

4-21: Nepotism

- Approved: December 2007
- Revised: November 2024

POLICY STATEMENT

All employees and applicants for employment shall be evaluated based on individual merit, professional qualifications, performance, and treated fairly during their employment. The purpose of this policy is to ensure personal relationships between employees do not materially interfere with or disrupt the college's operations or jeopardize the working relationships of college employees and students.

DEFINITIONS

For the purposes of this policy, "personal relationship" is broadly defined as members of the same immediate family, members of the same household, or individuals in personal relationships.

The following actions are prohibited by this policy:

- Members of the same immediate family, same household, or those involved in a personal relationship, are prohibited from having a direct reporting or supervisor-to-subordinate relationship;
- No individual should have decision-making authority or significant influence over the hiring, performance evaluation, work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment of a related party;
- An employee shall not have access to confidential information of someone they have a personal relationship with, including payroll and personnel records;
- Monetary transactions on behalf of the College shall not be conducted between individuals who are in a personal relationship. Such transactions shall include but are not limited to auditing, verification, or receipt of funds.

Employee Disclosure Responsibility

It is the responsibility of an employee to notify their supervisor about a personal relationship, if the relationship may create a violation of this policy. If an employee is in doubt about whether their relationship violates this policy, the employee shall discuss the issue with the Director of Human Resources. Failure to disclose this information may result in disciplinary action, up to and including termination.

Supervisor, Vice President and Director of Human Resource's Responsibility

If an employment relationship is found to violate this policy, the employee's supervisor or supervisors are required to inform the appropriate Vice President and the Director of Human

Resources immediately. The supervisor's failure to disclose this information may result in disciplinary action, up to and including termination. Together, the Vice President and the Director of Human Resources will determine what solution or change must occur in the employment relationship to bring it into compliance with this policy. Such changes may include the transfer of supervisory authority, reassignment, or termination of employment. Any decision to change an employment relationship under this policy shall be based on the College's best interests. Written documentation for any decisions made under this policy is required to be placed in the affected employee's personnel file.

These guidelines apply to all classifications and categories of employment, including full-time, part-time, temporary classifications, contracted work, and student employees.