

Policy Manual



Title: Employment of Relatives	Number: 6Hx2-3.22
Legal Authority: Fla. Statutes §1001.64	Page: 1 of 1

GENERAL STATEMENT

In order to provide harmonious working conditions and to avoid favoritism to a relative on the basis of relationship, employment of personnel from the same family shall be restricted. A relative may be employed in the same administrative unit provided that neither is in a supervisory or administrative capacity over the other.

THE POLICY and THE FACULTY and STAFF

It is a hiring supervisor's responsibility to ensure that this policy is adhered to, and an employee's responsibility to immediately fully disclose relationships and organizational structures that would be in violation of this policy. It is a supervisor's responsibility to ensure that current information exists on file in Human Resources regarding the supervisor's name and reporting relationship for each position at the College.

IMPLEMENTATION and OVERSIGHT

It is the College's intent to identify possible violations during the recruitment and screening process, however, it recognizes that some relationships are formed after initial employment. In cases such as this, College administration will work with appropriate staff to determine a resolution (including but not limited to transfer, reassignment and/or resignation of one party).

VIOLATION OF POLICY

Notification of violations of this policy should be directed to the appropriate President's Cabinet member and the Executive Director for Talent and Culture. Any violation of this policy may result in disciplinary actions up to and including termination.

DEFINITIONS

Administrative Unit - For the purpose of this policy, an administrative unit is a functional area under a Provost, Vice President, Associate Vice President, Campus President, Senior Vice President, Executive Director, or Center Administrator.

Relative - For the purposes of this provision, a "relative" is defined as a spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, cousin, niece or nephew of the employee or of the employee's spouse. Relatives also include "step" relationships such as stepchild and stepparent, as well as domestic partners.

History: Revised on December 15, 1987; revised and re-numbered on May 21, 1997; revised on February 28, 2007, revised on September 25, 2012, revised on August 13, 2019			
Approved by the Board of Trustees	Date: 08/13/2019	President's Signature 	Date: 08/13/2019