



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 606
Title: Nepotism**

Cochise College provides for clear policies and procedures for all employee groups regarding nepotism.

**Procedure 606.1
Employment of Relatives**

Any qualified applicant, including persons related to present employees, shall be considered for employment except as follows:

1. Any individual related by marriage or blood within the third degree to the direct or indirect supervisor of a regular, board approved position. This provision applies to academic department chairs.
2. Any individual related by marriage or blood within the third degree to the direct supervisor of any other, non-board approved position.

For the purposes of this policy, relative is defined as those persons related within the third degree by marriage or blood which shall include a legally recognized spouse, child, parent, legal guardian, grandchild, grandparent, sister, brother, great grandchild, great grandparent, aunt, uncle, niece or nephew.

No person in an administrative or supervisory capacity shall be permitted to act on the appointment, promotion, salary consideration, or to serve as a committee member in a due process hearing of any relative.

Exceptions to this policy may be made at the discretion of the President.

**Procedure 606.2
Change in Relationship**

Employees who experience a change of relationship covered by this procedure shall notify Human Resources when such a change occurs. If one employee is under the direct or indirect supervision of the other, Human Resources will work with the department to facilitate a plan of action to address the supervisory relationship within a reasonable timeframe.