

SECTION: Human Resources

NUMBER: A-001-02-0010

AREA: Employment

DATE: 10/01/18

SUBJECT: Nepotism

REVIEWED: 12/13/2022

I. PURPOSE

Hiring the best-qualified applicant is the institution's primary goal without infringing on good business practices.

II. POLICY

- A. In order to avoid potential improprieties and conflicts of interest, the institution will not allow a direct supervisor-ordinate relationship of an immediate family member. Immediate family means spouse, brothers, sisters, mother, father, children, grandparents, and the corresponding “in-law” and “step” relations.
- B. The College recognizes there may be times when circumstances would allow the hiring of an employee’s immediate family member where a direct supervisor-subordinate relationship of an immediate family member is not a conflict of interest. To ensure that these and other important factors are considered, any supervisor or manager who wishes to hire a person related to a current or previous employee, must obtain written approval from the President’s Cabinet, prior to a job offer being discussed or made with individual.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
 President

Approved: _____ Date: _____
 Chair / Board of Trustees