



# Butte-Glenn Community College District

## ADMINISTRATIVE PROCEDURE

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### AP 7310 - NEPOTISM

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#### References:

Government Code Sections 1090 et seq. and 12940 et seq.

The employment of relatives, immediate family members, or domestic partners in the same facility, department, division, office, or line of supervisory authority may adversely impact the nature of the necessary working relationships between supervisors and employees and between co-workers. Such employment can raise issues which adversely affect the public trust and confidence in the fairness and efficiency of the employment policies and operations of the District.

- A. "Relatives" or "members of an immediate family" are defined as father, mother, brother, sister, spouse, domestic partner, child, grandchild, stepfather, stepmother, stepson, stepdaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandfather-in-law, grandmother, grandmother-in-law, foster parents in lieu of father or mother, foster children or family members living in the immediate household. A domestic partner and his/her immediate family members shall have, insofar as permitted by California Law, the same consideration as a spouse.
- B. At any time that an immediate family member or relative of a member of the Board of Trustees is being considered for employment in any regular full-time, part-time, or hourly capacity by the District, said member of the Board of Trustees shall make known the family relationship before action is taken.
- C. Relatives or immediate family members of current District employees may be hired by the District as employees, promoted, or transferred but the District may consider the following issues before taking these personnel actions:
  - 1. Will the individuals concerned work in a direct supervisory relationship with one another, or be in the same line of authority or supervision;
  - 2. Will the individuals concerned work in divisions, departments, offices, or facilities which would allow or require that their work or work products be shared or are dependent on one another;
  - 3. Will the employment, promotion or transfer pose any reasonably foreseeable problems or conflicts involving supervision, security, confidentiality, performance, or morale.
- D. Current District employees are prohibited from participating in, or influencing or attempting to influence the selection process or employment, promotion, or transfer of a relative or immediate family member.

- E. Current District employees are prohibited from participating in, or influencing or attempting to influence decisions regarding admission, financial aid, work-study, student hourly employment or internship for students or prospective students who are their relatives or immediate family members.
- F. The District reserves the right to take prompt action to prevent the attempt of any relatives or immediate family members from influencing any personnel action.
- G. No personnel action will be based on an individual's status as a relative or immediate family member of a current District employee except under the following circumstances:
  - 1. For business reasons of supervision, safety, security, morale, or direct reporting relationship; and
  - 2. The District may refuse to place both members of an immediate family in the same department, division or facility if the work involves reasonably foreseeable conflicts of interest.
- H. Applicants for employment must declare on their District applications their relatives or immediate family members who are current District employees.

Present employees who become relatives or members of the same immediate family must notify their supervisors and/or the Human Resources Department. Any supervisor who receives a report of change in status of employees such that they become relatives or immediate family members of one another will notify the Human Resources Department. If that relationship causes or it is reasonably foreseeable that it will cause a conflict of interest or any of the problems listed above in this procedure, the District will make every attempt to reassign one of the employees or will make arrangements which mitigate the problems until such a transfer is possible.

Approved: 3/14