

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

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POLICY 1164

ADOPTED: 11/20/90

AMENDED: 03/26/02

AMENDED: 07/19/11

No parents, spouse, domestic partners, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, aunts, uncles, nephews, nieces, and legal guardian of an administrator or member of the Board of Trustees shall be shown special favoritism in hiring, appointments, assignments or promotions for employment at Triton College. A member of the Board of Trustees shall not be employed by the Board of Trustees, Triton College.

No employee, officer or agent of the College shall participate in the selection, award or administration of any contract, work or business in which he or she is in any manner financially interested, either directly in his or her own name or indirectly in the name of another person, association, trust or corporation. This includes when the employee, officer or agent of the College, or a member of his or her immediate family, or his or her partner, or an organization in which he or she is involved has a financial or other interest in the selection, award, or administration of the contract. Any contract selected, awarded, administered or otherwise executed in violation of this policy is void.

In addition to the above policy statement, Triton College permits employment within the College community of individuals of the same family or those who have a personal relationship. For the purpose of this Policy, a personal relationship is any relationship that is more than platonic friendship.

However, employment within the same department is prohibited for individuals of the same family or for those who have a personal relationship. In the event an exception to this policy is requested, the request shall be reviewed and approved by the appropriate dean, department head and/or Vice President.

In order to avoid a conflict of interest or the appearance of a conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, including, but not limited to, initial employment, rehire, promotion, salary, performance review, work assignments or determination of other working conditions to those related by blood, marriage, shared household, domestic partners or persons involved in a personal relationship.

All employees shall complete an annual disclosure form. This form asks all employees to disclose any relationships that may cause a conflict of interest or raise a question regarding the propriety or integrity of a relationship. The purpose of the form shall be to provide a "safety net" and provide an opportunity for a supervisor and employee to discuss any concerns and confirm that no conflict of interest exists. In the event it is

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determined that a conflict of interest exists, the College may alter the reporting line or employment relationship to limit the conflict of interest.

Violation of this Policy shall include failing to complete the Disclosure form within 30 days of the commencement of a disclosable relationship or failing to file the annual disclosure within 30 days of July 1st of each year. Violation of this Policy may result in disciplinary action, up to and including termination for all involved parties. However, in all cases, the minimum recommended disciplinary action shall be a 10-day suspension without pay for all involved parties.