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| DIVISION | ADOPTION DATE |
| II College Employees | 10/2001 |
| POLICY NAME | REVISIONS |
| 02.01.02 Nepotism | Revised: 03/2010, 08/2018, 09/2021 |

02.01.02 NEPOTISM

Joliet Junior College (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 as conflicts of interest, or situations that might impair objective judgment in accordance with Board Policy 2.01.11 Conflict of Interest, Board Policy 2.01.10 Governmental Ethics and State Gift Ban, and all related state and federal laws.

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 they share a household, or with whom they have a personal relationship.

Definitions
 As used in this Nepotism policy, the following terms have the indicated meaning:

Nepotism: Includes 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 they have 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, or any friend that could represent an actual or perceived conflict of interest (e.g. An individual that an employee has spent reoccurring, non work-related time with through social media or in person). This includes any relationship that creates the appearance of impropriety.

Related Parties: Members of an extended family, same or different household, that are engaged in a relationship that could create an actual, perceived, or potential conflict of interest.

Supervisory Relationship: When one employee has direct or indirect influence on decisions concerning employment terms and conditions, which includes making recommendations for hiring, assignment or review of work, providing input on employee performance evaluations, transfer, promotion, grievance review, or other terms and conditions of employment over another employee. This includes supervisors and lead workers. It also pertains to academic personnel who have a direct or indirect influence over a student's academic progress/performance. This includes tutors, counselors, advisors, faculty, and other related positions.

Members of the College Community: Includes any College faculty member, staff member, student, or other individual engaged in any College activity or program.

Conflict of Interest: A conflict of interest can involve situations in which an actual, perceived, or potential conflict exists. An actual conflict of interest exists when there is a verifiable conflict between an individual's duties and responsibilities in serving the College and their personal interests. A perceived conflict of interest exists when based on verifiable information, it would be reasonable for a person to believe that a conflict exists for an individual employed by the College. A potential conflict of interest exists when interested person's personal interest could, currently or in the future, conflict with their duties and responsibilities in serving the College. Potential conflicts can develop into actual conflicts.

Reported Issues

If a report is made in accordance with this policy or Board Policy 2.01.10 Governmental Ethics and State Gift Ban Act that has not been disclosed in advance, the report will be investigated and reviewed in accordance with Institutional Procedure 2.01.10.01 Ethics Investigations, as applicable.

Violations of this policy, including but not limited to failure to report a related party relationship, may result in disciplinary action up to and including termination of employment.