



4.10.1.1 Nepotism

Introduction:

Century College’s standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees are based on qualifications for the position, ability and performance. The College attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions and reserves the right to take action when relationships of employees impact the College. It is against Century’s policy for an employee to supervise a relative and/or friend or to work in positions that have an audit or control function over a relative and/or friend.

General Principles:

- To avoid any possible perception of conflicts of interest, any vice president, associate vice president, dean, director, department head, chairperson, supervisor or participant who is a relative of an employee or job applicant must not participate in either formally or informally in decisions (including rendering advice on decisions) on personnel matters affecting the relative and/or friend, including, but not limited to, decisions to hire, retain, promote or determine salary.
- Individuals have the responsibility for disclosing that a conflict of interest or the appearance of favoritism may exist to the Director of Human Resources prior to making any employment decisions.
- No individual shall be employed in a department or unit which will result in an existence of a subordinate-superior relationship between such individual. Supervisors cannot directly supervise relatives and/or friends. Relatives, for purposes of this policy, are defined as: parent, foster parent, parent-in-law, child, spouse, siblings, foster siblings, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, cousins or any other individuals. Relatives and/or friends may be employed in different departments/units as long as they meet the qualifications for the position.

Century College also discourages the hiring of relatives and/or friends which will result in the existence of a subordinate-superior relationship between such individuals through any line of authority. “Line of authority” shall mean authority extending vertically through one or more organizational levels of supervision or management.

Date Proposed:

Date Approved:

Date Implemented: 08/08

Date Revised: