THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

SUMMARY:

This document sets forth the Coastal Carolina University policy concerning the employment, promotion, or discipline of family members, pursuant to Section 8-13-750 of the 1976 South Carolina Code of Laws, as Amended, and regulations of the South Carolina Office of Human Resources.

POLICY:

I. POLICY

A. No public official, public member or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office including, but not limited to, a position within the same state agency, entity, or organization as the public official, public member or public employee.

B. A public official, public member, or public employee may not participate in an action relating to the discipline of the public official’s, public member’s, or public employee’s family member, domestic partner or significant other.

C. No public official, public member, or public employee may have budgetary authority over any funds used in employing or compensating an individual who is the public official’s, public member’s, or public employee’s family member, domestic partner or significant other.
D. In the event that two or more members of a family, domestic partners or significant others, 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.

E. If two Coastal Carolina University employees have a change in their nepotism status during the course of their employment, they must notify the Office of Human Resources and Equal Opportunity (HREO) within thirty (30) days of such change. 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.

F. Student Employment

Children of employees who are students at CCU are eligible to be hired as student employees in areas not reporting directly or indirectly to their parents. The employee parent is prohibited from requesting or encouraging, either formally or informally, that other University employees hire such children or alter the standard university pay scale for student employees.

G. For purposes of this policy, family member is defined as an individual who is:

1. The spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild of an employee.

2. A member of the individual’s immediate family. Immediate family is defined as follows:

   a. A child residing in a public official’s, public member’s or public employee’s household;

   b. A spouse or a public official, public member, or public employee; or

   c. An individual claimed by the public official, public member, or public employee, or the candidate’s, public official’s, public member’s or public employee’s spouse, as a dependent for income tax purposes.

   d. A significant other of a public official, public member, or public employee. Significant others, for the purpose of this policy, includes individuals who are dating or engaged to be married but may or may not reside together.

H. Preferential Treatment

Preferential Treatment, the appearance of preferential treatment, or any form of favoritism is prohibited under this policy by public officials, public members, or public employees in all aspects of employment, appointment, promotion, transfer, or advancement of university employees and potential university employees.
1. For the purpose of this policy, preferential treatment is defined as the basing of decisions regarding hiring, selection, promotion, wages, hours, or other conditions of employment on relationship rather than on objective standards and the needs of the university.

2. For the purpose of this policy, relationship shall be defined as individuals who have a current or former association that would make it difficult for the individual with the decision-making responsibility to be objective, or that would create to a reasonable individual the appearance that such an individual may not be objective. Examples include, but are not limited to, the following:

   a. relationships by blood, adoption, marriage, or domestic partnerships;

   b. partner, parent, child, sibling, first cousin, uncle, aunt, nephew, niece, spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child;

   c. romantic and/or sexual relationships;

   d. personal relationships; or

   e. significant business relationships.