

## **NEPOTISM**

### **PURPOSE**

The purpose of this policy is to establish a uniform and consistent process for hiring and employment decisions of members of the same family, and to ensure compliance with Ohio's ethics laws regarding nepotism.

### **POLICY STATEMENT**

Edison State Community College does not prohibit the employment, appointment or promotion of an employee's family member, as defined by this policy. Such employment decisions for all College employees, including family members, will be based on qualifications and performance.

No College employee may use his/her College position or influence to hire, promote or give preferential treatment to any family member. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member or is in the reporting or supervisory line.

No College employee may supervise or be in the supervisory line of a family member. Nor may any employee be assigned to a College position that is in a supervisory line that includes a family member.

If a situation arises that would or could result in a conflict with this policy, the matter must be referred to the Chief Human Resources Officer. Affected employees have a duty to cooperate in making alternative arrangements.

### **PERSONS AFFECTED**

All Edison State Community College employees, including adjunct and other part-time employees, and employee-candidates.

### **DEFINITIONS**

#### **NEPOTISM**

Showing favoritism, without regard to merit, through authority or influence by someone in a position of authority, toward family members or others for whom the employee is legally responsible. In the workplace setting, favoritism is shown by giving preferential treatment in any employment action to a family member.

#### **FAMILY MEMBER**

Includes spouses, domestic partners, parents, children and siblings, including stepparents, stepchildren and stepsiblings, even if the parties do not reside in the same residence. Also included is any other person who is related to the official by blood or by marriage (e.g., uncles, aunts, cousins, nieces, nephews and in-laws) and who lives in the same household with the official.