

Nepotism	Procedure Number	UA-PTC AR 410.1.1
	Effective Date	Jan 1, 2018

1.0 PURPOSE

1 The College recognizes that potential conflicts of interest may exist when members of the same immediate family are
2 employed by the College, particularly in the same department, unit or division.

2.0 REVISION HISTORY

3 Adopted on:
4 Revised on:
5 Supersedes:

3.0 PERSONS AFFECTED

6 All employees

4.1 DEFINITIONS

7 Relative: A husband, wife, mother, father, stepmother, stepfather, mother-in-law, father -in-law, brother, sister,
8 stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter,
9 stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece.

10 Supervisory employee: Any individual having authority in the interest of the College to hire, transfer, suspend,
11 layoff, recall, promote, discharge, assign, reward, or discipline other employees of the College; or the
12 responsibility to direct other employees of the College, to adjust their grievances, or to effectively recommend
13 an action if the exercise of authority is not of a merely routine or clerical nature, but requires the use of
14 independent judgment.

5.1 PROCEDURE

15 To avoid conflicts of interest which may result from such employment, immediate family members should not
16 participate in decisions to hire, retain, promote or determine the salary of the other. It is the responsibility of
17 the President and each Chancellor to assure that one immediate family member shall not have direction or
18 supervision of the other and shall not participate in decisions to hire, retain, promote or determine the salary of
19 the other.

20 The nepotism section of the UA–PTC Application shall be completed in its entirety by every applicant, listing the
21 name, relationship, and job title of all relatives currently employed by the College. The Office of Human
22 Resources of the College will then decide if the hiring of the applicant is in violation of this policy. If an employee
23 of the College suspects a violation of this law has occurred, they should submit the information in writing to the
24 Office of Human Resources. Human Resources will determine if a violation has occurred and report such
25 violations to the Vice Chancellor of Finance and Administration.

REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Policy Review	Oct, 2018
Ratified by:	System review	Dec, 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019
UA Policy Alignment: 410.1		