

SECTION: Personnel Policies and Procedures / Conflict of Interest and Ethics
SUBJECT: Employment of Relatives
SOURCE REFERENCE: Board of Trustees Policies 205.01 / 205.02 / 205.03 / 205.04 / 205.05

NUMBER: F/2.3.1

Employment of Relatives

Gadsden State Community College complies with Board Policies 205.01: Nepotism Statute; 205.02: Nepotism Policy; 205.03: Employment of Relatives; 205.04: Disclosure of Employment of Relatives; and 205.05: Supervision and Evaluation of Relatives.

All applicants for employment must disclose certain relationships to employees in the Alabama Community College System or to any member of the Board of Trustees.

Upon initial employment, all employees must complete a Family Relationship Disclosure Form. A revised form must be completed within 15 days of a change of circumstances relating to this information.

Additionally, a revised form must be completed if an employee changes positions at the College. **(See F/2.3-A).**

All applicable relationships will be reported to the Chancellor's office as required, to be reviewed for possible conflicts of interest.