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.