5900 Nepotism

The College permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of the College President in consultation with the Vice Presidents, create potential conflicts of interest. For purposes of this policy, "immediate family" is defined as spouse, child, parent, sibling, grandparent, aunt, uncle, niece, nephew, first cousin, corresponding in-law, "step" relation, or any member of the employee's household.

This policy also includes student employees.

Procedure

The College shall use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are considered immediate family for purposes of this policy are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. Except for in unique circumstances, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff member.
- Employees who marry while employed, become part of the same household, or are in this situation upon the onset of this policy are treated in accordance with these guidelines. That is, if in the opinion of the College President in consultation with the Vice Presidents, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest possible time or other administrative action may be necessary, such as but not limited to a change in supervisor.
- Other administrative action may be necessary, such as but not limited to a change in supervisor.

Any exceptions to this policy must be approved by the Vice President for Administrative Services and Finance and the College President.

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