

**SCHOOLCRAFT COLLEGE**  
**18600 Haggerty Road, Livonia, Michigan 48152-2696**

**NEPOTISM**

Nepotism in the workplace applies to the hiring, supervision, and evaluation of family members by College employees. Best practice measures to avoid conflicts of interest in hiring and employment practices will be followed as defined herein.

1. When completing an application for employment with the College, applicants will indicate any family members who work for the College, their position and department.
2. Family members of current Schoolcraft employees may become employees of the College only if they will not have a direct employment relationship with persons with whom they have a familial relationship. A direct employment relationship includes occupying a position within the same department or same line of authority, working directly for, supervising or evaluating the employee with whom they have a familial relationship.
3. Family members of executive administrators and trustees will not be eligible for regular employment status positions at the College.
4. Family members of administrators will not be eligible for regular employment status positions where the administrator and family member are in lines of authority reporting to the same executive administrator.

*DEFINITION*

The term “familial relationship” includes any person who is related by blood or marriage; who resides in the same household as an employee, including domestic partners; who has an intimate relationship with an employee, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, including, spouses, parents, children, stepchildren, siblings, half-siblings, in-laws, and cousins.

*REPORTING AND OUTCOMES*

A familial relationship should be reported to the immediate supervisor, who must consult with Human Resources. If the familial relationship occurs after initial employment, employees must report this to the supervisor who must consult with Human Resources to determine the appropriate modification(s) of the work relationship, which may include reassignment, transfer, or possibly termination.

Adopted—Cabinet  
December 4, 2001  
November 5, 2013  
Revised—Cabinet  
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