

## College Operating Procedures (COP)



Procedure Title: Employment of Relatives  
Procedure Number: 05-0308  
Originating Department: Office of Human Resources

### **Specific Authority:**

Board Policy 6Hx6:1.01  
Florida Statute 1001.64, 1004.65  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 1/15/10; 11/1/10

**Purpose Statement:** To provide all prospective and current employees of the College with guidelines regarding the employment of relatives.

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### **Guidelines:**

A member of an employee's immediate family or member of the employee's same household will be considered for employment by the College, provided the applicant possesses the minimum qualifications for the position to which they have applied. An immediate family member or member of the same household may not be hired, however, if such employment would:

- Create either a direct or indirect supervisor/subordinate relationship with a family/household member; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" shall mean father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, grandfather, grandmother, grandchild, foster child or guardian, brother-in-law and sister-in-law.

Employees who marry or become members of the same household may continue employment as long as there is not:

- A direct or indirect supervisor/subordinate relationship between such employees; or
- An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the College will work with the employees to resolve the conflict and determine if there is a suitable, appropriate position within the College to which one of the affected employees may transfer. If accommodations of this nature are not feasible the employees will be permitted to determine which of them will resign.