



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 7311 Nepotism Prohibited Conduct

ISSUED: April 19, 2010
REVISED:

The CEO directs that the following regulations apply to the Compton Community College District:

- I. ***Prohibition against Nepotism.*** Employees are prohibited from engaging in any act to use the authority, discretionary power, or influence of his/her position to obtain or secure the employment or promotion of a Relative as defined in Board Policy 7310, Nepotism.
- II. ***Prohibited Conduct.*** Prohibited conduct shall include, but not necessarily be limited to activity in the following processes:
 - A. Preparing reference forms, appraisals of promotability, letters of reference, performance evaluations, or any other evaluation process related to the employment, retention, or promotion of a Relative.
 - B. Preparing employment criteria or competitive examination materials or participating directly or indirectly in the screening or interviewing of candidates for employment or promotion for positions in which candidates related by blood or marriage are competing.
 - C. Participating in the appointment, transfer, or job placement decisions related to the assignment of a Relative.
 - D. Hiring or supervising a Relative.
- III. **Addressing Conflict of this Policy.**
 - A. This Policy shall apply to all new assignments or new hires made on or after the effective date of this Policy.
 - B. The provisions of this regulation shall not be interpreted in such a manner as to deny qualified persons the right to application, examination, and consideration for employment under competitive conditions based on merit and fitness, for a position with the District.
 - C. If a Relative is designated in a collective bargaining agreement as the person to complete the performance evaluation or perform other duties in the applicable collective bargaining agreement, those actions and duties shall be reviewed by the next higher supervisor who is not a Relative to that employee.
 - D. If an employee becomes a Relative of another employee while employed by the District, as soon as a vacancy occurs in a classification of either the newly hired employee or the previously hired employee, whichever employee is in that class shall be transferred or reassigned to the vacancy. The employee to be transferred or reassigned shall be provided a written notification of the transfer or reassignment at least one week prior to the effective date of the transfer or reassignment. The employee's supervisor shall personally meet with the employee and discuss the reason for the transfer or reassignment at least one week prior to the effective date of the transfer or reassignment.