

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Employment at Saint Joseph's College

Section Number: 3.06

Effective Date: 7/1/2021

SUBJECT: Employment of Family Members

Purpose:

Saint Joseph's College is committed to employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Applicable to:

All Faculty, Staff, and Student employees

Policy:

The employment of relatives in the same work area of an organization may cause potential or perceived conflicts and problems with favoritism and employee morale.

For purposes of this policy, a family member is defined as: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, niece, nephew, in-laws (father, mother, son, daughter).

Saint Joseph's College *will allow* the employment of a family member in separate departments. If a situation arises that includes employment of relatives in the same department, there will be further discussion with the appropriate leadership team member and Human Resources. Multiple factors will be considered, including but not limited to: type of job, shifts worked, size of department, etc. There will not be a direct reporting relationship between relatives. Another consideration in hiring a family member is if the vacant position is in the same line of authority in which employees can initiate or participate in direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests.

Procedure:

Candidates are asked to disclose any current family relationships at the College during the online application process. This allows the hiring manager to determine if there is a potential conflict based on the vacancy and family member's position.

Hiring managers are responsible to disclose any family relationships to Human Resources when a finalist(s) is selected. As noted above, the appropriate leadership

team member and Human Resources will have a discussion and determine if the family member candidate is appropriate for the vacancy.

Internal employment changes, including promotions, lateral moves, transfers, etc., will determine if a family member relationship exists and if yes, what is the potential conflict with regards to reporting structure, appropriateness, etc.

If a family member relationship is established during existing employment, the individuals concerned are required to report any relationship status changes to Human Resources as soon as possible.