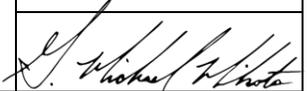


TITLE	NEPOTISM	NUMBER
		5.29
AUTHORITY	CENTRAL CAROLINA TECHNICAL COLLEGE	DATE
		November 16, 2017
OFFICE OF RESPONSIBILITY	VICE PRESIDENT FOR BUSINESS AFFAIRS	SIGNATURE
		

I. POLICY

It is the policy of Central Carolina Technical College to comply with section 19-701.06 of the Department of Administration Division of State Human Resources concerning employment of relatives.

- A. Individuals with supervisory or management authority (to include Area Commission members) may not cause the employment, appointment, promotion, reassignment, transfer, or advancement of a family member (as defined below or otherwise specified in the Department of Administration’s Division of State Human Resources regulations) to any position (FTE, temporary and/or temporary grant) under their direct supervision, or significant influence or control. Additionally, they may not participate in an action relating to discipline. This policy applies to those having common law or non-traditional relationships involving either cohabitation or significant interdependence.
- B. Persons considered to be related or connected under this policy include (a) spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild; or (b) a member of the individual’s immediate family. Immediate family is further defined by the State of South Carolina as follows:
 - 1. a child residing in a candidate’s, public official’s, public member’s, or public employee’s household;
 - 2. a spouse of a candidate, public official, public member, or public employee; or
 - 3. an individual claimed by the candidate, public official, public member, or public employee or their spouse as a dependent for income tax purposes.
- C. Employees are required to disclose relationships covered by this policy to the Human Resources Director and their supervisor whenever the relationships come into existence. Employees have up to ninety (90) days after marriage (including common law or non-traditional relationships involving either cohabitation or significant interdependence) to find employment in either a suitable unit within the College, if possible, or outside the agency. An employee’s failure to disclose such information may lead to discipline up to and including termination.