



REGULATIONS

REG No.: 897

NEPOTISM

I. PURPOSE

Describes the college's position on employing close relatives.

II. Background and/or Legal References

The only legal references located are those pertaining to the institution's governing board: Texas Gov't. Code 73.002, 573; *TASB Policy Manual*, Policy BBFA, 2-17-92; and *TASB Policy Manual*, Policy DBE, 3-7-94.

III. DEFINITIONS

"Close relatives" refers to persons related consanguineally ("blood relatives") within the third degree of relationship and to persons related affinally ("relatives by marriage") within the second degree of relationship, as defined by the Gov't Code (573.021, 573.022, 573.023, 573.024, and 573.025) and reproduced in the *TASB Policy Manual*, DBE, 3-7-94.

IV. POLICY

- A. No person shall be employed by the college who is a close relative of a member of the Board of Trustees.
- B. No employee of the college shall participated in the selection or hiring of any person who is a close relative of the employee.
- C. No employee of the college shall supervise, either directly or indirectly, the work of another employee who is a close relative unless that supervisory role is specifically approved by the President of the College upon recommendation of the college's personnel officer.
- D. WCJC shall not prohibit the employment of close relatives in the same department or administrative unit (or anywhere within the college) provided that relatives do not participate in making recommendations or decisions affecting the appointment, evaluation, retention, work assignments, promotion, demotion, or salary of other relatives and provided that no preferential policy toward close relatives is used to deny equal employment opportunity.
- E. The nepotism policy described herein shall not apply to close relatives who already occupied positions prior to the promulgation of this regulation, where such employment would be prohibited by this policy; but it shall apply to these positions and these persons if any reclassification, change in assignment, or other significant personnel action occurs. (That is, close relatives already employed by the college prior to this policy are hereby "grandfathered" in their current positions.)

(POLICY APPROVAL: 1-10-96, Board of Trustees)

V. PROCEDURES

Immediate supervisors, Cabinet-level supervisors, and the Director of Personnel and Payroll are responsible for assuring compliance with WCJC's nepotism policy.

FRV/FRV
1-10-96