

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.6
Title: Employment of Relatives
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended.
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 05-11-2001
Last Cabinet Review: 01-04-2016
Last Revision: 01-04-2016

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It shall be the policy of Horry-Georgetown Technical College that individuals with supervisory or management authority may not cause the employment, appointment, promotion, transfer, or advancement of a family member to any position (Full-time equivalent, temporary and /or temporary grant. Additionally, they may not participate in an action relating to discipline) under his/her direct supervision or significant influence or control, any such person related or connected as defined above. This policy applies to those having common law or non-traditional relationships involving either cohabitation or significant interdependence.

Horry-Georgetown Technical College shall adhere to all State Human Resource Regulations regarding the employment of relatives and to its definition of a family member. Persons considered to be related or connected under this policy include spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, son-in-law, and daughter-in-law. For purposes of this policy, immediate family is further defined by the State of South Carolina as:

1. a child residing in a candidate's, public official's, public member's, or public employee's household;
2. a spouse of a candidate, public official, public member, or public employee; or an individual claimed by the candidate, public official, public member, or public employee or the candidate's public official's, or public employee's spouse as a dependent for income tax purposes.

Further, Area Commission members, the College President and employees of the College shall not advocate or influence employment in the College for any individual(s) who is a relative. Neither shall Commission members, the College President or employees advocate or influence preferential treatment for a relative in the determination of compensation or working conditions. The Commission members shall abstain from any action before the Commission of and affecting that of a relative.

Employees shall not initiate, participate in, or influence in any way departmental or institutional decisions involving a direct benefit to relatives. Direct benefit shall include screening and selection, initial appointment, retention, evaluation, promotion, salary, leave of absence or grievance/complaint adjustment.

When a relative of a Commission member is doing business with the College, or seeking to do business with the College, the Commission member shall not advocate or influence said business and shall abstain from any action before the Commission.

Disclosure

Employees are expected to disclose relationships covered by this policy to the Human Resources Office and their supervisor whenever the relationships come into existence. Employees have up to 90 days after marriage (common law or non-traditional relationships either cohabitation or significant interdependence) to find employment in either a suitable unit within the agency, if possible, or outside the agency. An employee's failure to disclose such information can lead to discipline up to and including termination.