



2012 NEPOTISM

- 1.0 Oklahoma City Community College (“OCCC”) shall not employ Family Members of the President or a Regent of OCCC. No employee of OCCC shall supervise or be supervised by a Family Member.
- 2.0 DEFINITIONS:
 - 2.1 Family Member: “Family Member” means: spouse, civil union partner, domestic partner, significant other, children, grandchildren, parents, grandparents, brothers, and sisters (including step, foster, or in-law relationships) and persons living in the household of the employee.
 - 2.2 Affected Employee: “Affected Employee” means an employee who by relationship and supervision is in conflict with this policy.
- 3.0 No employee of OCCC shall participate in decisions regarding the hiring, reappointment, placement, promotion, performance appraisal, rate of pay, compensation increase, or discipline of a Family Member. This prohibition includes but is not limited to employees serving on interview committees for positions for which family members have applied.
- 4.0 OCCC has the option, but not the obligation, to implement supervision management plans to prevent or eliminate any supervision conflicts, as allowed by law or ethics rules.
- 5.0 If an event places employees in conflict with this policy, each Affected Employee shall notify the Vice President for Human Resources (or another member of Executive Leadership, if a conflict with the Vice President for Human Resources exists) in writing within 10 calendar days of the event. OCCC shall have 30 calendar days from the date of notification to eliminate the conflict through a supervision management plan, if feasible. If OCCC is not able to implement a supervision management plan within such 30 calendar day period and Affected Employees have not voluntarily eliminated the conflict, OCCC shall transfer or terminate the employment of one or more Affected Employees until the conflict is eliminated.
- 6.0 EXCLUSIONS:
 - 6.1 This prohibition does not apply to students employed in the Title IV Federal Work Study Program. However, as a general rule, such students will not be supervised by a Family Member.

Adopted as OCCC Board of Regents Rule 222: July 1, 1993

Revised and Renumbered: July 1, 2007

Revised: October 5, 2015

Revised: March 9, 2021