I. Purpose/Introduction/Rationale

The purpose of this procedure is to define the parameters under which the College will permit the hiring of relatives.

The employment of relatives is permissible at the College subject to compliance with College policy. In all cases, the primary goal in employment is to seek and recruit those persons most qualified to fulfill the College's teaching and staff obligations.

II. Application

A. Employment of relatives is considered permissible when:
   1. One relative is not placed in the position of supervising another relative.
   2. One relative is not placed in the position of being able to influence the related employee's rate of pay or promotion of the employee or the granting of tenure or where the handling of confidential information could create awkward work situations or a conflict of interest or the appearance of a conflict of interest.

B. In the interests of productivity, equitable treatment and the protection of College resources, the employment of relatives is generally discouraged within the same department or office.

C. For control of finances and records, certain departments within the College are strictly prohibited from having relatives work in the same department. These include the Human Resource Department, the Finance Department and the Office of the Registrar.

D. Relatives Defined
   1. For the purposes of the procedure, relatives are defined as immediate family members and stepfamily members, including spouse, domestic partner, parents, children, individuals for whom as faculty or staff member has been assigned legal responsibility in a guardianship capacity, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, in-laws and others living in the same household.

E. Exceptions
   1. The College recognizes that there are, in some instances, circumstances such as specialized educational background and experience where employment of two members of the same family in a single work area is desirable even though a supervisory relationship may result.
   2. In such special situations, placement of relatives may be made in the same area even though one of the related employees is in a supervising capacity.
   3. Satisfactory arrangements must be outlined and approved in advance by the appropriate Vice President which restrict (1) any supervising family member from making decisions such as those
described in Paragraph II.A above that will directly affect a relative and (2) access to confidential information as necessary to avoid awkward work situations.

4. Disqualification arrangements shall be made when such occasions arise through the appropriate Department Head and/or Vice President.

IV. Related Policies or Applicable Publications

N/A

V. Appendices/Supplemental Materials

N/A

VI. Rationale for Revision

N/A