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| <b>CHAPTER 2</b>                      | <b>SECTION NO.</b>                  |
| College Personnel – Personnel General | 2.13                                |
| <b>REFERENCE</b>                      | <i>Adopted: October 12, 2010</i>    |
| 2.13.11.02 Nepotism                   | <i>Reviewed: September 14, 2010</i> |
|                                       | <i>Revised:</i>                     |

The Board of Trustees is committed to ensuring the hiring and retaining of the most qualified persons for all positions and preventing nepotism at the College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of employees or Trustees of Kishwaukee College may be employed or hired as independent contractors, only under the following conditions:

- No employment decision may be made in regard to an employee, applicant or independent contractor by a College employee or Trustee related to the employee, applicant or independent contractor. This includes but is not limited to references, interviewing, hiring, any supervisory activity, evaluation, recommendation, compensation, other benefits and termination.
- For this policy, related party will include members of the same family including child, spouse, mother, father, brother, sister, stepchild, stepparent or grandparent (including the spouse of the foregoing) or people living in the same residence. People living in the same residence are individuals residing at the same US postal standardized address.

If an employee becomes a related party of a subordinate, the individuals involved will be offered an opportunity for alternate employment at the College, if an appropriate position is available. If neither person volunteers for alternate employment, the employee with the least seniority in the institution will be transferred to an assignment at an equivalent level of pay (if a position is available). If no position is available or if the employee is not willing to accept the alternate position offered, then the least senior person shall be terminated.

The employee/employees are responsible for notifying the College of relationships that would be in violation of the College's nepotism policy.

Individuals who are actively employed by the College as of December 1, 2009, will be excluded from this policy in their current position. If a change of position would constitute an employee being in violation of this policy the exclusion above does not apply. The written approval of the President will be necessary in making exceptions to this Policy. This Policy includes employment of full-time, part-time, temporary employees and independent contractors.