

West Virginia Northern Community College

Nepotism

Rule Number:	NC-2032
Effective Date:	March 1, 2011
Date Approved by WVNCC Board of Governors:	February 24, 2011
Authority Reference:	Ethics Commission's Legislative Rule, Title 158, Series 6
Replaces previous rule dated:	NA

Rule:

Nepotism means favoritism shown or patronage granted in employment matters by a College employee to relatives or cohabitating partners without giving public notice and consideration to other qualified applicants.

The hiring of relatives or a cohabitating partner is not strictly prohibited but limitations do apply. *Relatives* are defined as individuals who are related to a College employee such as a father, mother, son, daughter, brother, half-brother, sister, half-sister, spouse, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law, aunt, uncle, nephew, niece or first cousin. *Cohabitating partners* are defined as an arrangement whereby two people decide to live together on a long-term or permanent basis in an emotionally and/or sexually intimate relationship.

The College recognizes that employment of relatives or cohabitating partners within an organization, particularly in the same line of authority or unit, may create problems or an appearance of impropriety. At the same time, the College believes excluding relatives or cohabitating partners of current employees from employment could deprive the College of qualified capable employees.

Employees of the College must neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their families listed in the relationships detailed above or cohabitating partners. Relatives or cohabitating partners of a person currently employed by the College may be hired only if they will not be working directly for or supervising a relative or cohabitating partner or will not occupy a position in the same line of authority where decisions involving a direct benefit to the relative or cohabitating partner may occur. Supervisors shall not give employment to members of their families or cohabitating partner nor serve on any selection committees considering the employment of relatives or cohabitating partners.

Prior to the employment offer, the immediate supervisor must sign a statement on the recommendation form certifying that he/she is not hiring a relative or cohabitating partner. New hire actions include internal transfer/promotions of existing employees.

Supervisors are responsible for monitoring changes in employee reporting relations after initial hire into their department to ensure compliance with this rule. Employees should consult with the Human Resource Director with any questions or concerns.