

SECTION: Personnel

SUBJECT: Employment of Relatives

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**Background:** The purpose of this policy is to outline LCSC's policies regarding the employment of relatives.

**Point of Contact:** HRS

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:**

**Date of approval by LCSC authority:** 4/13/2009

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 11/83; 8/92; 4/09

**Summary of Major Changes incorporated in this revision to the policy:** The only change was the addition of the link to the state policy on nepotism.

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## 1. EMPLOYMENT OF RELATIVES

Lewis-Clark State College seeks to employ and retain the best qualified individuals for faculty, administration and staff positions. The College does not discriminate against employees or applicants on the basis of their marital status; to whom they are married; to whom they are related. (For the purpose of this policy, immediate family members include parent, child, brother, sister, grandparent, niece, nephew or the same relationships by marriage). However, in order to avoid potential conflicts of interest and the reality or appearance of improper influence or favor, the employment of relatives may be limited in the following manner:

## 2. POLICY

- A. Per state policy, no employee shall work under the immediate supervision of his or her spouse or an immediate family member. <http://adm.idaho.gov/adminrules/rules/idapa15/0401.pdf>
- B. No individual may function as judge or advocate or engage in activities which may affect the employment status of their spouses or families at Lewis-Clark State College.
- C. No employees should initiate or participate in institutional decisions (such as appointment, retention, evaluation, promotion, salary, or leave of absence) having a direct effect on their spouse or immediate family member.
- D. The College recognizes, however, that there may be special circumstances or unique cases where the indirect supervision of one family member by another within the same department may be warranted. Such appointments may be made only with specific approval from the

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President. In such situations, specific guidelines and procedures shall be established to ensure that family members shall not be placed in situations which would violate the intent of this policy.