



Policy 3001 (formerly E.10): EMPLOYMENT OF RELATIVES/FAMILY MEMBERS

Policy Category: Human Resources

Responsible Administrator: Assistant Vice President for Human Resources

Related Procedures and Documents: "Disclosure of Relationships with Current Employees and Trustees of the College" form

Related College Policies: [Code of Professional Ethics](#)

I. SCOPE

This Policy applies to and is binding on all current College employees, members of the Board of Trustees, and candidates for employment.

II. POLICY STATEMENT

Suffolk County Community College (the "College") is committed to a policy of employment and advancement based on qualifications and merit. The College does not discriminate among candidates for employment, either in favor of or in opposition to such candidates based on their familial relationship to current College employees.

III. DEFINITIONS

- A. *Relative/Family member:*** spouse or domestic partner, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, in-laws (father, mother, son daughter) of any full or part-time College employee.
- B. *Employment decisions:*** decisions affecting the appointment, retention, continuing appointment, work assignments, promotion, demotion, salary or any other term or condition of employment of a College employee.
- C. *Conflict of Interest:*** when an individual's personal interests and goals, such as those relating to their family, financial matters, or other factors could compromise their judgment, decisions, or actions in the workplace.

IV. POLICY

- A.** Suffolk County Community College will hire relatives of current College employees only under the following circumstances:

1. a candidate for employment will not report directly to their relative,
 2. a candidate for employment will not be supervising their relative,
 3. a candidate for employment and their family member will not occupy a position in the same line of reporting authority in which they can participate in any employment decisions affecting their family member.
- B.** Employees and Board of Trustees members must not exert influence upon or pressure any other College employee or Trustee in order bring about the employment of their family members by the College.
- C.** Required Disclosures:
- Employees who enter into a familial relationship by marriage (whether romantic or otherwise, such as when an employee becomes another employee’s brother-in-law) must also notify the of Office of Human Resources of the new familial relationship, in accordance with the below procedures.
- D.** The application of this Policy may be waived, in writing, by the College President, in specific cases where special circumstances warrant such a waiver and arrangements can be made to ensure that: 1) alternate reporting lines are established as needed, 2) the candidate in question does not receive preferential treatment, and 3) no conflict of interest results from the granting of the waiver.

V. PROCEDURE

- A.** All candidates for employment with Suffolk County Community College shall complete and file with the Office of Human Resources a “Disclosure of Relationships with Current Employees and Trustees of the College” form. The Office of Human Resources will review this disclosure form and approve or deny the personnel action in accordance with this Policy.
- B.** Current employees who become a relative or a family member of another College employee or Trustee after starting College employment must complete an updated Disclosure form and submit the form to the Office of Human Resources immediately.

VI. POLICY APPROVAL DATES:

Board of Trustees Approval: 6/26/08; Revised: 8/18/22.