

NEPOTISM POLICY

The College defines nepotism as patronage bestowed or favoritism shown on the basis of immediate family relationships. Concerns about nepotism normally arise when one individual holds an official, direct supervisory position in relation to an immediate family member (see definition below). While the appointment of immediate family members to the same department or unit is not necessarily nepotism, employees may not participate in career employment and/or compensation decisions on immediate family members.

In situations where concerns about nepotism could arise, it is the policy of the College to attempt to avoid conflicts of interest and the appearance of conflicts of interest, while protecting the rights of individuals involved.

This policy applies to all full- and part-time faculty, administrative staff, support staff and students. For purposes of this policy only, immediate family members are defined as spouses, domestic partners, children, step-children, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews and cousins.

In cases where an employee is assigned to work within a unit where an immediate family member is the direct supervisor, the College will arrange for alternative supervision of said employee for the purposes of actions such as salary adjustments, annual evaluations, approving requests for reimbursements and purchases, professional development, tenure decisions and promotions, in order to preclude one immediate family member from supervising another.

When two employees in the same department or in a supervisory relationship get married or enter into a domestic partnership, it is the employee's responsibility to inform their respective vice president. After notification, the College will make suitable arrangements to ensure that the tenets of this policy are observed.

College officials responsible for personnel actions such as hiring, promotion or transfer that could result in a violation of this policy must notify their vice president before the personnel action is made official. Upon notification, each vice president is responsible for establishing the guidelines necessary to ensure that the goals of the Nepotism Policy are not compromised.

Divorced persons are not regarded as being immediate family members. If, however, either party to a divorce is uncomfortable with normal supervisory procedures, he or she may request that guidelines for immediate family members with respect to career decisions be instituted in that particular case.

There may be situations when the College cannot make a suitable accommodation. In those cases, the employee with the shorter length of service will be required to transfer (if position is available), resign, or be terminated within thirty days, unless the other does so voluntarily.

Questions regarding the Nepotism Policy should be directed to the Department of Human Resources.

Approved by Leadership Council – 9/18/07