SECTION 1. Purpose

1.1 Blue Ridge CTC is committed to maintaining a mutually respected and trusted environment. While the College respects the privacy of its employees, Blue Ridge CTC recognizes that there exists the opportunity for the inappropriate use of power, trust and authority. Certain relationships in the workplace have the potential to compromise, or appear to compromise, the fairness and objectivity of employment decisions and the discharge of other professional duties. This administrative procedure is intended to promote employment decisions and conduct in the workplace that avoid a conflict of interest, appearance of favoritism, abuse of power, or potential for a hostile work environment.

Relationship by family, marriage or amorous relationship constitutes neither an advantage nor a deterrent to appointment by the College, provided that the individual meets the appropriate standards and qualifications for the position to be filled and provided that the individual will not be in the chain of supervision of a family member, spouse or person with whom an amorous relationship exists.

SECTION 2. Applicability

2.1 This administrative procedure applies to all Blue Ridge CTC employees to include areas of employment for which students are employed.

SECTION 3. Employment is not permitted under the following circumstances:

3.1 Where one family member, spouse or person with whom an amorous relationship exists would have the authority or practical power to supervise, appoint, remove or discipline another;

3.2 Where one family member, spouse or person with whom an amorous relationship exists would be responsible for auditing the work of another;

3.3 Where other circumstances exist which would place a family member, spouse or person with whom an amorous relationship exists in a situation of actual or reasonable foreseeable conflict between the employer’s interest and their own.

SECTION 4. Applicants

4.1 Applicants who are denied employment to a particular position for one of the foregoing reasons will be considered for other vacant positions for which they make application and are deemed qualified. No preferential treatment is provided in application or consideration to any other position. Failure to advise the College of the existence of one of these circumstances may result in a withdrawal of an offer of employment or termination of employment if discovered after an employee’s hire date.

SECTION 5. Employees
5.1 Employees of Blue Ridge CTC who become involved in one of the foregoing circumstances have an obligation to advise the College about the conflict. If such situation arises, the employee(s) shall inform the Head of Human Resources. Every effort will be made to resolve the conflict without loss of employment to either employee; however, the College reserves the right to transfer one or both employees, to discharge one or both employees or to demote one or both employees to resolve the conflict. Employees who fail to advise the College of the existence of a family, spousal or amorous relationship under one of these circumstances will be subject to discipline, up to and including termination of employment.

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