



NEPOTISM POLICY REVISIONS

QUESTIONS & ANSWERS

Q1. Has the definition of a relative changed in the revised policy?

A1. No, relatives remain defined as:

- current spouse
- current domestic partner
- parents
- grandparents
- step-parents
- children
- step-children
- siblings
- in-laws (mother, father, brother, sister)
- any other relative living in the immediate household

Q2. Why was the policy revised?

A2. The previous policy had a fairly narrow focus, only addressing relatives working in the same department and prohibiting employees from having a relative as her/his immediate supervisor.

The revised policy looks beyond immediate supervisory relationships and department boundaries, recognizing that some employees have influence and access to confidential information impacting all areas of the College. The intent is to eliminate both actual and potential appearance of favoritism.

Q3. How can we determine specific direct line of authority?

A3. This is a supervisory relationship, no matter how far removed and can be verified by the College organization chart.

Q4. I am an administrator in Liberal Studies and my daughter has applied for a support position in Human Resources. Will the policy allow her to be considered for this position?

A4. No. The individual selected for the position in Human Resources would have access to confidential information, including compensation and employment decisions, such as search and selection processes for promotions that impact all employees. The intent of the policy is to provide confidence to our employees and the public that all positions are open for competitive

recruitment and successful candidates possess the requisite skill to perform the duties of the job. Accordingly, restrictions are placed on hiring relatives of Board members, Senior Leadership, and Human Resources employees.

Furthermore, it is noteworthy that the Board of Trustees may waive this policy by resolution, based upon a recommendation from the President.

Q5. I am a Lead Faculty Instructor in BMIT. My spouse has applied for a support position in BMIT. Will this policy allow him to be considered for this position?

A5. Yes. However, you should ensure that you do not approve any financial requests or documents from him, if he is hired for this position.

Q6. Are there any exceptions to these policy prohibitions?

A6. Yes, the Board of Trustees may waive this policy by resolution, based upon a recommendation from the President.

Q7. My current spouse works in my direct line of authority, as defined by the policy. What am I required to do, and how will the College respond?

A7. Relatives of employees employed before the effective date of this revision (December 14, 2009) will continue their employment here. You are required, however, to notify Human Resources of this situation, in writing, no later than 30 days following the effective date of the policy. However, due to the fact that the policy was approved while many employees were not on campus, the time period to notify Human Resources has been extended to February 15, 2010.

The College will consider opportunities for a lateral transfer, if possible.

Q8. What are my obligations if a prohibited relationship with a relative working at the College occurs in the future?

A8. You must notify Human Resources of the relationship no later than 30 days after the relationship begins.

Q9. I am employed in Human Resources, and my son is a student at the College. Can he work as a student employee in Tech Careers?

A9. Yes. Relatives of Human Resources employees and Senior Leadership may work as students provided they are not in the direct line of authority of a relative.

Q10. My brother is my supervisor, am I required to notify Human Resources in writing?

A10. No, your brother, who is the supervisor, is required to report this situation. In all cases the relative who has the higher level is required to report.

Q11. Is there a form required for reporting relationships to Human Resources?

A11. No, notification must be in writing and include the individuals and their relationship. Emails are acceptable.

Q12. Will I receive confirmation that my notice to Human Resources has been received?

A.12. Yes, Human Resources will send an email confirming receipt of notices by the next working day.