

# **POLICY: 4.3.4. (III.K)**

## **Employment of Relatives**

**Revised:** August 4, 2005; August 21, 2001; and December 7, 1995.

**Last Reviewed:** September 20, 2022; October 25, 2019; and August 4, 2005.

**Adopted:** July 1, 1986.



### **POLICY:**

It is the position of the Technical College System of Georgia (TCSG) that relatives of current System employees may only be employed consistent with the provisions of this policy. In turn, the System will take appropriate measures to avoid any situation in which a family relationship may interfere with the effective and efficient operation of any System work unit, including its Technical Colleges. Therefore, the continued employment and future promotional opportunities of related employees, as well as those of a prospective employee, may be prohibited entirely or limited by these same guidelines. For this policy, the term “relatives” includes spouse; biological or step-parent(s); guardian (as defined by law); biological or step-grandparent(s); biological, step, or half-sister or brother; child, grandchild (including biological, adopted, foster, stepchild, legal ward, or child for whom an employee stands in loco parentis); aunt, uncle; niece, nephew; first cousin; or, immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law).

### **General Provisions**

1. No individual shall be employed in a System Office or Technical College work unit, resulting in a supervisor-subordinate relationship between the individual and any relative of the individual through any line of authority in the work unit. The term “line of authority” is defined as authority extending vertically through one or more organizational levels of supervision or management. Relatives will not be employed or placed in a work environment where fiscal checks or balances are among the assigned duties and responsibilities of the positions involved.
2. Relatives will not be placed in a working relationship in which the nature of the assigned duties and responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position, or a possible conflict of interest.
3. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member/relative to any System position.

### **Policy Enforcement**

The Deputy Commissioner, the Assistant Commissioners, and college Presidents, in consultation with the System’s Director of the Office of Human Resources, are fully responsible for ensuring that the provisions of this policy are not violated.

### **RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of Board.

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.