



# POLICIES *and* PROCEDURES

Board of Trustees Policy Number:  
HR 9.03

Date of Adoption/Revision: April 17, 2014

<b>SUBJECT</b>	<b>NEPOTISM</b>
<b>AUTHORITY</b>	Human Resources
<b>APPLICABILITY</b>	Faculty, Staff and Student Employees
<b>PURPOSE</b>	Bennett College promotes equal opportunity in employment. Job openings are filled by recruiting and hiring qualified applicants without regard to gender, race, national origin, age, or disability. To ensure fairness and equity, the hiring of relatives or near relatives must be carefully administered.

<b>POLICY</b>	No employee of the College, full time and part time, may cause the employment, appointment, promotion, transfer or advancement of a family member to position within the College which the faculty or staff member supervises or manages or participates in an action related to the discipline of the employee's family member.
<b>PROCEDURES</b>	<ol style="list-style-type: none"> <li>1. <b>All Personnel</b> - No employee of Bennett College may approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary of any person related to such employee as outlined in this policy.</li> <li>2. <b>Supervision</b> - If the appointment, or promotion of a person places him or her under an administrative supervisor related within the specified degree, all subsequent actions with regard to the evaluation, reappointment, promotion, or salary shall be the responsibility of the next highest supervisor.</li> <li>3. <b>Promotion</b> - If the appointment, reappointment, or promotion of a person places him or her in an administrative or supervisory position with responsibility to approve, recommend, or otherwise act with regard to reappointment, promotion, or salary of a person who is related to them within the above degree specified, all subsequent actions regarding the evaluation, reappointment, promotion, or salary of such person shall be made by the next highest supervisor.</li> <li>4. <b>Marriage</b> - This policy shall apply to situations where two employees marry and one spouse is the supervisor of the other.</li> </ol>

5. **Private Contractor** – This policy also applies to individuals hired as private contractors.

6. Requests for approval of the appointment of relatives must include a justification for the appointment containing a statement that a reasonable recruiting effort was made to fill the position and such effort provided the candidate affected by the nepotism rule as the person best qualified to perform the job. The qualifications of the person to be recommended for appointment must be provided to establish his or her ability to perform the work required by the position. The request to appoint, together with supporting information, must be submitted through the appropriate management chain and to the President for approval before any offer of employment is made.

7. Any Bennett College employee whose work is supervised by a relative must have his or her work reviewed and evaluated by the next highest supervisor not related by affinity or consanguinity.

**Definitions**

For the purposes of this policy, family member refers to an individual who is:

- The spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, grandparent or grandchild.
- A member of the individual’s immediate family. Immediate family is defined as follows:
  - a. A child residing in the employee’s household
  - b. A spouse of an employee
  - c. An individual claimed by the employee as a dependent for income tax purposes.

Replaces policy:

*Date*