



Policy Number 3.3.18

Chapter: Administration

Title: Nepotism

Division/Department: Administration/Human Resources

Policy Administrator: Director of Human Resources

Adoption Date: 9/9/1995

Revision Dates: 3/8/1999

1. PURPOSE

Auraria Higher Education Center (AHEC) values and practices fairness in employment opportunities and employee relations. Nepotism is a practice that places familial relationships above these principles of fairness. This policy defines nepotism and prohibits certain practices in employment at AHEC.

2. DEFINITIONS

- 2.1. Auraria Higher Education Center or “AHEC”: The higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes (C.R.S.) and located in the City and County of Denver.
- 2.2. Board of Directors of the Auraria Higher Education Center or the “Auraria Board”: The Board of Directors created in Colorado Revised Statutes (C.R.S.) § 23-70-102 that oversees AHEC and has the powers and duties assigned to it by the Colorado General Assembly as set forth in Title 23, Article 70, C.R.S.
- 2.3. Civil Union Partner: The partner in a valid civil union of an AHEC employee as defined by the Colorado Civil Union Act, C.R.S. §§ 14-15-101, et seq.
- 2.4. Family Member: The spouse, Civil Union Partner, or significant other living at the same address, and, whether by blood, adoption, marriage or civil union, the child, parent, grandparent, grandchild, sibling, niece, nephew, uncle, aunt, first cousin, or in-law of an AHEC employee.
- 2.5. Nepotism: Favoritism in the workplace based on a familial relationship, such as when making employment decisions or granting or denying privileges or benefits.

3. POLICY

- 3.1. AHEC all of its departments will recruit and hire the most qualified person for all positions. Consideration shall be based on qualifications and merit. Family relationships will not be used as a basis for hiring, promoting, demoting, or granting or denying any privilege, right or benefit of employment.
- 3.2. No AHEC employee or Auraria Board member shall serve on a screening committee or act as the appointing authority for a position for which a Family Member has applied, nor otherwise influence the appointment of any Family Member to a position.
- 3.3. No AHEC employee will provide direct or indirect supervision to a Family Member except with the advance approval of the Director of Human Resources, based on a determination that no other reporting relationship will effectively accomplish the goals of the work unit and that the actual or potential conflicts of interest inherent in the employment relationship can be eliminated or mitigated.
- 3.4. An employee shall notify their supervisor immediately, in writing, of a situation in which the employee provides supervision or exercises authority over a Family Member in the workplace. Within 14 days of receiving this notification, the supervisor shall consult with Human Resources to develop a plan to manage or eliminate any conflict of interest and mitigate any adverse effect on the parties to the relationship or any other employee. Effective actions may include, but are not limited to:
 - Transferring supervisory, decision-making, evaluative, and/or advisory responsibilities to another supervisor.
 - Providing an additional layer of oversight to the supervisory role.
 - Transferring one of the individuals to another position.
- 3.5. Any person who has a concern about Nepotism within AHEC should [contact Human Resources](#) as soon as possible.
- 3.6. Violation of this policy may result in disciplinary action up to and including termination of employment.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: _____

Approved by: _____
Chairperson of the Auraria Board