

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 7– HUMAN RESOURCES SUBSECTION 71 – HIRING

POLICY NUMBER: BP – 7121

NEPOTISM POLICY

1. POLICY REASON/PURPOSE/INTENT

To define Northeast Community College's policy regarding the standards for close relatives working for the College in the same or different departments or divisions.

2. DEFINITIONS

2.1 For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household.

3. POLICY

3.1 Northeast Community College permits the employment of qualified relatives of employees, of the employee's household, or immediate family as long as such employment does not create actual conflicts of interest. The College will use sound judgment in the placement of qualified relatives in accordance with the following guidelines:

3.1.1 A qualified relative is permitted to work in the same department or division, provided no direct or indirect reporting or supervisor to subordinate relationship exists. Further, no qualified relative is permitted to work within "the chain of command" when the qualified relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

3.1.2 Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of employment of the their qualified relative.

3.1.3 Employees who marry while employed at the College, or become part of the same household are treated in accordance with this policy.

3.2 Should any exceptions or conflicts to this policy arise, they must be approved or resolved by the President.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 1/12/2017

ORIGINAL ADOPTION DATE: 05/12/2011 (item #10838)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 06/10/2014
(item #11444); 1/12/2017 (item#11979)

PRIOR POLICY/PROCEDURE NUMBER: 4124

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: nepotism