

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

CONFLICT OF INTEREST/NEPOTISM
Procedure No. 3-20 (B)
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Effective June 15, 2001

- (1) In the event employees marry or develop a significant relationship after both are employed by the college, the college shall take reasonable steps to ensure that such employees do not work for the same immediate supervisor. If this is not possible, the college shall take steps to ensure that the employees do not have a supervisor/subordinate relationship.

- (2) If a situation mentioned in (1) above occurs, it is the responsibility of the affected employees to notify their supervisor. The supervisor and the employees will meet with the appropriate vice president to determine the best resolution of the situation. Specific steps will be taken by the Vice President/Provost to ensure that the affected employees are not in a direct supervisor/subordinate relationship. Such steps may include but are not limited to one of the following:
 - (a) Transfer the affected subordinate employee to another position in the college as long as there is a need for that position and the transfer does not create a new violation of the Conflict of Interest/Nepotism policy.
 - (b) Transfer the supervisor to another position in the college as long as there is a need for the position and the transfer does not create a new violation of the Conflict of Interest/Nepotism policy.
 - (c) Voluntary resignation.
 - (d) Termination of one of the affected employees if there is no other way to resolve the supervisor/subordinate relationship.