

Applies to: Faculty, staff, student employees

Responsible Office

Human Resources

POLICY STATEMENT

The basic criteria for appointment and promotion of all college faculty and staff will be appropriate qualifications and performance. Relationship by family, marriage, or partnership will constitute neither an advantage nor a deterrent to appointment in the college provided the individual meets and fulfills the appropriate appointment standards. It is not the intent of this policy to encourage the employment of relatives within the same department, but rather to reemphasize the concept that the selection of personnel will be on the basis of job-related qualifications.

Purpose of the Policy

To reemphasize the concept that the selection of personnel will be on the basis of job-related qualifications.

Definitions

Term	Definition
Nepotism	Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving preferential treatment in any employment action to family members and others as defined in the policy.
Employment action	Hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.
Family member	Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties, and responsibilities) to the employee as a child.

Policy Details

Family members whose qualifications rank each of them first for the positions under consideration may be employed (full-time or part-time) so long as neither family member is immediately responsible for the decision or in a position to influence employment actions of the other. In such instances, all final decisions will be referred to the president for faculty and the vice president for institutional planning and human resources development for staff.

PROCEDURE

- I. Disclosure
 - A. Individuals must notify their supervisor if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy. In such instances, the individual has a duty to cooperate in making alternative arrangements.
 - B. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member.
 - C. Internal and external final candidates for positions must have an approved alternative arrangement in place prior to the appointment.

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- D. The Office of Human Resources is available to facilitate or consult with parties about notification and making alternative arrangements.
 - E. When the conflict of interest cannot be eliminated through alternative arrangements, the hire will not be approved.
 - F. Individuals who do not notify their supervisors and do not make alternative arrangements are in violation of this policy and will be subject to corrective action in accordance with college policies and rules.
- II. Alternative arrangements
- A. Alternative arrangements mean removing the responsibility to execute or influence employment actions. This includes relationships that are established post-hire. If alternative arrangements are impossible, employment is infeasible.
 - B. The employing department must submit an Alternative Arrangement Agreement, which must be approved by the Office of Human Resources prior to hire. Documentation of the Alternative Arrangement Agreement and its approval must be maintained in the personnel file of all impacted employees.
- III. Duty to act
- Any human resource professional; supervisor, including faculty supervisors; director; or senior-level administrator who becomes aware of information regarding **nepotism** must notify the vice president for institutional planning and human resources development within five work days of becoming aware of the information.
- IV. Accountability
- Individuals violating this policy will be held accountable through the selection and corrective action processes, with consequences ranging from non-selection to discipline up to and including termination.

Responsibilities

Position or Office	Responsibilities
Human Resources	<ul style="list-style-type: none"> • Consult with individuals and departments regarding nepotism and alternative arrangements; • Review and approve Alternative Arrangement Agreements for Staff; • Deny a hire, reclassification, or promotion if an alternative arrangement is infeasible; • Determine employment action to be taken when alternative arrangements are infeasible for relationships established post-hire; • Collaborate with department when there is a duty to act.
Department	<ul style="list-style-type: none"> • Consult with HR regarding nepotism and alternative arrangements; • Submit Alternative Arrangement Agreement to the president (for faculty) or HR (for staff) for approval; • Hold employees and supervisors accountable for disclosing family relationships and generating alternative arrangements.
Faculty, staff, student employees	<ul style="list-style-type: none"> • Disclose family relationships upon knowledge of need to execute or influence an employment action; • Consult with vice president for institutional planning and human resources development regarding nepotism and alternative arrangements; • Help generate options for alternative arrangements.
Applicants—internal and external	<ul style="list-style-type: none"> • Disclose on the application if the position applied for will report to or supervise a family member (see definition).

Resources

- [Alternative Arrangement Agreement](#)

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Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Human Resources 1014 Founders Hall	740-366-9367	https://go.cotc.edu/hr

History

Issued: Unknown
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