

I. POLICY

To outline the college's policy toward the employment of relatives. This policy includes all categories of full and part-time employees, including student employees.

II. REFERENCES

Prohibiting Employment of Relatives, Utah Code Ann. §§ 52-3-1–4.

III. DEFINITIONS

For the purpose of this policy, relatives will include:

Father	Sister	Sister-in-law
Mother	Uncle	Brother-in-law
Husband	Aunt	Daughter-in-law
Wife	Niece	Son-in-law
Son	Nephew	First Cousin
Daughter	Father-in-law	Grandparent
Brother	Mother-in-law	Grandchild

(Any of the above 'step' relatives are also included)

IV. PROCEDURES

- A. College policy prohibits any individual holding a position for which payment is made from funds administered by the college to employ, appoint, or vote for the appointment of relatives of his or her family, in or to any position or employment, when the salary, wages, pay or compensation of such appointee is to be paid out of such funds.
- B. The restraint extends further in that a subordinate supervisor may not hire a relative of a superior, at any level.
- C. Relatives may not be employed where they will work in close proximity, either as to administrative relationship or location, and they will not be employed otherwise where to do so would cause administrative concern.
- D. Typical of that which could cause administrative concern would be situations for preferential treatment of the relative in hiring, promoting, allocating salary, assigning duties, arranging schedules, allocating equipment or facilities, treating matters which should involve discipline or termination, etc.

- E. Upon employment, an employee and his/her relative may not work in the same department (the lowest organizational unit).
- F. This policy will not be considered to be retroactive and does not apply to the continuous rehire of employees.
- G. Exceptions
 1. Exceptions to the procedure in section IV.A will be submitted, through channels, to the appropriate cabinet member. The cabinet member will make a recommendation to the president for final approval/denial.
 2. Exceptions to the procedure in sections IV.C & D will be submitted, through channels, to the appropriate cabinet member for final approval/denial.

Date of last cabinet review: September 13, 2016

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.