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I. PURPOSE

At institutions of higher education, it is important to maintain transparency and ensure that any amorous relationships between employees are managed appropriately to avoid conflicts of interest and maintain a professional environment. By following this procedure and adhering to the behavioral expectations, employees can help ensure that their personal relationships do not adversely affect their professional environment. Maintaining transparency, professionalism, and fairness is essential in fostering a positive and respectful workplace at the institution. This procedure outlines the steps for disclosing such relationships and the behavioral expectations to be followed on campus. This procedure only applies to amorous relationships between employees; for amorous relationships between an employee and a student, please see Policy 3.3.3 - Employee Code of Conduct, Section III - Employee and Student Relationships.

II. GENERAL GUIDANCE

No person in a management or supervisory position shall have a romantic or dating relationship with an employee whom they directly supervise or whose terms or conditions of employment they may influence, including but not limited to the ability to promote, terminate, discipline, or

determine the compensation of an employee. While the College recognizes that such relationships may occasionally emerge and does not seek to punish individuals when such a situation occurs, immediate disclosure is of the utmost importance to ensure the integrity of College operations while respecting the relationship between the individuals.
While employees not in a management or supervisory position regarding each other may also enter into an amorous relationship, immediate disclosure is still of the utmost importance to prevent the inadvertent creation of a conflict of interest as a result of organizational changes, such as promotions, organizational restructuring, and lateral transfers.

III. PROCEDURE FOR DISCLOSURE

A. Initial Disclosure

1. **Notification:** The employees in the relationship should notify the Human Resources Department via written disclosure, preferably via email. This notification should occur as soon as the relationship begins or when the employees become aware that the potential relationship may create a conflict of interest, whichever comes first. Notification from one of the individuals shall serve as notification from both individuals.

2. **Documentation:** The written disclosure to the Human Resources Department should contain the following information:

    - Names of the individuals involved,
    - Positions and departments of the individuals,
    - A brief description of the nature of the relationship, and
    - Any potential conflicts of interest or power dynamics that could arise.

3. **Meeting:** Schedule a meeting with a Human Resources representative to discuss the disclosure. This meeting aims to understand the nature of the relationship, address any potential conflicts, and outline necessary steps to manage the situation appropriately.

B. Initial Review and Assessment

1. **Conflict of Interest Review:** The Human Resources Department will assess whether the relationship presents any conflicts of interest, especially if one individual has supervisory or evaluative authority over the other.

2. **Mitigation Plan:** If a conflict of interest is identified, Human Resources will work with the individuals involved to develop a mitigation plan. This might include reassigning duties, adjusting reporting lines, or other measures to minimize potential bias or improper influence.

C. Confidentiality and Privacy

1. **Confidentiality:** All documentation related to the disclosure of an amorous relationship shall be retained in the personnel files of the individuals involved. As such, Human

Resources will maintain the confidentiality of the disclosure in accordance with applicable law relating to the personnel files of public employees.

2. **Privacy:** The individuals involved should expect their privacy to be respected throughout the process. Human Resources will only share details of the relationship with individuals who need to know in order to properly manage operations in light of the amorous relationship. This does not preclude the individuals from openly discussing or otherwise holding out the existence of the relationship to others, notwithstanding that privacy protections are not guaranteed regarding any information shared by either individual with others at the College outside of either i) the Human Resources Department or ii) individuals with a need to know.

D. Follow-Up

1. **Regular Check-Ins:** Human Resources may schedule follow-up meetings to ensure that the mitigation plan is effective and that no new issues have arisen.

2. **Reporting Changes:** Any changes to the relationship or circumstances should be reported to Human Resources immediately.

IV. PRIOR AMOROUS RELATIONSHIPS

To the greatest extent possible, the College seeks to prevent situations where a supervisor or manager who has had a previous romantic or dating relationships with a subordinate employee or employee whose terms and conditions they may influence from being involved in decisions relating to that individual's promotions, raises, termination, or other terms and conditions of employment. This may include implementing a mitigation plan when i) an amorous relationship that was disclosed is ended or ii) an amorous relationship that predates the employment of one or both individuals by the College once existed. As such, employees are not only required to disclose an amorous relationship that is in effect or emerges while under the College's employ, they are also required to disclose any previous amorous relationship with another employee that has since ended to avoid any potential conflicts of interest.

V. EXPECTATIONS FOR BEHAVIOR WHEN ON CAMPUS

A. Professional Conduct

1. **Maintain Professionalism:** All interactions should remain professional and respectful. Disruptive public displays of affection or other behaviors that could be seen as unprofessional should be avoided.

2. **Separation of Roles:** Maintain clear boundaries between personal and professional roles. Avoid discussing personal aspects of the relationship in the workplace.

B. Fairness and Integrity

1. **Avoid Conflicts of Interest:** Ensure that decisions related to hiring, evaluations, promotions, or any other work-related matters are not influenced by the personal relationship.

2. **Transparent Practices:** Ensure that any professional interactions and decisions are transparent and objective.

C. Respect for Others

1. **Considerate Behavior:** Be mindful of how the relationship might impact colleagues and the work environment. Address any concerns raised by colleagues regarding fairness or professionalism.

2. **Inclusive Environment:** Ensure that the relationship does not create a perception of favoritism or exclusion within the team or department.

VI. FAILURE TO FOLLOW PROCEDURE

Failure to follow this procedure may result in disciplinary action under Policy 3.3.3 - Employee Code of Conduct.

VII. FURTHER GUIDANCE

For further guidance on this procedure or related matters, the Human Resources Department may be contacted. Any matter brought to the attention of the Human Resources Department in good faith will not be grounds for disciplinary action.

In the event that an employee engaged in a relationship covered by this procedure believes themselves to be the victim of sexual harassment, domestic violence, or quid pro quo expectations, the employee should immediately report such conduct to the College's Title IX Coordinator or Deputy Coordinators.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

March 1, 2025	Adopted.