

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2121

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**PROCEDURE TITLE:** Nepotism

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** I-21 Equal Access/Equal Opportunity

**EFFECTIVE DATE:** March 30, 1978

**LAST REVISION DATE:** January 18, 2005


**LAST REVIEW DATE:** January 18, 2005

## **I. PURPOSE**

To provide procedures concerning the employment of relatives within the College.

## **II. PROCEDURE**

- A. Related employees may not be employed in the same organizational unit where one member has direct or ultimate administrative responsibility, direct authority or influence over hiring, firing, salary and/or any other employment related activities of the other family member.
- B. For the purpose of this procedure, related (relatives) is defined as spouse, child, father, mother, sister, brother, including step-child, step-father, step-mother, step-sister, step-brother or any in-laws.
- C. This procedure also encompasses couples or individuals living together as a family unit.
- D. Should a supervisor marry a person under his/her direct or indirect supervision, the Human Resources Office shall be notified at least thirty (30) days in advance so that a transfer can be arranged as soon as possible.

	1/18/05
<b>PRESIDENT</b>	<b>DATE</b>