

Triangle Bible Institute (TBI) Policy

Policy Number: 401-16

Policy Title: NEPOTISM

Responsible Person: Human Resources Official

Responsible Office: Administration / Human Resources

Effective Date: January 1, 2016

I. POLICY STATEMENT

Triangle Bible Institute recognizes and embraces the advantages of employing relatives of current employees. Accordingly, this policy governs the employment of relatives, and establishes restrictions on their employment in positions where there is any level of supervisory relationship between the employees. In addition, this policy establishes the on-going, affirmative duty of all employees to report the possibility of nepotism in reporting relationships in the event that an employee's position changes subsequent to hire.

TBI may waive the application of this policy in extraordinary circumstances when a reporting relationship that may otherwise run contrary to this policy is in the best interest of TBI. Prior to initiating the violative reporting relationship, a waiver of this policy must be approved, in writing, by the Executive Director in consultation with the General Counsel if deemed necessary.

II. RATIONALE

The purpose of this policy is to prevent the development of an interconnecting group of close relatives in its employ and to ensure fairness, transparency, and consistency in employment practices.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time, part-time and temporary, union and non-union staff, faculty and students employed by TBI.

IV. DEFINITIONS

A. **Relative** – mother, father, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, mother-in-law, father-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or domestic partner.

B. **Reporting Relationship** – the direct or indirect reporting connection between a managerial/supervisory position to a subordinate employee in the same unit, department or division. (For example: A dean's niece reports to a manager and that manager reports directly to the dean. That niece has a reporting relationship to the dean, her uncle.)

V. POLICY PROCEDURES

A. An applicant for any appointment (no exceptions) at TBI must acknowledge kinship(s) to any and all existing employees of TBI in the employment application.

B. The Human Resources official must note acknowledged kinship(s) in the memo section of the PopuliWeb record and Official Personnel Folder of the applicant.

C. Employees have an on-going, affirmative duty to report any change in their employment status to Employee Relations in the Office of Human Resources if the change results in a reporting relationship that may be considered nepotism.

D. An appointment may take affect only after confirmation that the appointment presents no apparent jeopardy with respect to TBI's Nepotism policy.

VI. SANCTIONS

Violations of this policy may result in appropriate disciplinary action up to and including separation of employment.

VII. INTERIM POLICIES

This policy supersedes any previous Nepotism Policy.