



<b>Administrative Policy:</b>		Nepotism		<b>Policy Number:</b>	AP 7310
<b>Applicable regulations - Federal/State/Board/College</b>		ORS 244.175 to 244.179			
<b>Accountable Administrator:</b>		Human Resources Director	<b>Position responsible for updates:</b>	Human Resources Director	
<b>Original Date:</b>	2.3.21	<b>Executive Team approval date:</b>			2.9.21
<b>Date Posted on Web:</b>	3.10.21	<b>Revised:</b>		<b>Reviewed:</b>	

**Purpose:**

Provide clear and consistent policy on nepotism and related to employment practices.

**Principle**

Oregon Coast Community College does not prohibit the employment of a relative or member of household of a current employee of the college, with the exception that a college employee acting in their official capacity may not supervise a person who is a relative or member of household. In addition, a college employee may not participate in personnel decisions relating to a relative or member of household. These restrictions do not apply to unpaid volunteer positions with Oregon Coast Community College.

Personnel decisions include appointment, employment, promotion, discharge, firing or demotion of the relative or member of the household, and include participation in any interview, discussion or debate related to these personnel decisions.

Relative means spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals for whom the employee has a legal support obligation, or anyone for whom the employee provides benefits arising from their employment. This definition applies to both the employee and the spouse of the employee.

Member of household means any person who resides with the employee.

Supervision is defined as the position that provided direct supervision.

Oregon Coast Community College will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, Oregon Coast Community College retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place a relative or member of household in the same department, division or facility. Oregon Coast Community College retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.