



Personnel Policies and Procedures

Employment of Relatives

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose

To outline Tooele Applied Technology College (TATC) policies and procedures related to the employment of relatives.

2. References

2.1. Utah Code 52-3-1, 52-3-2, Prohibiting Employment of Relatives

3. Definitions

For the purpose of this policy, relatives will include father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, niece, nephew, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, first cousin, grandparent, grandchild or step-relatives in these categories

4. Policy.

4.1. 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. This prohibition extends further in that a subordinate supervisor may not hire a relative of a superior at any level.

4.2. Relatives may not be employed in situations where they will work in close proximity to one another, either in terms of an administrative relationship or location, and they will not be employed where to do so would cause administrative concern. Examples of situations that could cause administrative concern include, but are not limited to, situations that create the opportunity for preferential treatment of the relative in hiring, promoting, allocating salary, assigning duties, arranging schedules, allocating equipment or facilities, matters which involve discipline or termination, etc.

4.3. Upon employment, an employee and his/her relative may not work in the same department or lowest organizational unit.

4.4. Any applicant who withholds or gives false information regarding personal relationships shall be terminated. A supervisor who knowingly violates this policy is subject to disciplinary action.

4.5. This policy is not retroactive, and does not apply to employment and supervisory arrangements that were in place prior to the effective date of this policy. This policy applies to all new appointments (including transfers) made on or after the effective date of the policy, and to any changes in employment or relationship status on or after the effective date of the policy.

5. Exceptions

5.1. The Campus President may grant exceptions to this policy when it is determined to be in accordance with applicable law and in the best interest of the College to grant an exception.