



Policy Series #: 4000
Policy Manager: Celeste Ruble
Name of Policy: Nepotism

Purpose: In order to provide a process that allows members of the same family or household to be employed by Riverland Community College without placing them in a real or apparent conflict of interest under Minnesota Statutes, Riverland Community College adopts MnSCU Board Policy 4.10 Nepotism as its Nepotism policy.

Applicability:

4.10 Nepotism

Part 1. Nepotism. Employees of Minnesota State Colleges and Universities shall not participate in the selection, hiring, supervision, or performance review of, or decisions regarding compensation or staff complement for, any person who is a member of the employee’s family or household and is an applicant for employment with, or employed by, Minnesota State Colleges and Universities, except as permitted under procedures adopted by the chancellor.

Definitions: n/a

Does this policy have a procedure? Yes. 4.10.1

4.10.1 Nepotism Procedure

Part 1. Purpose and applicability. The purpose of this procedure is to implement Board Policy 4.10, Nepotism, and to provide a process that allows members of the same family or household to be employed by the Minnesota State Colleges and Universities and its institutions without placing them in a real or apparent conflict of interest under Minnesota Statutes §43A.38, the Code of Ethics for Employees in the Executive Branch. Employees and applicants for employment shall not be denied employment opportunities because of their status as a family or household member of another employee.

This procedure applies to all employees of Minnesota State Colleges and Universities, including student employees and work study employees, except as provided in this procedure. Employees covered by the Agreement between the Minnesota State Employees Union, AFSCME and the State of Minnesota, are subject to the provisions of MnSCU Supplement Part 1, All MnSCU, Part 13 Conflicts, of the Agreement.

Part 2. Definitions. For purposes of this procedure, “family or household member” means the employee’s spouse, child or stepchild, ward of the employee or employee’s spouse, parent of the employee or employee’s spouse, brother or sister of the employee or employee’s spouse, grandparent or grandchild of the employee or employee’s spouse, nephew or niece of the employee or employee’s spouse, brother-in-law or sister-in-law of the employee or employee’s spouse, or other members of the employee’s household whether or not related by blood or marriage.

Part 3. General.

Subpart A. Nepotism prohibited. Members of the same family or household are eligible for employment in the system. Except as provided in this procedure, a direct supervisory relationship shall not exist between family or household members, nor shall one member of a family or household assume the role of investigator, or decision-maker with respect to i) processing complaints or allegations against, or ii) making decisions on personnel matters, concerning the continued employment or promotion of, a family or household member. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Subpart B. Exceptions. In exceptional circumstances, a direct supervisory relationship may exist between employees who are family or household members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved or the lack of other available appropriate supervisory personnel. Any exception must be approved by the president or chancellor, and all employment decisions affecting the subordinate employee, such as selection, hiring, discipline, investigation, performance review, compensation, or furlough, must be assigned to other supervisory personnel. Exceptions involving a president and president's family or household member must be approved by the chancellor.

Part 4. Change in Relationship between Employees. The supervisor or manager involved in a relationship covered by this procedure shall notify the chief human resources officer for the college, university, or system office when a change occurs affecting application of this procedure. This includes employees in a supervisor and subordinate relationship who become family or household members, or the development of a supervisor and subordinate relationship between family or household members after employment. The college, university, or system office shall make suitable arrangements for transfer of one of the employees, assignment of a different supervisor, or a determination that an exception is necessary under Part 3, Subpart B of this procedure. Transfers under this provision will be consistent with the provisions of applicable collective bargaining agreements or personnel plans.

Part 5. Documentation. Colleges, universities and the system office shall document any exceptions granted under this procedure on forms provided by the system office. All such documentation shall be kept in the Human Resources Office.

Part 6. Effective Date. This procedure will become effective upon approval by the Chancellor except for relationships which are already in existence at the time of approval. Those existing relationships will be covered effective July 1, 2006.

List related policies, procedures or plans here:

Link to MnSCU Board Policy 4.10 Nepotism: <http://www.mnscu.edu/board/policy/4-10.pdf>

Link to MnSCU Board Policy 4.10.1 Nepotism: <http://www.mnscu.edu/board/procedure/4-10p1.pdf>

Date of Initial Review by President's Cabinet: 12-06-2013

AASC Review (if applicable): n/a

FSGC Review (if applicable): 1-28-2013

Date of Final Approval / Policy Adoption: 2/14/2013

Date & Subject of Revisions: