



## Administrative Policy

**Policy Type:** Nepotism  
**Policy Number:** 1719  
**Date Adopted:** 5/31/2013  
**Version:** 7.0  
**Review Cycle:** Biennially  
**Date Last Reviewed:** 10/11/2023  
**Office Responsible:** Human Resources  
**Reviewing Committee:** Workforce Focus  
**Related Policies:** Hiring  
**Related Laws:** N/A

### **Policy Summary:**

Jackson College personnel may not be assigned in the same instructional department, office, or administrative unit of the college with a relative or someone they have a familial relationship with.

**Scope:** This policy applies to all JC Employees.

### **Policy Statement:**

Notwithstanding the above the following limitations shall apply:

No person shall be assigned to a department or under the direct chain of command of a relative.

### **Definitions:**

**Relative:** the spouse, child, stepchild, parent, stepparent, or sibling of the employee or spouse. Other family relationships include aunt, uncle, niece/nephew, grandparent, grandchild, and members of household. **Domestic Partner:** generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

**Nepotism:** the appointment, promotion, or other favorable consideration based on family or familial relationship.

### **Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
11/16/11	Change log added	A. Goings
5/31/2013	Policy updated	B. Hendry
06/15/2016	Review	C. Allen
08/28/18	Review	C. Allen
04/01/2021	Policy updated	C. Allen
08/22/2022	Policy updated	C. Allen
10/11/23	Policy updates	C. Allen