

3354:1-40-02**Employment of Relatives Policy**

- (A) The College may hire and retain employees who are relatives of other employees. However, an individual may not be assigned or accept employment in a position in which supervisory authority or responsibility directly or indirectly affecting that position is provided by a relative of the individual. A College employee may not use their authority or influence in a public position to secure authorization of the employment of a relative.
- (B) Should a relative relationship that violates section (A) of the policy arise after employment has begun, the employee and relative employee must alert the Office of Human Resources at which point the College must implement mitigating measures that eliminates any potential conflicts of interest.
- (C) An employee will neither initiate nor participate in decisions involving a direct benefit to relatives including without limitation decisions about initial employment, assignment of duties, approval of time, disciplinary action up to and including termination, layoffs, evaluation, promotion, compensation, benefits, and leaves of absence.
- (D) For the purposes of this policy, “relative” includes anyone related to an employee as a spouse, parent, step-parent, grandparent, grandchild, child, step-child, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, half-brother, half-sister, legal guardian or anyone related by blood or marriage, or who currently resides at the same address as an employee.
- (E) The President or President’s designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this policy.

Effective date: September 28, 2023