

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO: HR-715**

TITLE: EMPLOYMENT OF RELATIVES (NEPOTISM)

SECTION 1. GENERAL

- 1.1 Scope: The purpose of this policy is to establish guidelines related to the hiring and supervision of family members of employees.
- 1.2 Filing Date: February 12, 2009
- 1.3 Effective Date: April 10, 2009
- 1.4 Bluefield State College recognizes the employment of relatives/family members of employees may cause serious conflicts and problems with favoritism and employee morale. Further personal conflicts from outside the work environment may be carried into the daily working relationship.

SECTION 2. DEFINITIONS

- 2.1 Family member is defined as one of the following: relationships by blood -- parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and, relationships by marriage -- husband, wife, stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, or niece.
- 2.2 Employment for the purpose of this policy is defined as any position for which compensation is received regardless of funding source except student employment for scholarships. Approved uncompensated work including, but not limited to internships and volunteers will not be considered employment for the purpose of this policy.

SECTION 3. POLICY

- 3.1 Employees may neither initiate nor participate in institutional decisions involving a direct benefit to an immediate family member. Such decisions include, but are not limited to: initial appointment, retention, promotion, tenure, salary, and approval of leave.
- 3.2 Family members of persons currently employed by the College may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in

the same line of authority where decisions involving a direct benefit to the family member may occur. Such decisions include, but are not limited to initial appointment, retention, promotion, tenure, salary, and approval of leave.