

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

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MEMORANDUM
NUMBER 2-108

17 AUGUST 2009

NEPOTISM

1. PURPOSE

This Memorandum sets forth The Citadel's policy regarding employment of relatives for all employees in temporary and permanent positions at The Citadel.

2. REFERENCE

S.C. Code Ann. § 8-13-750 (Law Co-op, 1976)
S.C. Regulations 19-701.06

3. DEFINITIONS

"Family member" means an individual who is a spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, niece or nephew.

4. POLICY

- A. The Citadel is committed to hiring and retaining highly qualified persons. The Citadel recognizes that, despite their qualifications, hiring and retaining family members of present employees can raise questions regarding objectivity, or the appearance of objectivity, of work assignments, performance appraisals and employee treatment. The Citadel's employment policies, administered on a case-by-case basis, attempt to balance these concerns.
- B. No Citadel employee may cause the employment, appointment, promotion, reassignment, transfer, or advancement of a family

member to a position in which the employee supervises or manages.

- C. If, as a result of advancement, demotion, transfer, discipline, or any other work-related reason, or if, as a result of a change in family status, one employee acquires supervisory responsibility over a family member, the subordinate employee will be transferred. If a transfer is not feasible, one of the employees must terminate employment, no later than thirty (30) days after the change in employment or family status causes the conflict. If neither family member terminates employment, The Citadel will terminate one family member's employment, based upon the employment history and job performance of both employees, as well as The Citadel's needs.
- D. Employees must inform their department head should a change in their marital or family status place them in actual or potential conflict with this policy.
- E. Employees who live together in a spousal relationship, but remain unmarried, are subject to this policy.
- F. Any waiver requests to this policy must be submitted, in writing, through the supervising vice president to the Director of Human Resources for approval.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action.

6. NOTES:

A. Dates of official enactment and amendments:

Approved by Director of Citadel Staff on 12 August 2009

B. Responsible Department:

Human Resources

C. Responsible Official:

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Director of Human Resources

D. Cross References:

None

7. RESCISSION

Human Resource Policy “Nepotism” is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, US Army, Retired
Director of The Citadel Staff

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