

Nepotism	Document No.	
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	Approval:	

1.0 Purpose

This policy establishes guidelines by which the College employs people who are related or with whom a college employee has a close personal relationship that could raise a perception of impropriety.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
4-14-09	1.0	Procedure rewrite	

3.0 Persons Affected

3.1 All employees of the College including full-time, part-time, temporary, supply, contract, adjunct, or student employees.

3.2 Candidates for vacant positions at the College.

4.0 Policy

The policy of Casper College is to ensure:

4.1 All employees are treated fairly and without bias.

4.2 Employees are not advantaged or disadvantaged because of a familial or personal relationship.

4.3 Employees do not participate in the hiring, appointing, reviewing, supervising, managing, promoting, evaluating, or any decision that involves a direct benefit to a relative or a person with whom they have a close personal relationship that could raise a perception of impropriety.

4.4 No supervisor may have a subordinate employee who is related to them or with whom they have a close personal relationship that creates an appearance of impropriety.

## 5.0 Definitions

- 5.1 Nepotism. The act of people with power showing favoritism to a relative or an individual with whom they have a close personal relationship that could raise a perception of impropriety.
- 5.2 Relative. This group includes the following family members: spouse, child, parent, sibling, grandparent, grandchild, step-parent, step-children, step-sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, or first cousin.

## 6.0 Responsibilities

- 6.1 The Director of Human Resources is responsible for ensuring compliance to this policy.
- 6.2 The President and Vice Presidents are responsible for rectifying violations of this policy within their respected areas of responsibility. When the violation includes a Vice President, the President is responsible for rectifying the violation.
- 6.3 The President is responsible for determining if a close personal relationship exists that could raise a perception of impropriety.

## 7.0 Procedures