

Employment of Relatives - Nepotism Policy-See TCA Employee Handbook

Texans Can permits the employment of qualified relatives of employees, of an employee's household or immediate family, as long as such employment does not, in the opinion of Texans Can, create actual conflict of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. Texans Can will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household may not be permitted to work within "the chain of command" where a relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. Depending upon the time of the year this occurs the employees may be permitted to work together to finish the school year and minimize the impact to the campus. At the end of that school year one of the employees should be transferred. If in the opinion of Texans Can, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest possible time.

Decisions regarding the employment or placement of "qualified relatives" for the purposes of this policy will be made by the HR department, and no relative may be offered employment prior to receiving approval from the HR department.