

**MAINE COMMUNITY COLLEGE SYSTEM**

**PERSONNEL AND EMPLOYEE RELATIONS**

**Section 411**

**SUBJECT: NEPOTISM**

**PURPOSE: To govern the hiring and supervision of family members**

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**A. Definition**

For purposes of this Policy, “immediate family” shall mean the spouse, significant other as defined by MCCS Policy 404(A), and their respective parents, step-parents, guardian, children, step-children, siblings or step siblings, immediate in-laws, wards, grandparents and grandchildren of the employee.

**B. Prohibitions Regarding Employment**

Immediate family of employees in senior administrative positions, human resources positions, or other positions are not necessarily prohibited from appointment on the basis of their relationship with such employees. However, no employee of the MCCS may supervise or participate in employment, grievance, retention, promotion, salary, leave or other personnel decisions concerning members of their immediate family.

**C. Prohibitions Regarding Academics**

A close family relationship shall not be used as a basis for denying a student the rights, privileges or benefits of access to academic resources, except that an employee shall not participate in institutional academic decisions involving a direct benefit to a close relative. Academic decisions include, but are not limited to, acceptance to an academic program, recommendation for awards or employment, and awarding of grades.

**D. Disclosure and Consultation**

If an employee believes that they may have a personal relationship and job duty that may implicate this policy, the employee shall promptly and fully disclose such potential nepotism conflict to the president or their designee, and shall refrain from participating in any way in the matter to which the conflict relates until the conflict question has been resolved. Each college shall develop a practice or procedure for disclosure and consultation.

**E. Exceptions and Modifications**

Any exception to this policy requires the prior written approval of the president of the System in advance of any action taken. The MCCS also reserves the right to reassign employees or duties when deemed a prudent business or management practice.

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REFERENCES: 20-A M.R.S.A. §12706(1) and (11); 17 M.R.S.A. §3104; 17-A M.R.S.A. §602, §604, §605, §606 and §609

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: June 26, 2024; September 25, 2024