



4.6 Nepotism Policy

Category: Human Resources

Name of Responsible Office: Human Resources and Organizational Development

Title of Responsible Executive: Vice President, Diversity-Equity-Belonging and Executive Director, MCC
Downtown Campus

Date Established: April 9, 2018

Date Last Approved:

Summary

Monroe Community College is strongly committed to establishing a learning and working environment that promotes the exchange of ideas, builds mutual trust and respect, encourages communication, and reduces misunderstandings. Instances of real or perceived nepotism may lead to a breakdown of trust and respect as a result of conflicts of interest that occur. When decisions are made that directly impact employees, each employee situation should be considered on its own merits and no supervisor or administrator should participate in any personnel actions or decisions affecting a member of his or her immediate family.

Policy

Policy Statement

Nepotism is prohibited. No individual shall be part of any official employment decision concerning an immediate family member. Employees may not supervise immediate family members.

When family members are employed by the College and a supervisor would be required to supervise an immediate family member because of his or her position at the College, the immediate family member will be supervised by the next level supervisor. Supervisors should not feel their authority to supervise employees is compromised by the employees' familial relationships within the College. This supervisory change should not be taken to represent a change in the level or scope of the individual's position. If two family members are employed in the same department or office, it shall be the responsibility of the employees to inform the appropriate department chairperson or supervisor of the family relationship. The purpose of this report is to ensure that a resolution may be reached regarding supervision and evaluation.

Background

SUNY policy does not prohibit the hiring of relatives to work in the same department. However, the Code of Ethics of the New York State Public Officers Law prohibits public employees from acting in furtherance of his or her self-interest:

- “An officer or employee of a state agency ... should not by his [or her] conduct give reasonable basis for the impression that any person can properly influence him [or her] or unduly enjoy his [or her] favor in the performance of his [or her] official duties, or that he [or she] is affected by the kinship, rank, position of influence of any party or person.” Section 74, 3(f).

The College strives to create a fair and welcoming environment for all employees. When a party in a position of authority makes employment decisions about an immediate family member, there may be a real or perceived impropriety, sense of favoritism, loss of objectivity, and a conflict of interest in any supervisory or other professional role. This potential conflict of interest may negatively affect others in the department, office, team, or unit and could result in a hostile working environment. The relationship may damage the credibility or reputation of the employee, the department, or the College as a whole and may expose individuals or the institution to legal action and liability.

Employees must avoid the act or appearance of nepotism by disclosing the relationship to the Executive Director, Human Resources and Organizational Development, and removing themselves from situations violating this policy. Such employees will be held accountable for any violations of this policy. Any administrative or disciplinary action may be taken to address violations of this policy. Where applicable, such actions will be taken in accordance with existing collective bargaining agreements.

Applicability

This policy applies to all employees of the College, including faculty, staff and officers

Definitions

Immediate Family: for the purpose of this policy only, immediate family is defined as any domestic partner, relative, relative-in-law, or children of spouses or domestic partners of any employee regardless of residence or any person with whom an employee has been making his or her home.

Employment Decisions: personnel actions which include, but are not limited to, hiring processes, discipline, performance evaluation, promotion, tenure, demotion, transfer, discharge, employment, layoff, conditions of work, rates of pay, or similar financial decisions, as well as selection for training, and terms, conditions or privileges of employment.

Employee: any person whose primary role within the College community is as a member of the faculty or staff.

Nepotism: bestowing favor on an individual on the basis of family relationship.

Responsibility

Executive Director, Human Resources and Organizational Development

Contact Information

Human Resources and Organizational Development

Related Information

College Documents

Harassment Policy

[2.12 Equal Employment Opportunity and Affirmative Action Policy](#)

[4.1 Conflict of Interest for College Officers and Non-Contract Employees Policy](#)

Other Related Documents

Public Officers Law, Section 74, 3(f)

[SUNY Code of Ethical Conduct for University Officers](#)

History

Item	Date	Explanation
Shared Leadership Coordinating Council	December 2, 2017 thru March 23, 2018	For review and comment
Board of Trustees	March 5, 2018	First Read
Board of Trustees	April 9, 2018	Approved