

## College Procedure: 400.10 – Employment of Relatives

Policy Reference: 400 – Employment Relationship  
Responsible Department: Human Resources  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Human Resources  
Effective Date: 09/15/2011

Version Number: 3  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

Kirkwood Community College will gladly accept and consider employment applications from relatives and close family members of its employees within limitations. This procedure is designed to ensure a fair, transparent and measured approach to the employment of relatives and avoids the conflicts that can arise from nepotism.

### The Procedure

Relatives of Kirkwood Community College employees may be considered for Board approved part-time or full-time employment, as well as non-board approved part-time or full-time employment, provided they are qualified for the position. All individuals will be required to go through Kirkwood's hiring and selection process. The Vice President, Human Resources must approve the hire of a family member.

Family members are defined as spouse, family partner, children, parents, siblings, grandparents, grandchildren, step-parents, step-children, in-laws, as well as aunts, uncles, nieces, nephews and cousins related within the second degree. In the event a family relationship between two employees is created during employment the Vice President, Human Resources will review the case.

Kirkwood Community College candidates/employees are not be permitted to work in positions where another family member would supervise them, nor will they be hired to work within the same department as another family member. Exceptions may be made at the discretion of the Vice President, Human Resources.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	09/15/2011	Jim Choate, Vice President, Finance	New procedure
2	09/15/2011	Mick Starcevich, President	New template
3	07/17/2019	Cabinet	Procedure template