

Section: EMPLOYMENT
Subject: Employment of Relatives
Number: HR 3135

I. Institutional Regulations

A DMACC employee may not directly or indirectly supervise or participate in, personnel actions involving relatives. S/he may give work direction.

II. Procedure

A. Definitions:

1. Relatives: Relatives shall be defined for this procedure as spouse, siblings, children, parents, grandparents, great-grandparents, grandchildren, great-grandchildren, aunts/uncles, nephews/nieces, or comparable in-laws or step relationships.
2. Supervision: A supervisor administers and recommends personnel actions of DMACC staff related to interviewing, hiring, training, compensation, performance evaluation, leave, discipline, dismissal, grievances; administers personnel and related policies and procedures collective bargaining agreements, and the EEO/AA plan.
3. Work Direction: Provision of work assignments, training, and scheduling of work time.
4. Indirect Supervision: When the relative is not the direct supervisor or subordinate but is in the same supervisory chain of command.

B. Personnel actions shall include, but shall not be limited to, initial employment, promotion/demotion/transfer/reassignment, performance evaluation, salary adjustment, leave accrual or usage, discipline, and termination.

C. No relative of a Provost/Dean/Executive Director or higher level may be eligible for Regular employment at the College except by special approval of the President.

D. Relatives who are not involved in relative personnel actions may work in the same work unit, at the discretion of the supervisor.

APPROVED:



Executive Director, Human Resources

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