

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.1.2

Title: Policy Governing Employment of Relative(s) – Nepotism BOD & Administration	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: Employment decisions shall be made in accordance with the College’s Equal Employment Opportunity policy, and all state anti-nepotism laws and regulations.

Rationale: Persons may be appointed/hired to faculty or staff positions at MATC without regard to their family relationships or living arrangements with other members of the MATC faculty or staff. Any such appointment shall be made based on a candidate’s qualifications and abilities. No College employee shall advocate for or cause the employment, appointment, promotion, transfer or advancement to any office or position of such employee’s household or family member.

Procedure:

1. Any person in a position that requires him/her to perform an evaluation or make a personnel decision such as appointment, retention, promotion, discipline, transfer, tenure or pay with regard to a family member or a member of such person’s household, shall be deemed to have a conflict of interest. That person shall not participate in such evaluation or decision, nor shall that person participate in any group, committee, or body that is considering any such decision.
2. No employee may directly supervise a family member or a member of the employee’s household.
3. All family relationships and household relationships shall be disclosed to the Board of Directors at the time a recommendation for employment is presented.

Definitions:

1. A “household member” is defined as a person having legal residence in or living in the employee’s place of residence.

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2. A “family member” is defined as a spouse, parent, step-parent, parent-in-law, foster parent, grandparent, step-grandparent, grandparent-in-law, child, stepchild, foster child, sibling, sibling-in-law, grandchild, aunt, uncle, niece, nephew or first cousin, regardless of the establishment of the relationship by blood, marriage or court order.
3. This provision shall not apply to any person who has been regularly employed by the College prior to the adoption of this policy, or to any person who has been regularly employed by the College prior to the election or appointment of a new administrator/supervisor to whom the employee is related.