

415 NEPOTISM

I PURPOSE

To establish and define a policy on nepotism.

II GENERAL STATEMENT OF POLICY

No individual shall be assigned, reassigned, permanently or temporarily employed or issued an independent contract in a department, special program, or location where one number of a family has direct administrative or supervisory responsibility over that individual.

For purposes of this policy, “supervisor” or “administrator” means any employee, regardless of job description or title, having authority in the interest of the employer to hire, set salary, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or having responsibility to direct them, or to adjust their grievances, or effectively to recommend this action if in connection with the foregoing, the exercise of this authority is not of a routine or clerical nature, but requires the use of independent judgement.

For the purpose of this policy, family relationship (including “step” or half-blood relationship) shall include:

- A. Father, mother, son, daughter
- B. Husband, wife, spouse’s father or mother, son’s wife, daughter’s husband
- C. Grandfather, grandmother, brother, sister, grandson, granddaughter
- D. Spouse’s grandfather or grandmother, spouses brother or sister
- E. Great grandfather, great grandmother, uncle, aunt, brother or sister’s son or daughter, great grandson, great granddaughter

For purposes of the above:

- A. An adopted child is treated as the natural child of the adoptive parents
- B. Any person, including a domestic partner, who resides in the same residence as administrator or supervisor

This policy will apply to independent contracts and all forms of employment, including, but not limited to, regular full-time employment, regular part-time employment, temporary full-time employment or temporary part-time employment. This policy will apply to all employees including student workers. Exceptions to this policy can be made for unique circumstances. Exceptions to this policy must be requested in writing with justification from the department, special program, or location through the Office of the Executive Director or designee.

The policy shall not be interpreted to restrict the rights of students to enroll in or be assigned to classes taught by close relatives. In such cases, the close relative faculty members shall be responsible for making those academic decisions normally incident to their instructional duties.

Adopted: 12/17/13