

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6024

Nepotism

Date Adopted: 1 April 1993

Date Revised: 30 May 2015

Date Reviewed: 11 August 2017

References: Chapter 1, Human Resources Manual, August 30, 2017

How to Adhere to COM-FSM's Nepotism Policy

The hiring of a family member in a supervision- subordinate relationship is prohibited; therefore, if you are a supervisor of a vacant position being approved to fill by personal services contract, you will not recommend hiring of your family members listed in Board Policy No. 6024:

- *Husband*
- *Wife*
- *Child*
- *Stepchild*
- *Parent*
- *Grandparent*
- *Brother*
- *Sister*
- *Grandchild*
- *Stepbrother*
- *Stepsister*
- *Stepparent*
- *Parent-in-law*
- *Brother-in-law*
- *Sister-in-law*
- *Son-in-law*
- *Daughter-in-law*
- **OR, if related by blood:**
 - *Uncle*
 - *Aunt*
 - *Nephew or Niece*

Nepotism is prohibited

If you are a manager, be sure to read the Board Policy No. 6024 and section extracted below.

If you will select an individual who appears on the list above, you must disclose the relationship. Such hires may be considered if you provide evidence of the following:

- ✓ Campus and island-wide vacancy announcement run for at least 15 days;
- ✓ Evidence of careful review of a committee that does not include you that arrived at the recommendation for your family member;
- ✓ Evidence that your family member exceeded credentials and job requirements on the vacancy announcements compared to all applicants in the pool;
- ✓ No evidence is found of any coercion of any kind exercised on any of the committee members.

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The above information will be provided to the president for review and approval. If the president supports the recommendation, he/she will request board of regents for approval. If the president does NOT support the recommendation, he will return the recommendation to the supervisor to continue the search.

If the board of regents approves the recommendation, the president will return to the supervisor the recommendation with clear approval stamped on the memorandum and a copy of the board directive.

If the board of regents disapproves the recommendation, the president will return to the supervisor the recommendation with a cover memorandum explain the decision and instruction and a copy of the board directive.

See Board Policy 6024.