

**OWENS COMMUNITY COLLEGE
INTERNAL OPERATING PROCEDURES**

Nepotism

Board Policy No.: 3358:11-5-49

PROCEDURE:

After the effective date, all *new* hires must comply with the nepotism policy. Employees who may be covered by the provisions of this policy and were hired prior to June 12, 2007, will be grandfathered and, therefore, be able to continue employment under the terms and conditions under which they were hired.

It is the responsibility of the hiring authority and the immediate supervisor to identify potential candidates during the application review process that may be precluded from hire under this policy.

These procedures were developed and implemented by the Vice President of Human Resources.

Any changes to this procedure must be submitted to the Board Secretary for President's Cabinet review (except changes in contact information).

This procedure conforms to the policy as approved by the Board of Trustees on June 12, 2007, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of July 13, 2007.

12-12-07 PJ