

Policy Number: 02.058

Policy Title: Hiring Relatives/Employee Relationships

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Antioch College may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position in the same department with the employee with whom they are involved in a dating relationship. Antioch College also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no Supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the College. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The College generally will attempt to identify other available positions, but if no alternate position is available, the College retains the right to decide which employee will remain with the College.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.