



**Nepotism Policy**

*Approved by and date:*

*Board of Trustees* 09/09/2019

*Executive Leadership Team* 08/26/2019

**Policy:**

Kilgore College strives to avoid conflicts of interest and appearances of favoritism that result from the appointment, reappointment, and/or supervision of an employee by a close relative. No College employee may approve, recommend, or otherwise take action with regard to the appointment, reappointment, promotion, salary, or supervision of a close relative as defined in the following procedures.

Close relatives of members of the Kilgore College Board of Trustees are not eligible for employment at the College, unless the exception outlined in the following procedures applies.

Employees are required to fully disclose the existence of any relationship that may create a conflict of interest at the time of employment, or that develops at any time during employment. Failure to make full disclosure may result in discipline, including termination.

**Procedures:**

*Approved by and date:*

*Executive Leadership Team* 08/26/2019

Definitions

A close relative is defined as an employee's spouse, son, daughter (including stepchild), son-in-law, daughter-in-law, parents (including stepparents), father-in-law and mother-in-law, brother, sister (including stepbrother and stepsister), brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchildren, great grandparents, great grandchildren, spouse's grandchildren, and spouse's grandparents.

Supervision is defined as the exercise of authority or responsibility with regard to appointment, reappointment, promotion, managing performance, work assignments, salary administration, termination or other terms, and conditions of employment.

Management Options

If an applicant for employment is a close relative of another departmental employee, and the hire of the applicant would place him or her under the supervision of a close relative, the head of the hiring committee may omit the applicant from those being considered for the vacant position.

### Alternative Supervision

If an appointment, reappointment, or promotion of a person places him or her under the supervision of a close relative, all actions with regard to the terms and conditions of employment of the supervised employee, including the annual performance evaluation, shall be the responsibility of the next highest administrative supervisor.

If a person in a supervisory position marries a person who he/she supervises, the supervised spouse shall be transferred to another position for which he/she is qualified if such a position is available. If such a position is not available, the supervised spouse is deemed to have resigned his/her position as of the marriage date.

### Board Member

No close relative of any member of the Board of Trustees of Kilgore College shall be eligible for employment in any position with the College. This prohibition governs the hiring of an individual that is a close relative of any member of the Board of Trustees whether hired as an employee or as an independent contractor. An exception to this is made when the related employee has been continuously employed with the College for: thirty (30) days prior to the appointment of the related Board member; six months if the Board member is elected at an election other than a general election for state and county officers; or one year if the Board member is elected at the general election for state and county officers. However, if this exception applies, the Board member may not participate in any deliberation or voting related only to that individual.