

10.10 NEPOTISM POLICY

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1988) in order to set forth a policy concerning nepotism at CSM. This policy shall supersede any previously promulgated CSM policy that is in conflict herewith.

II. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

A. Family or Marital Relationship

An individual's relationship with his or her parents, spouse, children, siblings, uncles, aunts, nieces, nephews, first cousins, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepparents or stepchildren.

B. Member of Immediate Family

An individual's parents, spouse, children, siblings, uncles, aunts, nieces, nephews, first cousins, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepparents or stepchildren.

C. Superior in the Chain of Supervision

An employee's direct supervisor, or any other individual who supervises the employee through one or more intermediate layers of supervision.

III. POLICY

The following rules and procedures shall apply to all employees and candidates for employment at CSM:

- A. No individual shall enjoy an advantage or suffer a disadvantage regarding his or her employment at CSM on account of his or her family or marital relationship with another individual.
- B. No employee shall act in a supervisory capacity with respect to a member of his or her immediate family.
- C. No employee shall make or participate in the making of personnel decisions or recommendations related to selection, placement, retention, performance evaluation, salary, position assignment, termination or other employment conditions which affect or involve a member of his or her immediate family.
- D. No subordinate employee shall make or participate in the making of personnel decisions or recommendations related to selection, placement, retention, performance evaluation, salary, position assignment, termination or other employment conditions which affect or involve a member of the immediate family of his or her superior in the chain of supervision.
- E. Whenever an employee would be required to make or participate in a personnel decision or recommendation prohibited by paragraphs C. or D. above, the decision or recommendation shall be made at the next higher administrative level, or if this is impossible, at an unrelated equivalent level. In such cases, the decision or recommendation shall be reported to the appropriate vice president.

Promulgated by the CSM Board of Trustees on June 15, 1995.

