

Policy: **Employment of Relatives (Nepotism)**

Policy Number: **I-9**

Responsible for Policy: Human Resources

Approval Date: May 2010

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): August 2011

### **Policy Statement**

Relatives by blood, marriage or other legal arrangement and members of the same household cannot be employed in positions where one has supervisory responsibility for the other or makes employment decisions pertaining to the other. In the event that a situation arises where a manager or supervisor has authority over an employee with whom s/he is related, the manager or supervisor must immediately notify the Office of Human Resources about the existence of the relationship.

Employees of Finger Lakes Community College shall not be employed in positions where they are required to report directly to a family member. If such a situation should develop, all future personnel decisions involving either employee become the responsibility of the next level of management.

Applicants who are related to current Finger Lakes Community College employees shall be considered for employment in the same manner as all other applicants. Employment decisions shall be based on stated professional qualifications for the advertised position. Employees shall neither initiate nor participate in institutional decisions (initial appointment, retention, promotion, salary, leaves, etc.) that affect members of their immediate family. If an employee's administrative or management position dictates participation, the decision shall be elevated to the next level of management. In situations such as committee membership, employees will recuse themselves from participating in decisions affecting family members.

Employment shall be limited only when necessary to avoid conflicts of interest and provide reasonable assurance that each person can carry out the responsibilities of his or her position as objectively as possible. Where employment would be in conflict with established College guidelines, the conflict may be avoided by adjusting the duties assigned to one or both individuals, by modification of the administrative relationships of their positions or both. Such adjustments may be made whenever reasonable but are not acceptable if they will have a significant adverse effect on the evaluation of the positions or on the orderly operation of the department or other offices concerned.

### **Reason for Policy**

Familial relationships complicate, and are often counterproductive to effective working relationships in the employment setting. Moreover, where employees directly or indirectly report to a relative the appearance of favoritism is unavoidable. This policy is intended to avoid conflicts of interest between related FLCC employees and to ensure that all College employees carry out the responsibilities of his or her position as objectively as possible.

### **Applicability of the Policy**

This policy applies to all College employees and applicants for employment.

### **Definition**

Relative/immediate family - the employee's spouse, mother, father, husband, wife, son, daughter, sister, brother, step-brother, step-sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, step-parent, step-child, grandparent, grandchild, uncle, aunt, niece, nephew, cousin, domestic partner, significant others, fiancé/fiancée or another relative or close personal relation.

**Related Documents**

- None

**Procedures**

No separate procedures statement

**Forms/Online Processes**

- None

**Appendix**

- None