Employment of Relatives and Fraternization

Palmer College of Chiropractic (College) is committed to providing equal employment and educational opportunities to its employees and students. This commitment is supported by professionalism that derives from mutual trust and respect in all interactions and relationships. It is therefore fundamental to the College's overall mission that the professional responsibilities of its employees or any other individual associated with or conducting business with Palmer be carried out in an atmosphere that is free of conflicts of interest that compromise these principles.

Intimate relationships have the potential to interfere with the College's ability to provide equal employment and educational opportunities for its employees and students, and in some instances, may constitute sexual harassment or other unlawful discrimination.

To minimize conflicts of interest, which often occur as a result of intimate relationships, the College strongly discourages its employees and students from entering into intimate relationships with other employees or students for which they have professional supervisory responsibility.

Intimate relationships where one member of the College community has supervisory or other evaluative responsibility for the other potentially create conflicts of interest and perceptions of undue access or advantage. Such relationships may harm or injure others in the educational and employment environment. Virtually all administrators, faculty, faculty clinicians and staff (as well as some students in employment or leadership positions) are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to conduct with the College.

While relatives of employees or the Board of Trustees may be employed by the College, a familial relationship among employees can also create an actual or at least a potential conflict of interest in the employment setting, especially where one relative has professional supervisory responsibility over another relative. To avoid this problem, the College may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

SCOPE

This Employment of Relatives and Fraternization policy (Policy) applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- The term **"College" r**efers to Palmer College of Chiropractic, including operations on the Davenport campus; West campus; and Florida campus.
- The term **"College community"** refers to all students, faculty, staff (including administration), and any other person(s), groups, or organizations affiliated with any Palmer campus.
- The term **"relative"** refers to any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- The term **"professional supervisory responsibility"** refers to an individual having to perform job functions over another individual including, but not limited to supervising, evaluating, hiring, coaching, counseling, recommending, advising, grading, teaching or making decisions that confer benefits such as compensation, promotions, academic progress, financial aid awards or other remuneration or that may impact upon other academic or employment opportunities.

ADMINISTRATIVE RULES

Intimate Relationships

If two employees or an employee and student marry, become related, or enter into an intimate relationship, they may not remain in a professional supervisory relationship or in positions where one individual may affect the educational environment or the terms or conditions of employment of other students or employees. When the relationship involves two employees, the College will attempt to identify other available positions, and the employees will have 10 business days to decide which individual will remain in his/her current position. If no alternate position is available, the employees will have 30 additional calendar days to decide which employee will remain with the College. If this decision is not made in the time allowed, the College will make the decision and the departing employee's employment will terminate no later than 30 days after the decision, at the discretion of the College.

In other cases where a conflict or the potential for conflict arises between an employee and another employee or student, even if there is no professional supervisory responsibility involved,

the parties may be separated by reassignment or terminated from employment, at the discretion of the College.

Responsibility to Report Intimate Relationships

Employees or students who enter into an intimate relationship with another employee or student or who becomes aware of such relationship where professional supervisory responsibility exists, should report it to the Human Resources Department so that appropriate steps may be taken consistent with this and other College policies.

STANDARD INSTITUTIONAL POLICY PROVISIONS

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

> Standard Provisions Applicable to All Institutional Policies

Additional Information

ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

POLICIES

> N/A

PROCESSES AND/OR PROCEDURES

> N/A

FORMS/INSTRUCTIONS

> N/A

OTHER RELATED INFORMATION

> N/A

CONTACTS

> Senior Director for Human Resources
> 1000 Brady Street
> Davenport, IA 52803
> (563) 884-5866

HISTORY

Last Revised: ..... March 14, 2016

Adopted: ..... N/A

Last Administrative Review: .....November 4, 2009

Responsible Officer: ..... Aaron Christopher, Ph.D., CPA, CFE
Vice Chancellor for Administration
1000 Brady Street
Davenport, Iowa
(563) 884-5653
aaron.christopher@palmer.edu

Issuing Office: ..... Office of Compliance
Earlye Julien, PHR, M.S.Ed., CQIA
Senior Director for Compliance
Palmer College of Chiropractic
1000 Brady Street
Davenport, Iowa
Phone: (563) 884-5476
Fax: (563) 884-5883
earlye.julien@palmer.edu