



**SUBJECT:** Personnel

**POLICY:** 407.9 Nepotism

**RELATED PROCEDURE:**

**EFFECTIVE:** April 2017

**REVISED:**

**REVIEWED:**

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### **Policy**

No employee of Great Falls College may participate in decisions which would involve a direct benefit or detriment (appointment, hiring, retention, promotion, salary, leave of absence, contracting) to a relative as defined below. If a relative applies for a position which is supervised by a relative, the immediate senior to such a supervisor or other designated authority will institute procedures to assure compliance with this policy.

### **Avoiding Nepotism**

Prior to making any decision that may benefit a relative or creating a family relationship which could result in a violation of this policy, the individual involved shall consult with the next higher supervisory authority who will be responsible for assuring the compliance with the above. If no prior consultation occurs, or if a means of avoidance of a violation cannot be identified, the College reserves the right to reassign duties or take other reasonable steps to avoid the violation. This policy shall not apply to the renewal of an employment contract of a person who was initially hired before the supervisor to whom he/she is related assumed the duties of the office.

Hiring authorities should observe the provisions of the nepotism policy in all appointments, including the hiring of temporary/hourly and student employees and in the selection of contractors or vendors. Any questions regarding the interpretation of this policy should be directed to Human Resources Department.

### **Definitions**

"Relative," for the purposes of this policy, means parent, grandparent, great-grandparent, child, grandchild, great-grandchild, brother, sister, aunt, uncle, niece, nephew, or cousin, by blood relationship; spouse; or brother, sister, parent, or child of spouse; or spouse of one's brother, sister, parent or child. (Sections [2-2-302](#) and [303](#) M.C.A.)