

3019.                    ADMINISTRATIVE REGULATIONS ON NEPOTISM

3019.1            The Administrative Dean, Human Resources, shall be responsible for implementing this regulation.

3019.2            Definition

For the purpose of this policy, a close relative shall be defined as spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchild of the employee, or any person living in the immediate household of the employee.

3019.3            Hiring

A close relative of an applicant may not be involved in any aspect of the hiring process.

3019.4            Supervision

If an employee is appointed or promoted to a position which would place him/her in direct supervision of a close relative or if two employees get married and a direct supervisory relationship exists between them:

- A.    Either one of the two individuals shall be reassigned to a comparable position where the potential for nepotism does not exist
- B.    Or, in those instances where the reassignment of a close relative is not in the best interests of the College, all supervisory or evaluative functions for the related person shall be carried out by the next higher supervisor, manager, or administrator.