

4-21: Nepotism

- Approved: December 2007
- Revised:

All employees of the Board of Trustees for Fort Lewis College are prohibited from using their employment to bestow any preferential benefit on anyone related to them by family, business or social relationship. However, the employment of more than one family member is not prohibited based solely on their family relationship. Each employment decision shall be considered independently of family relationships, so long as the decision does not create an employment relationship in violation of this policy. No employee of the Board shall participate in any manner in any decision-making process affecting a family member.

For the purposes of this policy, "family member" is broadly defined as any person related to another by blood or marriage and any persons who are currently or were, in the recent past, in an intimate relationship with each other.

The following actions are prohibited by this policy:

- An employee shall not hire or directly or indirectly exercise supervisory, evaluation, appointment, disciplinary, dismissal or any other employment authority over a family member;
- An employee shall not have access to a family member's confidential information, including payroll and personnel records;
- Monetary transactions on behalf of the College shall not be conducted between family members. Such transactions shall include, but are not limited to, auditing, verification or receipt of funds.

Employee Disclosure Responsibility

It is the responsibility of an employee to notify his or her supervisor about a family or intimate relationship as soon as possible, if the relationship may create a violation of this policy. If an employee is in doubt about whether his or her relationship violates this policy, the employee shall discuss the issue with the Director of Human Resources. Failure to disclose this information may result in disciplinary action, up to and including termination. If a family relationship is created which violates this policy after one's hiring, due to marriage, co-habitation, intimate relationship or other event, an employment arrangement must be made in order to comply with this policy.

Supervisor, Vice President and Director of Human Resource's Responsibility

If an employment relationship is found to violate this policy, the employees' supervisor or supervisors are required to inform the appropriate Vice President and the Director of Human Resources immediately. The supervisor's failure to disclose this information may result in disciplinary action, up to and including termination. Together, the Vice President and the

Director of Human Resources will determine what solution or change must occur in the employment relationship to bring it into compliance with this policy. Such changes may include, but are not limited to, the transfer of supervisory authority, reassignment, or termination of employment. Any decision to change an employment relationship under this policy shall be based upon the best interests of the College. Written documentation for any decisions made under this policy are required to be placed in the affected employee's personnel file.

These guidelines apply to all classifications and categories of employment, including, but not limited to, full-time, part-time, temporary classifications, contracted work, and student workers.

References: *Board of Trustee's Manual of Policies and Procedures, Section 2.*
Executive Order D 001 99, Manual of Policies and Procedures, App. A.
Section 24-34-402(1)(h), C.R.S.