

POLICY

It is the policy of Ocean County College to hire the most qualified person. At the discretion of management, a relative of an employee or a relative of a member of the Board of Trustees who is the most qualified candidate for a budgeted position, will be given consideration for employment when s/he is recommended by Search Committee and his/her employment will not interfere with the employee's and/or the relative's ability to perform his/her duties or impact their independence or judgment.

The President may, at his discretion, waive this policy for a relative of an employee or a relative of a member of the Board of Trustees, who is the most qualified candidate, for a reservist position.

Employees hired prior to April 25, 2011 will be grandfathered with respect to consideration of appointment renewal; however, subsequent personnel actions that result in promotion and transfer are prohibited as noted in this policy.

For the purposes of this policy, relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-in-law, sisters-in-law, fathers-in-law, mothers-in-law, stepparents, stepbrothers, stepsisters, stepchildren, aunts, uncles, nieces, nephews, domestic partners, and civil unions.

Applicants, at the time of application for employment, are required under this policy to indicate on the employment applications whether or not they are related to current employees. Personnel actions involving hiring, promoting, or transferring employees with relatives at the College are to be consistent with this policy. Personnel action involving individuals who are related as defined in this policy is prohibited should it be determined that:

1. An individual is directly or indirectly supervised by a relative
2. An individual is in the same functional area as a relative
3. An individual's work is evaluated by a relative

The hiring area vice president may recommend for hire, promotion, or transfer a candidate who is a relative of a current employee or member of the Board of Trustees. The hiring area vice president is required to request through the Assistant Vice President of Human Resources (AVPHR) a determination as to whether the recommended personnel action and the candidate's relationship to another employee will violate this policy. The determination of the AVPHR and the hiring vice president's recommendation, are sent to the Vice President of Finance and Administration and the President for their approval.

ADOPTED: January 28, 1985

Revised: April 22, 1996

Revised: April 25, 2011

Revised: March 26, 2012

Revised: June 24, 2013

PROCEDURE

1. At the time an applicant/employee becomes a candidate for a position but before a recommendation is made, the area vice president informs the Assistant Vice President of Human Resources (AVPHR) or his/her designee that a candidate/employee under consideration for hire, promotion, or transfer has a relative who is an employee of the College.
2. The AVPHR or his/her designee completes the form, Request for Personnel Action for an Employee/Candidate with Relatives at the College, and makes a determination.
 - a. In the case of a reservist position, the AVPHR or his/her designee indicates on the form the pre-defined task and the specified duration of employment.
 - b. An approved reservist, who is a relative of a current employee, may work within the same functional area for a period not to exceed 30 days. However, the two remaining criteria, 1 and 3 above, continue to apply with regard to the determination of a reservist's employment.
3. The AVPHR informs the area vice president of his determination ("comply" or "does not comply").
4. The area vice president completes the search and submits his/her recommendation.
5. The area vice president's recommendation, the completed Request for Personnel Action for an Employee/Candidate with Relatives at the College form, and the determination of the AVPHR or his/her designee are submitted through the online staffing and recruitment system to the Vice President of Finance and Administration and the President for approval to hire.
6. The Vice President of Finance and Administration and the President may approve or disapprove the recommendation for the budgeted position or grant a waiver for a reservist hire.
7. The President's decision is final.
8. The hiring area vice president is responsible for ensuring that the basic tenets of this policy are upheld.

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