



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> NEPOTISM	<b>Number:</b> 6.20	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1012.855	<b>Board Adoption/Revision Approval Dates:</b> 8/27/97, 10/22/02	

The College shall not permit a full-time employee to work in a direct supervisory-subordinate relationship with a relative or member of the same household or economic unit.

- (1) Employees of the College may not supervise, nor may they recommend the appointment, employment, promotion or advancement of any family member, relative, or member of the same household or economic unit in or to a position in the College over which the employee exercises jurisdiction or control.
- (2) The supervisor-subordinate relationship is considered to exist throughout the administrator's direct chain of command. Therefore, the College shall not employ a relative of the President, nor shall it employ a relative of a Vice President within their division.
- (3) A family member or relative is defined as spouse, parents or stepparents, children or stepchildren, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepbrother, stepsister, half brother or half sister or their husbands or wives.
- (4) Persons living together shall be considered to be in the same household or economic unit.
- (5) This rule pertains to full-time employees only. Part time employees and adjunct instructors may be employed with the approval of an appropriate supervisor above the level where the direct or indirect supervision exists. In each case where a relative is approved for part-time employment, the approving supervisor will perform all evaluations.
- (6) In cases where relationships described in paragraph 2 exist within a supervisory unit at the time this policy is adopted, appropriate reassignments will be made as soon as practical and possible.
- (7) When a relative of a member of the District Board of Trustees is recommended for initial employment or promotion, the trustee shall disclose the relationship and abstain from voting.

Exceptions to the policy, which may become necessary due to a shortage of qualified personnel, are subject to individual review and approval by the Board of Trustees upon the recommendation of the President.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or [Compliance@cf.edu](mailto:Compliance@cf.edu).