



DIVISION II. College Employees	REFERENCE NO. 2.2.3 [1]
CATEGORY 2.2 Nepotism Policy	DATE Adopted 10/01 Revised 3/10

Introduction

Joliet Junior College is committed to the highest standards of conduct and expects all members of its community to adhere to them. Members of the college community must avoid conflicts of interest, situations that might be perceived of as conflicts of interest or situations that might impair objective judgment.

Policy

A college employee may not directly influence issues relating to the employment, or the terms and conditions of employment of a person who is a member of the employee’s immediate family, with whom he or she shares a household, or with whom he or she has a personal relationship.

The President or designee will serve as the administrative officer responsible for administering this policy.

Definitions

- Nepotism** Shall mean actions by a college member that directly influence the college employment (e.g.: hiring, promotion, supervision, evaluation and determination of salary) or academic progress (e.g. grading and advising) of any other college member with whom he or she has a relationship as described herein.

- Immediate Family** Includes mother, father, children, sister, brother, spouse, any step-relation, domestic partner, grandparents, uncles, aunts, and cousins, and in-laws of the same relation as any of the foregoing.

- Household** Includes anyone with whom the employee shares a house, apartment, or other living arrangement.

- Personal Relationship** Includes marital or other committed relationship, or consensual sexual or romantic relationship.

- Members of College Community** Includes any college faculty member, staff member, student, or other individual engaged in any college activity or program.



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Enforcement

The employment of members of the same immediate family, of those who share a household or those with other types of personal relationships may create conflicts of interest or the perception of conflicts of interest. The college will use sound judgment in the placement of such employees in accordance with the following guidelines:

- Members of the same immediate family, same household, or those involved in a personal relationship (related parties) are permitted to work in the same college department, provided that no direct reporting or supervisor-to-subordinate relationship exists. That is, no individual should have decision-making authority or significant influence over the hiring, work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment of a related party.
- Individuals who become a related party to a college employee while already employed at the college should promptly report that fact to each employee’s supervisor and the director, human resources, and both employees will be treated in accordance with this policy. If in the opinion of the college, the workplace organization implicates this policy, one of the employees may be transferred at the earliest practicable time, or other arrangements shall be promptly implemented.
- If an applicant is otherwise qualified and might be selected for an available position but is a related party to an existing employee in the same department, the selecting authority should consult with Human Resources on the applicability of this policy and its motivating concerns before completing the hiring process.

Any exceptions to this policy must be approved by the director, human resources or his/her designee.

Questionable Relationships

A person recommending, or considering the acceptance of, and appointment to a position who has reason to believe that a relationship of the kind described herein exists, is to report the facts to the Director of Human Resources so that a determination may be made prior to the actual appointment.

Disciplinary Action

Violations of this policy may result in disciplinary action up to and including termination of employment.