

Responsible Office: Human Resources
Applies to: Faculty, Staff and Adjuncts
Approved: 11-21-23

Policy: The basic criteria for appointment, employment or promotion of all College employees shall be appropriate qualifications and demonstrated performance. Relationship by family or marriage shall constitute neither an advantage nor a deterrent provided the individual meets and fulfills the position qualifications and requirements. It is not the intent of this policy to encourage or discourage the employment of family members but rather to re-emphasize the concept that the selection of employees shall be solely on the basis of qualifications and past performance.

Guidelines:

I. Definitions:

- a. **Nepotism:** Showing favoritism without regard to merit, through authority or influence by someone in a position of authority, toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving preferential treatment to any employment action to family members and others, as defined in this policy
- b. **Family Member:** Includes the following:
 - i. Spouses, domestic partners, parents, grandparents, children, siblings, parents-in-law, children-in-law, siblings-in-law, grandchildren, stepparents, stepchildren, legal guardian or person who stands in place of the parent or other persons regardless of whether they reside in the home of the employee; and
 - ii. Any other person related by blood or marriage who lives in the same household as the employee.

II. Policy Details:

- a. The appointment, employment or promotion of family members may be provided that an appropriate position is open and that the salary and other prerequisites are in accordance with the responsibility of the position and the experience and achievements of the family member.
- b. No employee is permitted to work in a position where work responsibilities, salary, evaluation of performance, or other terms and conditions of employment could be influenced by a family member.
- c. No college employee may supervise a family member.

III. Disclosure:

- a. Employees must notify their immediate supervisor if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy. In such instances, the employee must recuse themselves from any related employment actions.
- b. Applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member.

Compliance References:

[Ohio Revised Code Chapter 102.](#)

[Ohio Revised Code 2921.42](#)

[Ohio Revised Code 2921.43.](#)

Related Policies and Procedures: N/A

History:

	Date:	Reason:
Issued:	11-21-2023	Replaces Nepotism 5.3 Policy. BOT approved 5/16/1995
Revised:		

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.