

POLICY NAME:	<b>205.04: Disclosure of Employment of Relatives</b>
EFFECTIVE:	12-14-2016
SUPERSEDES:	
SOURCE:	<a href="#"><i>Code of Alabama Section 16-60-111.4</i></a>
CROSS REFERENCE:	

## 1. DEFINITIONS

- A. **Employing Authority.** For the purposes of this policy, Employing Agency includes: the Chancellor of the Alabama Community College System, a member of the Board of Trustees, a President of an Alabama Community College System college, a System-level Director of any other Alabama Community College System agency, entity, or System office and Alabama Technology Network.
- B. **Relative.** For the purposes of this policy, Relative includes any person related within the fourth degree of affinity or consanguinity to any job, position, or office of profit with the state or with any of its agencies.

## 2. EMPLOYMENT OF RELATIVE

As a part of the employment process, within 15 calendar days of the employment of an individual by the Employing Authority of an Alabama Community College System office, agency, entity, or institution, regardless of placement on salary schedule, position, or compensation, and regardless of whether the employment is temporary or the result of a search process, the individual shall complete a Family Relationship Disclosure Form. Such form shall contain the name of the individual; the name of the Alabama Community College System office, agency, entity, or institution employing the individual; the position and/or title for which the individual is employed; the salary schedule, rank, step, and annual salary of the individual; and the date on which employment commences. Such form shall also contain a statement by the individual regarding whether the individual is a relative of any Alabama Community College System Employing Authority and shall identify such Employing Authority and such relationship.

## 3. REPORTING

Upon completion of the Family Relationship Disclosure Form, it shall be forwarded immediately to the Employing Authority of the Alabama Community College System agency, entity, institution or System office employing such individual. The Employing Authority, within 15 calendar days of receipt of a form disclosing the employment of a relative of any Alabama Community College System Employing Authority, shall provide a copy to the Chancellor of the Alabama Community College System. The division of Human Resources of the Alabama Community College System office shall upon receipt of such disclosure form ensure that such hiring is in compliance with the [\*Code of Alabama Section 41-1-5\*](#). The Chancellor shall provide a notice of such disclosure to the members of the Board of Trustees on a monthly basis.