

# KANSAS CITY ART INSTITUTE

Name of Policy: Consensual Relationship and Nepotism
Source: Human Resources
Date Revised: July 2015, reviewed June 2018
Form to Complete: N/A

## **Policy:**

Due to the inherent risk of favoritism, bias, coercion, exploitation, conflicts of interest that may arise from some relationships, the Kansas City Art Institute (KCAI) prohibits romantic or sexual relationships between students and employees (including faculty). This includes relationships that occur when KCAI is not in session or the employee or student is on leave. Examples include, but are not limited to:

Faculty and student  
Adjunct and student  
Teaching assistant and student

KCAI also prohibits romantic or sexual relationships between members of the KCAI community when one of those individuals has an advisory, supervisory, or managerial responsibility over the other (collectively referred to as “supervisory relationship,” defined below.)

Additionally, KCAI prohibits family members from working in a supervisory relationship with other family members employed by KCAI. Family member is defined as any of the following: relationships by blood (parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin) and relationships by marriage (husband, wife, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner or significant other of the above mentioned.)

## **Definition of Supervisory Relationship:**

For the purpose of this policy, a “supervisory relationship” is defined broadly. “Supervisor” in a supervisory relationship is defined as the individual who has an educational, advisory, or managerial responsibility over the other. Supervisory relationships include, but are not limited to:

1. manager and reporter, direct or indirect
2. adviser and advisee
3. staff member and student
4. student resident and individuals who supervise the student living environment
5. student and individuals who participate with students on trips and excursions
6. contract employee and student

## 7. purchaser and vendor

These examples are illustrative and not exclusive. Supervisory relationships may be formal or informal.

### **Pre-Existing Relationships:**

If an individual with a pre-existing romantic or sexual relationship joins the KCAI community, and one of the people in the relationship is a student, each person must notify the Dean of Student Affairs immediately. The Dean of Student Affairs in consultation with the Title IX Coordinator will take steps to minimize the impact on the student's educational experience at KCAI. The steps can range from no action, to the recusal of the employee or faculty member from matters involving the student, to changes in the employee's or faculty member's job requirements, teaching, advising, service, or other duties. Failure to comply with this disclosure requirement is a violation of this policy and grounds for appropriate corrective action, up to and including dismissal from KCAI.

New employees with pre-existing relationships with current employees should notify the Vice President of Human Resources immediately.

### **Employee and Student Responsibility:**

Everyone at KCAI has the responsibility to assure that familial, romantic, or sexual relationships between individuals in unequal positions do not occur in our learning environment. The potential for actual or apparent favoritism, bias, coercion, exploitation, conflicts of interest, and other problems exist in these kinds of relationships. Furthermore, the relationship may be less consensual and perceived in a different way by each of the parties to it. Moreover, these types of relationships can have a negative impact on other members of the KCAI community.

KCAI expects members of our community to avoid any behavior that could reasonably be interpreted as a violation of this policy and to immediately report any suspected violations.

Employees have additional responsibilities. In situations where two employees in a direct reporting line become romantically or sexually involved, both parties are required to disclose their relationship to the Vice President of Human Resources.

### **Reporting a Violation of this Policy:**

Reports of a violation of this policy should be submitted verbally or in writing and can be made to anyone in a managerial position, e.g. Chair, Director, or Vice President.

### **Investigation of Complaints:**

KCAI will promptly and fairly investigate all reports of relationships that may violate this policy.

### **Protection Against Retaliation:**

KCAI strictly prohibits any form of retaliation against a student or employee who in good faith submits a report of a possible violation of this policy or who cooperates in the investigation of a report.

**Confidentiality:**

Reasonable efforts will be made to protect the privacy and confidences of all parties during the investigation without compromising the thoroughness of the investigation or fairness to the parties, and consistent with and subject to KCAI's need to investigate the complaint and/or implement any corrective action.

**Corrective Action:**

Every report of a violation of this policy will be investigated and corrective action will be taken where appropriate. Any such action can lead to disciplinary action, up to and including dismissal from KCAI.

KCAI will consider familial and supervisory structure when making corrective action decisions regarding nepotism. Corrective action may include moving the impacted employee or supervisor to another department, adjusting job requirements, or other corrective action at the discretion of KCAI.

**Duty of Good Faith:**

KCAI prohibits any member of the KCAI community from knowingly or recklessly bringing a false complaint against another member of the KCAI community.