SUBJECT:	Personnel				
POLICY:	407.9 Nepotism				
PROCEDURE:					
EFFECTIVE:	April 2017	**REVISED:**		**REVIEWED:**	August 2026

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 as defined in Sections 2-2-302 and 303 in Montana Code Annotated

- A spouse, domestic partner, or fiancé(e);
- A child, grandchild, parent, grandparent, sibling, uncle or aunt, nephew or niece, cousin, or the spouse domestic partner, or fiancé(e); or any such person;
- A person having a step-relationship;
- A parent-in-law or brother- or sister-in-law;
- Any other person who resides in the same household as the employee; or
- Any other person as to whom it would reasonably appear the employee has a relationship involving an interest in such person comparable to the preceding;
- Partner includes a person who has a business or personal relationship with the employee,

Favoritism is making decisions regarding hiring, selection, promotion, wages, hours, or other conditions of employment based on relationship rather than on objective standards and the needs of the university.

- Work unit includes any sub-unit of a department or any office in which the family member or partner may be required to interact with one another on a regular basis while performing their duties.