

## **443-03 EMPLOYMENT OF RELATIVES—PROCEDURE**

### **1. PURPOSE**

The purpose of this procedure is to avoid real or perceived conflicts of interest and other problems that can be caused by nepotism.

### **2. PROCEDURE**

Coconino Community College permits the employment of qualified relatives of employees as long as such employment, whether full-time or part-time, does not create actual or perceived conflicts of interest. A relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or corresponding in-law or "step" relation. A relative may be hired under the following conditions:

1. An employee may not initiate or participate in any institutional decision involving a direct benefit to a member or members of his/her immediate family, including serving as the immediate supervisor.
2. Such involvements include, but are not restricted to: participation in recommendations regarding: initial employment, retention, promotion, salary determination, leave of absence, sitting as a member of a grievance or conflict resolution committee, evaluation, discipline and dismissal. Also, no employee will be permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
3. If a conflict or an apparent conflict arises involving employment of relatives, one of the employees must resign or transfer to another position within a reasonable period of time, or an agreeable alternative reporting arrangement must be implemented. The determination of what constitutes a reasonable period of time will be made by the Human Resources Director, or designee, based on all the facts and circumstances of the particular case. An employee may appeal the decision of the Human Resources Director to the President.
4. While this procedure explicitly applies to legally-recognized family relationships, employees are advised that it may be applied in situations where a conflict of interest could occur in relationships which are not legally recognized; for example, employees who maintain a relationship similar to the relationships prescribed above. Please also refer to the College procedure on Conflict of Interest.
5. Employees who become relatives by marriage while employed will be treated in accordance with these guidelines.

### **3. BACKGROUND**

1. References: none
2. Revision history: 04/99, 04/02/2002, 06/09/2010
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 06/09/2010

**COCONINO COMMUNITY COLLEGE**