

<p style="text-align: center;"><b>OGDEN-WEBER TECHNICAL COLLEGE</b></p>	<p style="text-align: center;">Number  520.3</p>	<p style="text-align: center;">Effective Date 2/26/98 Revised 11/22/13 4/26/18 02/29/24</p>	<p style="text-align: center;">Page  1 of 2</p>
<p style="text-align: center;"><b>POLICY</b></p>		<p style="text-align: center;">Approval - President's Cabinet</p>	
<p>Title  <b>EMPLOYMENT OF RELATIVES</b></p>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to define the College's position regarding employment of relatives and acceptable hiring practices.

**2. POLICY**

It is the policy of the College that supervisors shall not hire, recommend for consideration, or directly supervise their relative or household member. This prohibition extends further in that a subordinate supervisor may not hire a relative of a superior at any level.

**3. DEFINITIONS**

**3.1 Relative:** For the purposes of this policy, a relative is a parent, legal guardian, person who has custody, spouse, domestic or cohabitating partner, child, sibling, in-law relative in these categories, or step-relative in these categories. This list is not all-inclusive. Other familial relationships may fall within this definition and may be reviewed on a case-by-case basis.

**3.2 Household Member:** A person who resides in the same residence as the employee.

**4. REFERENCES**

- Utah Code Annotated Title 52, Chapter 3, Section 1(2)(a)

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<p style="text-align: center;"><b>PROCEDURE</b></p>	<p style="text-align: center;">Approval - President's Cabinet</p>		
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1. Relatives or household members shall not report to the same direct supervisor.  
  
Any applicant who withholds or gives false information regarding personal relationships shall be terminated. It is the responsibility of all College employees to disclose to their direct supervisor or Human Resources any relationship that falls under this policy which may result in conflict of interest or favoritism.
2. The College may, at its discretion, transfer employees to a vacant position if they marry or cohabit after they are hired. The employee must meet the minimum qualifications in order to be transferred to a vacant position.
3. Employees may not supervise relatives or household members at any level within their supervisory structure. In addition, employees may not participate in activities related to recruiting, hiring, promotions, and salary increases of relatives or household members.
4. Employees who knowingly violate this policy are subject to disciplinary action, up to and including termination of employment.