

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>EMPLOYMENT OF RELATIVES (NEPOTISM)</b>  <b>LEGAL AUTHORITY: SECTIONS 59-53-20 AND 8-13-750 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED; REGULATION 19-701.06 ETHICS ACT</b>	Number <b>C-19</b>
Division of Responsibility <b>Administration and Finance</b>	Date <b>8/17/20</b> Page <b>1 of 2</b>
Approval President  _____  Commission Chair  _____	Supersedes Policy No. <b>C-19</b> Date <b>7/7/08</b>

**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. 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.**

It is the policy of Williamsburg Technical College that individuals with supervisory or management authority (to include local Commission members) may not cause the employment, appointment, promotion, reassignment, transfer or advancement of a family member to any position (FTE, temporary and/or temporary grant) or 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 below or otherwise specified in the Department of Administration's Division of State Human Resources (DSHR) Regulations. This policy applies to those having common law or non-traditional relationships either cohabitation or significant interdependence.

Family member means an individual who is the spouse, parent, grandparent, child, grandchild, brother/sister, mother-in-law, father-in-law, son-in-law, and daughter-in-law of the employee. 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, or public employee's spouse as a dependent for income tax purposes.

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

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the agency. An employee's failure to disclose such information can lead to discipline up to and including termination.

This policy is established using guidance from the Policy 8-7-102 of the State Board for Technical and Comprehensive Education (SBTCE) Policy Manual concerning employment of relatives (nepotism).

State Board policies and procedures may also be viewed on the System Office website at [sctechsystem.edu](http://sctechsystem.edu).