



**NORTH CAROLINA SCHOOL OF  
SCIENCE AND MATHEMATICS**

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| Title                 | <b>EMPLOYMENT OF RELATED PERSONS</b>                                       |
| Authority             | <b>Board of Trustees</b>   |
| History               | New  |
| Legal Reference       | BOG <u>300.4.2</u> Employment of Related Persons<br>(Anti-Nepotism Policy) |
| Additional References |  |
| Responsible Offices   | Chancellor, Human Resources  |
| Classification        | 3410   |

**BASIC PRINCIPLES**

Consistent with the principles that School employees and prospective employees shall be evaluated on the basis of individual merit, without reference to considerations of race, color, religion, creed, national origin, gender, sexual orientation, age, disability, or honorable service in the armed services of the United States, the following restrictions, designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to all institutional personnel.

Related persons should not be employed within the same agency. However, if it is necessary to consider related persons for employment, the following rules shall apply:

- Related persons shall not serve concurrently within the school in any case where one such related person would occupy a position having responsibility for the direct supervision of the other related person.
- With respect to proposed employment decisions which would result in the concurrent service of related persons within the same department, division or other functional unit of the school, a person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.
- With respect to the concurrent service of related persons within the same department, division or other functional unit of the school, neither related person shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other related person.

**EMPLOYMENT OF RELATED PERSONS**

No related person may occupy a position which has material influence over another related person’s employment, transfer or promotion, salary administration, evaluation or other similar management or personnel consideration.

If related persons are considered for employment, it is necessary for the department heads of both individuals to certify that such action will not result in one related person supervising another. Managers are encouraged to jointly consider potential difficulty in the employment

relationship and recommend whether and under what conditions employment of related persons is in the interest of the School.

Related persons (as defined below) of current employees (permanent or temporary) may not be employed within the same department or division without notice to the Office of Human Resources and approval by the Chancellor.

#### DEFINITIONS OF "RELATED PERSONS"

- Parent and child
- Brothers and sisters
- Grandparent and grandchild
- Aunt and/or uncle and niece and/or nephew
- First cousins
- Stepparent and stepchild
- Stepbrothers and stepsisters
- Husband or wife
- Parents-in-law and children-in-law
- Brothers-in-law and sisters-in-law
- Guardian and ward
- Persons engaged in amorous relationships: an amorous relationship exists when, without the benefit of marriage, two persons voluntarily have a sexual union or are engaged in a romantic courtship (e.g., dating or engaged to be married) that may or may not have been consummated sexually.

Employment restrictions might also include others living within the employee's household or otherwise so closely identified with the employee as to suggest the potential for difficulty in the employment relationship.

#### ANTI-NEPOTISM CERTIFICATION

It is the responsibility of the hiring department to verify and assure that this Policy on employment of related persons is followed by (1) notifying the department head of the related individual, and (2) completing an "Anti-Nepotism Certification" and sending the completed form to the Office of Human Resources and (3) awaiting Chancellor approval before making any offer of employment.

It is the responsibility of the Director of Human Resources to periodically review this Policy, to advise the Chancellor when updates to the Policy or the "Anti-Nepotism Certification" are recommended, and to routinely make hiring departments aware of this Policy and related procedures.

#### EMPLOYEES SUBJECT TO THE STATE PERSONNEL ACT

Employees subject to the State Personnel Act (SPA) are subject to this Policy and any additional rules, procedures and complaint procedures which are adopted by the State Personnel Commission. Information is available from the Director of Human Resources.

#### REPORTING OF ANTI-NEPOTISM EFFORTS

The Chancellor reports annually to the Board of Trustees concerning all specific cases during the preceding year in which the terms of this Policy were applied. The report shall occur at the regular meeting falling closest to the date of commencement and in closed session, if necessary to comply with state law.

#### QUESTIONS

Questions concerning employment of related persons or nepotism should be directed to the Office of Human Resources.

#### RELATED SUBJECTS

Anti-Nepotism Certification Form

#### EFFECTIVE DATE

The provisions of this Policy shall be applicable prospectively only with reference to appointments made after February 15, 2007.