



**EMPLOYEE ASSIGNMENT TO POSITION UNDER
SUPERVISION OR CONTROL OF FAMILY MEMBER FORM**
(Employment of Relatives, BCC Policy Number HR 008-001.2023)

These written procedures are to be completed when an employee is assigned to a position under the supervision or control of an immediate family member or when an immediate family member reports to the same supervisor (includes faculty member or members reporting to department chair or school director). Fill in all that apply:

All personnel decisions including, evaluation, retention, tenure, compensation, promotion, termination, or other employment status or interest for _____ (employee) will be reviewed by _____ (head of unit; e.g., President, Vice-President, Executive Director, Dean, supervisor, etc.).

_____ shall not initiate or participate in any institutional decisions involving a direct benefit (retention, promotion, salary, leave of absence, etc.) for _____, nor shall participate in discussions or votes designed to rank other employees in relationship to _____ for the purpose of such decisions.

Special considerations to alleviate any pressures toward favoritism to be taken (if necessary):

Signatures

(Employee)

Date:

(Supervisor)

Date:

(Vice President of Human Resources)

Date:

(President, Bergen Community College)

Date:

File copies in department, division and Department of Human Resources.