

**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title:	EMPLOYMENT OF RELATIVES (NEPOTISM)	Policy Number:	3-3-102
Institutional Authority:	President		
Associated SBTCE Policy:	8-7-102		
Associated ATC Procedure:			

Approved:  President  Commission Chairperson

Date Adopted: 07/01/2004  
Date Revised: 07/24/2009

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

It is the policy of Aiken Technical College that employees in the position of President, Vice President(s), Director of Human Resources or Director of Purchasing may not hire, promote, transfer, advance, or otherwise have employed by the College any person related or connected by blood or marriage within the fourth degree. Further, individuals with supervisory, management or legislative authority over actions of Aiken Technical College (to include the State Technical College System board members and central office staff; the Aiken County Commission for Technical and Comprehensive Education; and the Aiken county Legislative Delegation) may not hire, promote, transfer, advance, or otherwise have employed by the college, in any position, any person related or connected within the fourth degree. In addition, employees of the College with supervisory or management authority may not hire, promote, transfer, advance, or otherwise have employed in any position under their supervision, management, significant influence, or control, any person related or connected by blood or marriage within the fourth degree. This policy applies to those having common law or nontraditional relationships involving either cohabitation or significant interdependence.

Persons related or connected within the fourth degree include spouse (or other cohabitating or significantly interdependent relationship), parent, grandparent, great grandparent, great-great grandparent, child, grandchild, great grandchild, great-great grandchild, brother/sister, uncle/aunt, great uncle/aunt, nephew/niece, first cousin, grand nephew/niece, mother-in-law, father-in-law, son-in-law, daughter-in-law, or an individual claimed as a dependent for income tax purposes" For purposes of this policy, immediate family is further defined by the State of South Carolina as:

1. A child residing in a candidate's, public official's, public member's, or public employee's household; or
2. A spouse of a candidate, public official, public member, or public employee, or an individual claimed by the candidate, public official, or public employee's spouse as a dependent for income tax purposes.<sup>1</sup>

### Disclosure

Employees are expected to disclose relationships covered by this policy to the Human Resources Office and their supervisor whenever the relationships come into existence. Employees have up to 90 days after marriage (common law or non-traditional relationships either cohabitation or significant interdependence) to find employment in either a suitable unit within the agency, if possible, or outside the agency. An employee's failure to disclose such information can lead to discipline up to and including termination.

Policy Review and Revisions		
Date Completed	Reviewed/Revised By	Future Review Date
07/24/2009		09/2010