

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
WCJC Title: <b>Nepotism (DBE)</b>		Section D: <b>Personnel</b>	Page(s): 2
<b>BASED ON BOARD OF TRUSTEES POLICY</b>			
Policy Title: <b>Employment Requirements and Restrictions</b>		Policy: DBE (Local)	
Subtitle: <b>Nepotism</b>		Date Adopted: 8-01-20	

### Purpose

Wharton County Junior College local policy on nepotism describes the College's position on employing close relatives. See DBE (Exhibit) Employment Requirements and Restrictions: Nepotism for the definition of a close relative.

These illustrations depict the relationships that violate the nepotism law.

#### CONSANGUINITY (Blood) Kinship

Public official is prospective employee's:

First Degree

Parent	Child
--------	-------

Second Degree

Grandparent	Grandchild	Sister/Brother
-------------	------------	----------------

Third Degree

Great-Grandparent	Great-Grandchild	Aunt/Uncle	Niece/Nephew
-------------------	------------------	------------	--------------

#### AFFINITY (Marriage) Kinship

Public official's spouse is the prospective employee.

OR

Public official's spouse is prospective employee's:

OR

Prospective employee's spouse is the public official's:

First Degree

Parent	Child
--------	-------

Second Degree

Grandparent	Grandchild	Sister/Brother
-------------	------------	----------------

---

**Note:** The spouses of two persons related by blood are not by that fact related. The affinity chart supposes only one affinity relationship between the public official and prospective employee through either of their spouses.

---

## **Procedure**

1. No person shall be employed by the college who is related within the first, second, or third degree of consanguinity (blood) kinship, or within the first or second degree of affinity (marriage) kinship to a member of the Board of Trustee.
2. No employee of the college shall participate in the selection or hiring of any person who is related within the first, second, or third degree of consanguinity (blood) kinship, or within the first or second degree of affinity (marriage) kinship of the prospective employee.
3. No employee of the college shall directly supervise the work of another employee who is related within the first, second, or third degree of consanguinity (blood) kinship, or within the first or second degree of affinity (marriage) kinship.
4. WCJC shall not prohibit the employment of close relatives (as defined by being related within the first, second, or third degree of consanguinity (blood) kinship, or within the first or second degree of affinity (marriage) kinship) 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.
5. The nepotism policy described herein shall not apply to close relatives who already occupy 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.
6. Immediate supervisors, Cabinet-level supervisors, and the Dean of Human Resources are responsible for assuring compliance with WCJC's Local Nepotism Policy

**Date Prepared:** 06/09/2025