


Category:	Human Resource Administration	INCA Community Services Personnel Policy 
Sub Category:	Services	
Effective Date:	1974	
Revised Date:	6/30/2017	
Forms:		
Responsible: All supervisors		

Nepotism Policy

Policy

INCA Community Services, Inc. is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. This extends to practices that involve employee hiring, promotion and transfer. We also extend these practices to the Board of Directors.

Nepotism refers to the employment or supervisor of any person who is a relative within the third degree of a Board Member, Executive Director, or appointing authority. Relatives may not be employed, supervised, or contracted with when a Board Member, Executive Director, or appointing authority exercises jurisdiction or control over said department or program.

Guidelines

- Applicants must list any current family members working for the agency or serving on the Board of Directors on the application for employment.
- No person may be hired for a position or promoted to a new position while a member of his/her immediate family serves on the Board of Directors.
- No person may be hired for a position or promoted to a new position while a member of his/her family are responsible for selecting or having personnel authority over the desired position.
- No person may be hired for or promoted to a position over which a member of his/her immediate family exercises supervisory authority.
- If an employee is promoted to a new position this shall not prohibit another employee already in the service of the agency from continuing in such service or from promotion therein.
- If a member of an employee's immediate family is elected or appointed to a Board of Director after the date of initial hire, the board member must either resign or the employee will be terminated.
- Relatives signing contracts with the agency prior to the election or selection of a Board Member, Executive Director, or appointing authority may complete the contracted obligation prior to termination, however, such contracts shall not be renewed.

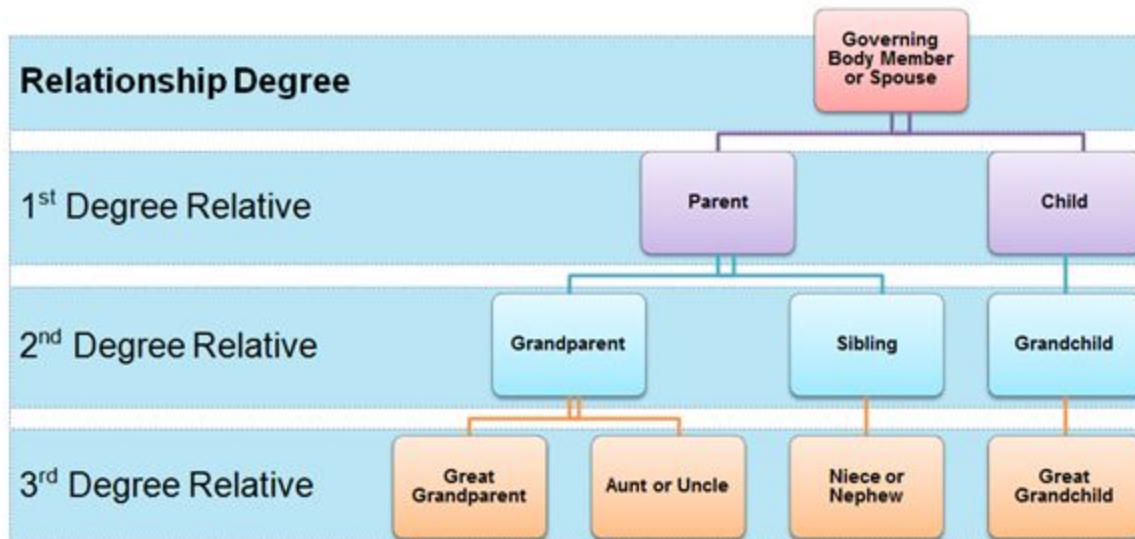
Definitions

Immediate Family - Relative within the third degree is defined as follows: Spouse, Parents, Children, Brother/Sister, Grandparents, Grandchildren, Aunt/Uncle, Nephew/Niece, Great-Grandparents, Great-Grandchildren, Spouse's Parents, Spouse's Children, Spouse's

Brother/Sister, Spouse's Grandparents, Spouse's Grandchildren, Spouse's Aunt/Uncle, Spouse's Nephew/Niece, Spouse's Great-Grandparents, and Spouse's Great-Grandchildren. (Children includes adopted children and stepchildren.)

Nepotism - defined as the practice among those with power or influence of favoring relatives or friends, especially by giving them jobs.

Nepotism Chart



Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.