



Administrative Policy

Policy Type:	Nepotism
Policy Number:	1719
Date Adopted:	5/31/2013
Version:	5.0
Review Cycle:	Biennially
Date Last Reviewed:	4/1/2021
Office Responsible:	Human Resources
Reviewing Committee:	Workforce Focus
Related Policies:	Hiring
Related Laws:	N/A

Policy Summary:

Jackson College wants to ensure that college practices do not create situations, such as conflict of interest or favoritism, related to family members being employed at Jackson College. To that end, Jackson College will not hire a relative of a current employee or someone they have a familial relationship with. Current employees are grandfathered in on the former policy where no person shall be assigned to a department or unit under the direct chain of command of a relative.

Scope: This policy applies to all full-time and part-time JC employees and Board Members. JC student workers, adjunct faculty, temporary workers and tutors are exempt.

Policy Statement:

With the notable exception of those instances involving initial employment contracts prior to 01.01.21, no Direct Relatives (i.e., husband, wife, domestic partner, father, mother, grandfather, grandmother, son, daughter, uncle, or aunt, whether by blood, adoption, or marriage, of a current employee, shall be hired by Jackson College. Further, any employee in a dating relationship, or is a member of the same household as another employee, are not permitted to be in positions that have a reporting responsibility to each other. If a subsequent, legal union occurs, both may remain employees of the College, though never in a reporting relationship to one another. Exceptions to this policy may only be made at the discretion of the President.

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 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:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
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