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**SUBJECT: PREVENTION OF NEPOTISM POLICY (ALL EMPLOYEES)**

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**1.0 PURPOSE**

- 1.1. Snow College abides by the nepotism laws of the State of Utah. This Policy emphasizes and clarifies that compliance.

**2.0 DEFINITIONS**

- 2.1. Relative—a father, mother, husband, wife, legal domestic partner, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepmother, stepfather, stepbrother, stepsister, stepson, and stepdaughter and equivalent relationships.
- 2.2. Household member—a person who resides in the same residence as the public officer.
- 2.3. Employee— Faculty, Regular Staff, Probationary Staff, Part-time staff, Administration and Adjunct Faculty.
- 2.4. Public Officer— Members of the Board of Trustees, and employees of Snow College.
- 2.5. Indirectly Supervise—an Employee in the chain of supervision such as a Vice President of a Department.
- 2.6. Employment Opportunity: Any opportunities or privileges associated with employment at Snow College. This includes, but is not limited to: work assignments, compensation, benefits, promotions, and job titles.

**3.0 POLICY**

- 3.1. Employees shall be appointed or employed on the basis of qualifications and merit. Therefore, all employee positions shall be filled in accord with College Policies, Procedures and the rules administered by Human Resources.
- 3.2. A public officer may not employ, appoint, or vote for or recommend the appointment of a prospective employee if the prospective employee will be directly or indirectly supervised by a relative or household member, unless one or more of the following applies:
  - 3.2.1. the Prospective Employee is eligible or qualified to be employed by a department or agency of the College as a result of the Prospective Employee's compliance with civil service or merit system laws or regulations;
  - 3.2.2. the Prospective Employee will be compensated from funds designated for vocational training;
  - 3.2.3. the Prospective Employee will be employed for a period of 12 weeks or less during an academic year;
  - 3.2.4. the Prospective Employee is a volunteer as defined by the employing entity; or

- 3.2.5. the President of the College or his or her designee determines in writing that the Prospective Employee is the only or best person available, qualified, or eligible for the position.
- 3.3. A public officer may not directly or indirectly supervise a Prospective Employee or Employee who is a Relative or Household Member of the public officer, unless one of the following exceptions applies. If an exception applies, Human Resources shall determine if direct supervision is appropriate and, in most cases, should provide for direct supervision by a non-relative or Household Member:
  - 3.3.1. the Employee was appointed or employed before the public officer assumed the public officer's supervisory position, if the Employee's appointment did not violate the provisions of this chapter in effect at the time of the Employee's appointment;
  - 3.3.2. the Prospective Employee is eligible or qualified to be employed by the College as a result of the Prospective Employee's compliance with civil service or merit system laws or regulations;
  - 3.3.3. the Prospective Employee will be compensated from funds designated for vocational training;
  - 3.3.4. the Prospective Employee will be employed for a period of 12 weeks or less during an academic year;
  - 3.3.5. the Prospective Employee is a volunteer as defined by the employing entity;
  - 3.3.6. the President of the College or his or her designee determines in writing that the public officer is the only individual available or best qualified to perform supervisory functions for the Prospective Employee or Employee.
- 3.4. A part-time, temporary, or student employee cannot be hired to work in a department where a Relative or Household Member is currently employed full-time unless Human Resources approves the hiring and arranges for direct and indirect supervision by a nonrelative or non-household member.
- 3.5. Relatives and Household Members should not be hired or assigned to work as full-time employees in the same department. Exceptions may be made only by Human Resources for sufficient justification.
- 3.6. No employee shall use their position at the college to influence the employment or employment opportunities of a Relative or Household Member. To prevent undue influence, the following rules apply:
  - 3.6.1. If an employee directly or indirectly supervises a Relative or Household Member, he/she may not evaluate the Relative or Household Member's job performance or recommend a pay increase or other compensation for the Relative or Household Member.
  - 3.6.2. Any time an employee has a Relative or Household Member in their reporting chain, that employee must be recused from any employment decision that impacts the Relative or Household member.

- 3.6.3. No employee shall serve on a hiring committee when a Relative or Household Member is a candidate for the position. Even a relationship that is not defined as a Relative or Household Member should be disclosed to Human Resources and others on the hiring committee; if that relationship may create actual, or reasonably perceived, bias from the employee.
- 3.6.4. An employee should not otherwise use their position to unduly influence the employment opportunities of a relative or household member.
- 3.7. A violation of this policy may result in college discipline regardless of whether state law has been violated as well.