

## **Nepotism Policy for the Board of Trustees and Employees of the County College of Morris**

### **1. Application**

This Nepotism Policy is applicable to the Board of Trustees of the County College of Morris and employees paid from Federal, State, or County funds and who are employed by the County College of Morris.

### **2. Definitions**

When used in this nepotism policy, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

"Board" means the Board of Trustees of the College.

"Employment" means any person compensated for full or part-time employment services rendered to the College.

"Executive Officers" shall mean the members of the Board of Trustees, the President, any person holding a vice president position, the Executive Director of Advancement and Planning, or any substitute or similar title for these officers.

"Immediate family member" means the mother, father, husband, wife, natural or adopted son, natural or adopted daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandchild of the employee.

"Personal or Business Associates" shall mean any person residing in the same household with the employee or any person having an interest in a business in common with the employee.

### **3. Standards of Conduct**

(a) An immediate family member or personal or business associate of an employee who is not an executive officer will be considered for employment, transfer, reassignment, or promotion on the basis of their qualifications for available job openings provided that:

(i) The hiring of the immediate family member or a personal or business associate will not create a supervisor or subordinate relationship with the employee.

and

- (ii) The employee has not utilized his/her official position at the College to secure an unwarranted advantage for the immediate family member or personal or business associate.
- (b) Immediate family members or personal or business associates of executive officers of the College shall not be considered for employment at the college during the period that the executive officer holds office and for a period of two years thereafter.
- (c) If as a result of marriage, a supervisor-subordinate relationship arises between the employee and his/her immediate family member, appropriate transfer or reassignment of supervision will be made.

**4. Effective Date of Policy**

This policy amendment shall take effect at the commencement of the Spring 2015 semester.