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

MEMORANDUM
NUMBER 11-108

1 May 2024

NEPOTISM POLICY

1. PURPOSE

This Memorandum sets forth The Citadel's policy regarding nepotism for all employees in temporary and permanent positions at The Citadel. The Citadel is committed to hiring and retaining highly qualified employees. This policy supports those efforts while minimizing the risk of favoritism/preferential treatment of those that share a relationship with a public employee as it relates to all aspects of employment.

2. REFERENCE

South Carolina Code Sections 8-13-100, 8-13-700 through Section 8-13-795

South Carolina Regulation 19-701.06

3. DEFINITIONS

- A. Domestic Partner: an individual in a committed relationship who resides with their significant other, but is not married to or related by blood, adoption or law to the cohabitant.
- B. Family Member: the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild, aunt, uncle, or cousin
- C. Relationship: For the purpose of this policy, relationship is defined as a bond between individuals who have a current or former association that would make it difficult for the individual with the decision-making responsibility to be objective or that would create, to a reasonable person, the appearance that such an individual may not be objective. This includes, but are not limited to, the following:
 - 1. Relationships by blood, adoption, marriage or domestic partnerships, or
 - 2. Consensual romantic relationships.

- D. Significant Other: For the purpose of this policy, includes individuals who are dating or engaged to be married but may or may not reside together.

4. POLICY

- A. Citadel employees may not, directly or indirectly, participate in: The employment, appointment, promotion, reassignment, supervision, termination, discipline, evaluation, transfer, or advancement of a family member, domestic partner, significant other; Any work, influence, action, or compensation that could be reasonably construed as a conflict of interest; Likewise, Citadel employees may not exercise budgetary authority over funds used in compensating a family member, domestic partner, or significant other.
- B. 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 or relationship status, one employee acquires supervisory responsibility or influence over a family member, domestic partner, significant other, or one with whom a public employee shares a relationship, 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 status causes the conflict. If neither family member terminates employment, The Citadel will terminate one member's employment, based upon the employment history and job performance of both employees, as well as The Citadel's needs.
- C. Employees must inform their department head should a change in their marital, family, or relationship status place them in actual or potential conflict with this policy.
- D. Student Employment. Dependents of employees who are students at The Citadel are eligible to be hired as student employees in areas not reporting directly or indirectly to their parents. The employee parent is prohibited from requesting or encouraging, either formally or informally, that other Citadel employees hire such children or alter the standard college pay scale for student employees.
- E. Any waiver requests to this policy must be submitted, in writing, through the supervising Vice President to the Chief Human Resources Officer for approval.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action up to and including termination.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Finance on 1 May 2024

B. Responsible Department:

Human Resources

C. Responsible Official:

Vice President of Human Resources

D. Cross References:

N/A

7. RECISSION

All previous versions of the “Nepotism” policies are rescinded.

8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

LEAH SCHONFELD
Colonel, SCM
Vice President for Human Resources