EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP- 6.9

TITLE: **Hiring of Related Parties Policy**

SECTION 1. GENERAL

1.1 Scope — To outline the manner in which Eastern WV Community and Technical College will consider the hiring of relatives.

1.2 Effective Date — November 16, 2011

SECTION 2. POLICY

2.1 Employees may neither initiate nor participate in the institutional decisions involving a direct benefit to an immediate family member. Such decisions include, but are not limited to: hiring, retention, promotion, wages and leave requests. Family member is defined as one of the following: relationship by blood, adoption or legal guardianship – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; relationship by marriage – husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece or cohabitating sexual partners.

2.2 Relatives of persons currently employed by the College may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where decisions involving direct benefits to the relative may occur.

2.3 The hiring supervisor is responsible for ensuring policy compliance. Deans/Directors are responsible for monitoring personnel actions in the Department, and to ensure compliance with this policy.

SECTION 3. RATIONALE

3.1 The College sets forth a means to restrict the hiring of family members. The employment of relatives in the same lines of authority may cause serious conflicts and problems with favoritism and employee morale.

SECTION 4 DELEGATION OF AUTHORITY

The responsibility for implementation and interpretation of this policy is delegated to the Executive Dean for Financial and Operations Services.

_____ 11-16-2011

BOARD OF GOVERNORS, CHAIR **DATE**