

Nepotism Policy

Applies to Faculty, Staff and Student Employees

Introduction: Providence College's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees are based on qualifications for the position, ability and performance. The College attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions and reserves the right to take action when relationships or associations of employees impact the College's mission, its policies and procedures, and its short and long term operations. It is against College policy for an employee to supervise a family or household member or to work in positions that have an audit or control function over a family or household member.

Purpose: The purpose of the policy is to avoid favoritism, the potential for favoritism, conflicts in loyalty, discrimination, the appearance of impropriety or conflict of interest, a hostile or uncomfortable work environment or the potential for hostile or uncomfortable work environment.

Policy: No College employee shall: (i) participate in decisions directly involving the terms and conditions of employment of a family or household member; or, (ii) advocate, participate in, solicit or cause the employment, appointment, promotion, transfer or discipline of a family or household member. This policy shall not be applicable to employment relationships at the College prior to the effective date of this policy but is applicable, prospectively, to existing relationships with regard to promotion, transfer or discipline of a family or household member.

Definitions

1. "Employment" means any appointment to the faculty or staff as a temporary, incidental, adjunct, student or regular employee.
2. "Employee" means the College's faculty, staff and student employees.
3. "Family member" means:(a) a spouse, parent, child, or sibling;(b) a sibling, as denoted by the prefix "half";(c) a parent, child, or sibling, as denoted by the prefix "step";(d) a foster child;(e) a nephew, niece, uncle or aunt;(f) any parent or child of a preceding or subsequent generation, as denoted by the prefix of "grand" or "great"; or, (g) parent, child or sibling related by marriage as denoted by the suffix of "in-law."
4. "Household member" means a person having legal residence in or living in the employee's place of residence.
5. "Terms and conditions of employment" includes, but is not limited to, appointments, retention, promotions, salaries/wages, fringe benefits, and supervision/discipline of an employee.

Any Exceptions to this Policy can only be made by the President of the College or his Designee.

EFFECTIVE FEBRUARY 2004

