

Title: Employment of Relatives of College Employees

Initial Action: 04/25/96
Board Agenda: 96-032, 18-038
Last Revised: 06/08/07
Policy: 06/08/07
Procedures: 10/27/2021
Last Reviewed: 10/27/2021
Effective: 11/11/2021
Next Review: 11/11/2024
Responsibility: Human Resources

Policy:

Persons related by family, marriage, or household may be hired and employed by the College provided such individuals meet regular College employment standards and one would not directly or indirectly supervise the other.

Employees shall not initiate, participate in, or exercise any influence over departmental or institutional decisions involving a direct benefit to a member related by family, marriage, or household (such benefits include initial appointment, retention, promotion, salary, leave of absence, grievance adjustments, or any other term or condition of employment). This does not prevent a covered employee from serving as a witness or providing factual information as part of an investigation or grievance.

Procedure:

- A. When a supervisor becomes aware of a relationship which has actual or potential implications under this policy, the affected employee should be advised of the policy and its application.
- B. In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the next higher administrative level (e.g. if a first level supervisor is involved, the responsibility will pass to the second level supervisor).
- C. For purposes of this policy, persons related by family, marriage, or household are defined as a spouse, parent, child, domestic partner (see definition below), individual for whom a faculty or staff member has been assigned legal responsibility in a guardianship capacity, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, in-laws, and any other relatives or dependents living in the same household.
- D. As defined in Maryland statute, a domestic partnership means a relationship between two people (opposite sex or same sex) who are at least 18 years old, are not related to one another, are not married or in a civil union or domestic partnership with someone else, and agree to be in a relationship of mutual interdependence (meaning that each contributes to the maintenance and support of the other and the relationship)
- E. Each employee is responsible and accountable to excuse themselves from any personnel matter which involves their relative.