**SUMMARY:**

This policy provides guidelines designed to avoid conflict of interest, misuse of position or preferential treatment by employees toward individuals who are related to the employees by blood or marriage.

**DEFINITIONS:**

For purposes of this policy, the following definitions apply:

(a) The term “marriage” shall include individuals who share housekeeping and/or maintain a domestic relationship under the same roof.

(b) The term “related by blood or marriage” includes but is not limited to:

spouses, children or stepchildren, parents, step-parents, grandparents, brothers and sisters, half-brothers, half-sisters, step-brothers and step-sisters, grandchildren, Uncles, aunts, nieces, nephews, first cousins, and the following in-laws: mother, father, sister, brother, son and daughter. Foster children and other family members living in the same household are also included in the definition.

**POLICY:**

1. The University shall employ no individual, either directly or through contracts or subcontracts, who is related by blood or marriage to any individual who is obligated under the State Ethics Act to file a Statement of Economic Interests because of association with the University. This
includes but is not limited to relatives of the Trustees, President, Provost, and Vice Presidents.

2. No employee of the university shall have any role, formal or informal, in the hiring of an individual to whom they are related by blood or marriage for a permanent or temporary position that will last more than 120 days. Any such role, determined after the fact, shall be grounds for dismissal of all affected employees.

3. Employees of the university should have no vertical reporting line with individuals to whom they are related by blood or marriage.

4. In the event that two or more members of a family who are CCU employees are employed in the same administrative unit, the President shall certify that there is no possibility of influence in the assignment of duties, compensation, or personal evaluations.

5. If two Coastal Carolina University employees marry during the course of their employment, they must notify the Office of Human Resources and Equal Opportunity (HREO) within 30 days of their marriage. The Office of HREO will complete a nepotism form and submit it to the president for review. Each case will be assessed to determine if further action is required.

6. Student Employment
   a. Children of employees including those identified in Part 1 of this policy who are students at CCU are eligible to be hired as student employees in areas not reporting to their parent. However, the employee parent is prohibited from requesting or encouraging either formally or informally that other University employees hire such children.

   b. For summer employment, students enrolled at Coastal Carolina University shall receive first priority, with students from other colleges who are family members of university employees receiving second priority. The employee parent is prohibited from requesting or encouraging either formally or informally that other University employees hire such children.
7. Exceptions

   a. An exception is made for any employee hired prior to April 4, 2008 who is related by blood or marriage to any individual who is obligated under the State Ethics Act to file a Statement of Economic Interests because of association with the University. This includes but is not limited to relatives of the Trustees, President, Provost, and Vice Presidents. However, under no circumstances should such related employees have a superior/subordinate reporting relationship.

   b. Other exceptions to this policy require the President’s written authorization and approval of the Board of Trustees in public vote.