

**CONFLICT OF INTEREST IN EMPLOYMENT/NEPOTISM**

**Policy Number:** 414

**Categorized:** Human Resources

**Responsible Office:** AVP for Human Resources

**Subject:** Integrity of employment process.

**Related Policies:**

**Procedures:** N/A

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** April 10, 2020

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**1. Scope**

This applies to all College employees.

**2. Policy**

Any employment relationship that could potentially create a conflict of interest is generally prohibited and is therefore governed by this policy (e.g. peer to peer, employee and vendor, etc.), as are any behaviors that are inconsistent with Virginia's Conflict of Interest policies and regulations.

An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities.

An exception to this policy is granted in circumstances wherein a family member of an employee is enrolled in a course of study, their employment is related to their status as a student, the employment concludes at the end of their course of study, and the student does not both live in the employee's household and receive more than half of their financial support from the employee.

**3. Definitions**

Immediate family: any son, daughter, or spouse whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption. Also included in the definition are all dependents residing in the employee's household and anyone for whom the employee is a dependent.

**4. Procedures**

N/A

**5. Authority**

[Code of Virginia § 2.2-3100 State and Local Government Conflict of Interests Act](#)

VCCS Policy 3.3.3 Conflict of Interest in Employment