporting to a Manager, who reports to a Director, who reports to the Vice President, is a direct line of authority to the Vice President.
3. **Senior Leadership:** The term Senior Leadership is hereby defined as the Executive Leadership Team, which currently includes the President, Vice Presidents, Associate Vice Presidents, Provost, Chief Information Officer, Chief Financial Officer, Chief Diversity Officer, Executive Directors, Deans, or comparable positions.

B. Standards for hiring, promotion, reappointment, assignments, evaluation, working conditions, responsibilities, wages/salaries, and retention for all employees at the College are based upon ability, qualifications for the position, and performance. Relatives must not participate in roles that have the authority to influence employment decisions, including but not limited to search committees, reclassification reviews, peer reviews, evaluations, or corrective actions. Further, relatives cannot approve expenditures or reimbursements.

C. Relationship to another individual employed by the College shall not constitute a bar to hiring, promotion, or reappointment, provided, that no employee shall be under the direct supervision of a relative.

D. Those within Human Resources, Senior Leadership, and the Board of Trustees have access to confidential budgetary and compensation information, and may materially affect employment decisions covering all employees and positions across the College. Therefore employment of relatives of Human Resources, Senior Leadership, and the Board of Trustees at the College will not be authorized.

E. Students who are enrolled and actively pursuing their courses and are relatives of employees (including excluded employee groups) may be employed as long as they are not employed in jobs under the direct supervision of a relative.

The Board may waive this policy by resolution of the Board through a recommendation of the President.

F. General requirements:

1. No employee shall be assigned to a division/department under the direct supervision or control of a relative.
2. Employees who witness or perceive a conflict of interest in employment because of a relationship of relatives may contact their supervisor or Human Resources without fear of retaliation.
3. Related employees, employed prior to the effective date of this policy, will continue their employment in their current position without regard to the policy change. The college will, however, make a concerted effort to move the employee laterally into a vacant position consistent with current collective bargaining agreements to a department where there is no supervising relative, if possible.

Relationships to fellow employees as defined by this policy should be disclosed immediately to the Human Resources Department, in writing.

V. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or designee.

Adopted: January 21, 2003 (*original name: Employment of Relatives (Nepotism) and Workplace Consensual Relationships*)

Reviewed: 03/19/18

Revised: 12/14/09 (*renamed: Employment of Relatives (Nepotism)*), 01/24/2022