

# 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; August 6, 2024


**LAST REVIEW DATE:** January 18, 2005; August 6, 2024

## **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 may have 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, domestic partner, child, father, mother, sister, brother, or other close relative, including stepchild, stepfather, stepmother, stepsister, stepbrother, in-laws, or other members of the employee's household, and/or personal relationship.
- 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 Division of Human Resources shall be notified at least thirty (30) days in advance so that a transfer can be arranged as soon as possible.

	08/06/2024
<b>PRESIDENT</b>	<b>DATE</b>