



## **Rowan College of South Jersey**

Administrative Procedure: 7413

### **NEPOTISM**

The purpose of this administrative procedure is to implement policy while providing an opportunity for closely related persons to be employed by the College and avoiding a conflict of interest or the appearance of a conflict of interest.

Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit; e.g., initial employment or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those closely related.

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships; e.g., individuals residing in the same household, consensual romantic, or sexual relationships. The College views such conflicts of interest as seriously as it does those involving closely related persons as defined.

**For the purpose of this administrative procedure, “closely related” is defined to mean** spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent, grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law, sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee’s domestic partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent’s rights, duties and responsibilities) to the employee as a child.

In considering whether a relationship falls within this policy, all employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past.

All employees are responsible to raise potential issues to the attention of their supervisors. Individuals who have questions or are uncertain as to the application of the Nepotism policy should speak in confidence with Human Resources.

Additionally, Board policy on nepotism applies to all types of employment, including short-term and casual or hourly employees.

Area: Human Resources

Approved: 07/01/19

Reaffirmed: 04/19/22

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, reading "Jim Keating", is written over a horizontal line. The signature is in a cursive style.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7413 Nepotism*

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