

Mid-Atlantic Christian University Institutional Policy 24

SUBJECT: Nepotism

DATE: February 24, 2014

REVISED: April 2020

NEXT SCHEDULED REVIEW: February of even-numbered years, 2022.

APPROVED BY BOARD OF TRUSTEES: February 2014

Policy for: All employees of MACU

Procedure for: All employees of MACU

Authorized by: President

Issued by: Board of Trustees

I. Purpose

The purpose of the nepotism policy is to prevent the professional and personal interests of an employee from influencing the performance of his/her duties for the university. This policy defines certain personal and family relationships to be addressed, considerations to mitigate potential conflicts, and establishes a variance procedure for cases when it is in the best interests of the university to accept a nepotistic situation.

II. Policy

1. Except as provided below, Mid-Atlantic Christian University does permit employment of relatives on a concurrent basis. For the purposes of this policy, a relative shall mean husband, wife, father, mother, in-laws, brother, sister, son, daughter, uncle, aunt, nephew, niece, cousin, grandparent or grandchild and their respective spouses, whether the relationship is established by blood, marriage, or otherwise. (These definitions include adopted, half-, and step- members.)
2. Individuals covered. Every employee of the university is subject to this policy.

III. Procedure

1. The university does not permit concurrent employment of relatives when the employment relationship between the relatives could reasonably lead or appear to lead to business-related conflicts of interest, improper influence, favor, or consideration. The university shall not permit concurrent employment of relatives

- A. When one relative has, or could have, the authority or practical power to supervise, appoint, remove, or discipline the other;
 - B. When one relative would be responsible for auditing the work of another;
 - C. When other circumstances exist which could place a relative in a situation of actual or reasonably foreseeable conflict between university and personal interests; or
 - D. When, in order to avoid the reality or appearance of improper influence or favor, or to ensure confidentiality, the university must limit the employment of relatives (as defined above) of policy-level officers of other organizations or individuals with whom it does business.
2. On rare occasions the university's Leadership Team may decide that the best interests of the university are not served by adhering strictly to the limitations set forth above. If it is the consensus of the Leadership Team that this is the case, a variance may be granted to the above limits. The variance will be granted for one year, after which it must be reviewed by the Leadership Team and may be renewed at their option. If the conflict situation involves a member of the Leadership Team, that team member will recuse him/herself from the decision making process. If the variance involves the President of the University, the Chairman of the Board and the President's HR will make the decision. (See Policy BT-8 President's HR)

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices