



Procedure 443-03 Employment of Relatives

Sponsor: Human Resources

Purpose

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

Definitions

Relative: Relative A spouse, domestic partner (as defined in Procedure 420-07 Domestic Partnership), child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or corresponding in-law or "step" relation. This definition is not to be construed to exclude the possibility of questions of conflicts of interest arising with regard to other family members, or other close personal or external business relationships.

Procedure

Coconino Community College permits the employment of qualified relatives and/or similar personal relationship of employees as long as such employment, whether full-time or part-time, does not create an actual or perceived conflict of interest. The College will exercise sound business judgment in the placement of relatives and/or similar personal relationship in accordance with the following guidelines:

1. An employee may not initiate or participate, directly or indirectly, in employment actions (initial employment or appointment, retention, promotions, salary, work assignments, leave, etc.) involving a relative or close personal relationship, including serving as the immediate supervisor.
2. No person shall be employed by, transferred to or promoted into a department or area where a supervisory relationship would exist between relatives or similar personal relationships. Such relationships exist when either individual could have supervisory authority over the other's performance evaluation, salary, work hours, or other conditions of employment.
3. If two employees become relatives and/or a similar personal relationship, both may retain their positions, provided one is not under the direct or indirect supervision of the other. It is the responsibility of the employees to advise the Executive Director of Human Resources if such a relationship exists. If one is under direct or indirect supervision of the other, the Executive Director of Human Resources will implement a plan to address the supervisory relationship (i.e. one of the employees must resign or apply to another position within a reasonable period of time, or an agreeable alternative reporting arrangement must be implemented). An employee may appeal the decision of the Executive Director of Human Resources to the President.
4. Please also refer to Procedure 430-02 Conflict of Interest.

References

Procedure 420-07 Domestic Partnerships

Procedure 430-02 Conflict of Interest

Procedure History

04/1999 New

04/02/2002 Revised
06/09/2010 Revised and Approved by College Council
03/30/2021 Revised and Approved by Executive Leadership Council

Legal Review
03/04/2021