

**EMPLOYMENT OF RELATIVES
THE PEOPLE CENTER**

POLICY STATEMENT

Members of employees' immediate family and other relatives may be employed in any Champlain College capacity in any department.

SECTION I PURPOSE OF THE POLICY

To ensure the employment of an employee's relative is considered when a qualified relative applies for a job opening and to avoid possible biases in situations where one relative might supervise another.

SECTION II DEFINITIONS

Relative: for the purpose of this policy, a "relative" is a spouse, civil union partner, child, child of a civil union partner, stepchild, ward, foster child, parent, parent of a spouse or a civil union partner, sibling, or sibling of a spouse or civil union partner.

SECTION IV POLICY

Members of employees' immediate family and other relatives may be employed in any Champlain College capacity in any department. Normally, relatives may not be employed in a situation in which one relative exercises direct supervision over another. If such a direct supervisory relationship is considered to be an advantage to Champlain College, the employment of the relative in question must be approved by the President. To obtain this approval, the hiring supervisor must submit a letter through normal administrative channels to the appropriate vice president/provost, with a copy to The People Center, requesting permission to hire the relative in question. The request should contain the names of the related parties, their relationship, the extent of job supervision, job title and nature of function to be performed, and an explanation of the advantage to Champlain College. The vice president/provost will review this request and if approved, send it to the President for final approval. If the request is denied, it will be returned to the supervisor, who will inform the employee. The People Center will inform the candidate who is the employee's relative if the request is denied.

SECTION V POLICY ADHERENCE

The Vice President, People & Technology is the responsible official for this policy. Any exceptions to this policy must be approved by the Vice President, People & Technology.



SECTION VI CONTACT

Questions related to the interpretation of this policy should be directed to the Vice President, People & Technology.

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center intranet site for the most current version. This policy does not constitute an employment contract.

