



Procedure No. 2018A

Title of Procedure: Nepotism Procedures

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____
Division/Department _____ College X _____

Topic/Issue:

The procedure for disclosure to the Human Resources Office the identity of any family member(s) employed by the College.

Background to Issue/Rationale for Procedure:

Baltimore City Community College retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest.

State/Federal Regulatory Requirements (cite if applicable):

State Personnel and Pensions, title 2, section 307.
http://mlis.state.md.us/asp/web_statutes.asp

Memorandum of Understanding (MOU) between Baltimore City Community College and AFSCME Council 92/AFSME Local 1870 Article 14. Section 1, Section 2 and Section 3.

Baltimore City Community College Non-Discrimination Policy

The Governor's Executive Order – 01.01.2007.09, Code of Fair Employment Practices

Procedure Language:

I. Definitions

- A. Supervisory employee” or “supervisor” means any employee, regardless of job description or title, having authority in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances.
- B. A manager includes anyone having the authority to make decisions, assign work or give orders to subordinates in the chain of command.
- C. A family relationship exists where an employee is related to another employee or spouse of any employee of the College by blood, marriage, or adoption and extends, but is not limited to, the following relationships: spouses, parents, children, and siblings, in-laws, step-family members, aunts, uncles, nieces, nephews, cousins, or grandparents.

II. Disclosure - All present employees and applicants for employment with Baltimore City Community College must complete a Nepotism Acknowledgement form to disclose to the Human Resources Office the identity of any family member(s) defined as relatives as noted above . A Nepotism Acknowledgement form will be included in the hiring packet.

III. Training

- A. The Nepotism Policy and Procedures will be reviewed and discussed during orientation.
- B. Nepotism will be included in the college’s Supervisory Training.

Implementation Date: October 1, 2007

Originator/Division: Human Resources

Approved by the Board of Trustees: September 19, 2007