Employment of Relatives

Summary/Purpose: No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance or welfare. No staff or faculty member may supervise or manage a student employee who is a member of their family. Other guidelines are given along with a definition of the term relative.

1. No individual shall be employed in a department or unit under the supervision of a relative as defined below who has or may have a direct effect on the individual's progress, performance or welfare.

2. For the purpose of this policy, relatives are defined as spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, father- or mother-in-law, or brother- or sister-in-law.

3. Student employment falls in the scope of this policy. No staff or faculty member may supervise or manage a student employee who is a member of their family. Students are discouraged from working in a department where there is any family member in the supervisory hierarchy. For example, it is not recommended that the department head’s son/daughter work in the department even if the department head is not the immediate supervisor. This policy is in effect during the academic year as well as during the breaks (summer, winter, and spring).

4. This section does not apply to any employee who shall have been in said department or institution prior to the time his or her kinsman, within the third degree, became the head of said department or institution or member of the board of trustees.

5. An employee who falls within item 4 shall have all matters dealing with the individual's progress, performance, welfare, assignment, salary, tenure or promotion decided by the next highest administrative officer upon approval of the Board.