



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DBE-1 Employment of Relatives **APPROVED:** November 27, 1985 **REVISED:** November 8, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: DBE

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide the guidelines for the employment of persons who are related to District staff or to members of the Board of Trustees.

PROCEDURE:

- I. A relative is defined as a person related within the first degree of affinity or the second degree of consanguinity, according to the common law.
- II. The supervisor must review the response on the Application for Employment regarding their relationship to a current employee or to members of the Board of Trustees.
- III. It is the responsibility of the supervisor that the person recommended for employment meets the following guidelines if they are related to a current District employee or member of the Board of Trustees.
 - A. No person may be initially appointed or promoted when it is the duty of any relative employed by the District to act in any official capacity upon such appointment or promotion, regardless of the source of funds for payment of salary. This provision also includes individuals hired as private contractors.
 - B. No appointment or promotion may be made if either person would be under the administrative supervision of the other or if either would have any official voice in recommending salary increases or promotion in rank for the other.
 - C. No person may be employed in the District who is by blood relationship (consanguinity) within the third degree or by marriage relations (affinity) within the second degree to a member of the Board of Trustees.
- IV. When two employees of the District marry, both may not continue to hold such positions beyond the current fiscal year, if the employment of married persons to such positions initially would violate these procedures.
- V. Although an employee with two continuous years of service may continue in the position after election of a relative to the Board of Trustees, such person may not be appointed to a different position during said Board of Trustees member's term of office.
- VI. The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply to federal grant funding for the payment of salary.
- VII. The Human Resources Department will monitor the above guidelines.