## Policy 219: Nepotism

Category: Personnel

Covered Individuals: All CEI Employees

##### Approved: 4/26/2024

##### Formerly Approved: 12/11/2019

##### **219.1 POLICY**

CEI hires individuals based solely on their qualifications and ability to carry out the duties of the available position. The following guidelines relate to the hiring, supervision and instruction of individuals whose familiar relationship with existing employees may create an actual or apparent conflict of interest. This policy applies to all employees and prospective employees of CEI.

**219.2 DEFINITIONS**

* A Person Related by Family, Marriage, or Domestic Partnership: a person with whom an employee has a current or former familial relationship, including a parent, step-parent, child, step-child, son-in-law or daughter in-law, brother, sister, spouse, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, brother-in-law or sister-in-law, in a guardianship capacity, or persons living in the same household.
* Influence: using one’s position to alter the outcome of the hiring of a person related by family, marriage or domestic partnership through coercion, bribery, threats, intimidation, and quid pro quo.

#### 219.3 PROCEDURES

No employee of CEI shall hire, supervise or otherwise exercise discretion concerning another employee who is a person related by family, marriage or domestic partnership.

No employee of CEI may appoint, employ, or unduly influence the appointment or employment of any person(s) related by family, marriage or domestic partnership to any position, employment, or duty at CEI.

CEI permits the employment of a qualified person related by family, marriage, or domestic partnership to a current employee so long as:

* The current employee has not in any way been involved in the hiring of the qualified person related by family, marriage or domestic partnership;
* Based upon an independent review, and in CEI’s sole opinion, the person related by family, marriage or domestic partnership is deemed qualified for the position;
* Such employment does not, in the sole opinion of CEI, create any actual conflict of interest; and
* The current employee is not in a position to affect the assignment of duties, work responsibilities, salary, hours, performance evaluations, career progress, benefits, or other terms and conditions of employment of the person related by family, marriage or domestic partnership.

Persons related by family, marriage or domestic partnership are permitted to work in the same department, provided:

* No direct reporting or supervisor-subordinate relationship exists; and

The current employee is not in a position to effect the assignment of duties, work responsibilities, salary, hours, performance evaluations, career progress, benefits, or other terms and conditions of employment of the person related by family, marriage or domestic partnership.

Appropriate actions may include but are not limited to appointment of a qualified alternative supervisor or evaluator to the position of authority.

Employees who become related by family, marriage or domestic partnership will be treated in accordance with these guidelines. Thus, if in the sole opinion of CEI, a conflict arises as a result of the relationship, CEI may take immediate action to address the conflict in accordance with this policy.

In the event that the familial or marital relationship ends, CEI will address any conflict and pursuant to applicable policy.

**Academic or Related Supervision of Persons Related By Family, Marriage Or Domestic Partnership**

Persons related to students by family, marriage or domestic partnership (as defined by this policy) are permitted to act as instructors, lecturers, advisors, mentors, provided:

* No direct supervisory or evaluative relationship exists; and
* The employee is not in a position to directly affect the academic progress or academic success of the student related by family, marriage or domestic partnership.

Appropriate actions may include but are not limited to: appointment of a qualified alternative instructor or evaluator to the position of authority.

Employees and students who become related by family, marriage or domestic partnership while employed at or attending CEI, shall be treated in accordance with these guidelines. Thus, if in the sole opinion of CEI, a conflict arises as a result of the relationship, CEI may take immediate action to address the conflict pursuant to applicable policy.

Any employee who violates this policy will be subject to corrective action, up to and including termination of employment.