POLICY: Employment of Spouses, Children and Family of Wofford Employees

EFFECTIVE DATE: October 25, 2016

POLICY FOR: Faculty and Non-Faculty Employees

AUTHORIZED AND APPROVED BY: President’s Cabinet

ISSUED BY: Office of Human Resources

POLICY STATEMENT

Wofford seeks to employ and promote the most highly qualified and competent candidates. On occasion the college hires faculty or staff who may be related to other persons already employed by Wofford. As such, the college seeks to ensure that neither favoritism nor conflict of interest influences the appointment, salary, tenure or promotion of faculty or staff with a family relationship to other Wofford employees.

Under no circumstances may an employee have decision-making authority or significant influence over the hiring, appointment, tenure, promotion, evaluation, work assignments, salary, hours, career progress, benefits, grievances, grade appeals or other terms and conditions of employment of a person who is a member of the employee’s immediate family or with whom he or she shares a household.

Immediate family includes mother, father, children, sister, brother, spouse, any step-relation, domestic partner, grandparents, uncles, aunts, and cousins, and in-laws of the same relation as any of the foregoing. Household includes anyone with whom the employee shares a house, apartment, or other living arrangement.

Faculty members, including the Provost, will exclude themselves from significant recommendations or decisions that directly affect family members employed by Wofford. If a faculty member, acting as Department Chair or Dean, supervises the work of a family member, decisions or recommendations affecting the family member will be referred to decision-maker at the next higher level, who, in consultation with the affected family member, will appoint a delegate to make the recommendations or decisions.

Two members of the same family will not be employed within the same department if such employment would result in one of them supervising the other. If, as a result of historical employment decisions, a situation occurs in which a faculty or staff family member supervises a family member, then the supervisor’s superior will handle questions and decisions involving employment actions or other related management issues.

Two family members should not serve concurrently on the same faculty or administrative committee.
Employment of a related person to any position within an organizational unit must have the approval of the hiring manager’s supervisor, including faculty supervisor, responsible Vice President, Provost or similar level equivalent to the highest administrative person within the organizational unit.

Individuals who become a related party to an employee while already employed at the college should promptly report that fact to each employee’s supervisor, and both employees will be treated in accordance with this policy.

If in the opinion of the college, an organizational unit implicates this policy, the college will use sound judgment in the placement of such employees. One of the employees may be transferred as soon as practical. Other arrangements satisfactory to the responsible Dean, Provost, Vice President, or other senior supervisor of both individuals, and Director of Human Resources, shall be promptly implemented.

If an applicant is otherwise qualified and might be selected for an available position but is a related party to an employee in the same department, the selecting authority should consult with Human Resources on the applicability of this policy and its motivating concerns before completing the hiring process.

The college is committed to the highest standards of conduct and expects all members of its community to adhere to them. Failure to properly disclose a relationship or family connection may lead to corrective action measures being taken.