

**POLICY TYPE: Human Resources**

**POLICY TITLE: Nepotism**

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Responsible Administrator: Vice President of Human Resources

Location of Related Procedures: Office of Vice President of Human Resources

The purpose of this policy to avoid favoritism, the appearance of, or potential for favoritism, conflicts of interest and loyalty often associated with family relationships. A family relationship is defined as one of the following: parent, child, husband, wife, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin, 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, cohabitating couple/significant other, adoptees and persons in a dating relationship.

Nepotism is inconsistent with the policy of Madison Area Technical College (“Madison College”) of making employment and other business decisions based solely on Madison College needs and individual qualifications, skills, ability and performance. There is no restriction regarding the employment of persons related through blood-ties, marriage, or domestic partnership.

To avoid possible conflicts of interest inherent in these relationships, any Madison College appointing authority, human resources personnel or supervisor related through family, marriage, or domestic partnership to an employee or job applicant must not participate either formally or informally in decisions involving a direct benefit (e.g., hiring, retention, transfer, promotion, wages, leave requests, etc.). Relatives of current employees may be hired, only if they will not be working directly for or supervising a relative, or will not occupy a position with authority to affect decisions involving a direct benefit.

No employee shall either directly supervise or be directly supervised by a family member or significant other. If a supervisor has a close personal relationship with an employee which can be reasonably viewed as affecting the supervisor's and/or the employee's ability to perform his/her job, the relationship will be considered equivalent to a family tie, and the parties will be subject to the provisions of this policy. Furthermore, to avoid the risk of sexual harassment or any appearance of impropriety, employees shall not knowingly be allowed to retain supervisory responsibilities over subordinate employees whom they are dating.

The President may, at his/her discretion, determine that an exception needs to be made to these conditions on a case-by-case basis based upon business necessity. Any recommendation for employment made in exception to the foregoing shall specify the nature of relationships between the parties.

Procedure:

- a. Employees must notify their supervisor (e.g., Vice President, Dean, Associate Dean, Director, Manager, etc.) if any family member applies for a position for which they may directly or indirectly influence the employment decisions referred to in this policy.
- b. 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.

- c. The hiring supervisor is responsible for ensuring policy compliance. A current supervisor, who becomes involved in a relationship with an applicant or employee covered by this policy, shall notify the Vice President of Human Resources immediately.
- d. Supervisors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.
- e. If an employee, after employment, enters into one of the above relationships, one individual will be asked to transfer or change the reporting relationship. Such changes must be approved by Human Resources. If affected employees cannot resolve the situation in 60 days or an agreed upon timeframe, reassignment will be as directed by the Human Resources Department.
- f. If an involuntary situation occurs (e.g., reduction in force) resulting in one of the familial situations listed above, one of the employees will be reassigned as soon as practicable. During that time, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.
- g. When the conflict of interest cannot be eliminated through alternative arrangements, the hire will not be approved.
  - I. Alternative arrangements mean removing the responsibility or influence to hire, promote, reclassify, supervise, direct, evaluate, or make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment for the family member and recusing self from influencing any employment-related decision.
- h. Even if there is no reporting relationship concern, the company reserves the right to apply this policy where there is a conflict or the potential for conflict. In these situations, the company will reassign one of the employees as soon as practicable.

*April 2015*