



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.06	Employment of Relatives (Nepotism)	07/01/07	

1.0 Purpose

To set forth the official policy of Bainbridge College pertaining to the employment of relatives (nepotism). This policy is extracted from the official Policy Manual of the University System of Georgia and must be observed in all cases.

2.0 Policy

2.1 No individual shall be employed in a department of unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organization levels of supervision or management.

NOTE: For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters and any in-laws of any of the foregoing.

2.2 No. 2.1 above will not apply to:

- a. Any individual employed as of February 14, 1990, in any department where a relative of such individual holds a superior position at least one level of supervision removed from such individual in any line of authority; or
- b. Exceptions approved by the Board of Regents upon recommendation of the President to the Chancellor as being clearly in the best interest of the Institution and the University System.

2.3 Temporary and/or part-time employment of children under age 25: Children under age 25 may not be employed directly under the supervision of their parent(s). There must be at least one level of supervision between the supervisor and his/her children employed under the provisions of this policy.



- 2.4** When an individual is selected for employment in a department where a relative is employed, the employee's supervisor will be requested to sign a statement certifying that such employment is not in violation of the Board of Regents and Bainbridge College's Nepotism policy. This statement will be filed in the employee's master personnel file.