EvCC3075: Employment of Family Members

Original Date: May 21, 2013
Policy Contact: Vice President Administrative Services

Purpose
The protection of employees as well as the college requires certain safeguards from potential conflicts of interest. The following policy shall apply to current college employee family/household members, including student employees and volunteers; or family/household members seeking employment with the college.

Policy
It is College policy to recruit and retain the best individuals for each employment opportunity. Family relationships shall not be used as a basis for granting or denying rights, privileges, or benefits of regular job status with the following exceptions, which are bona fide occupational qualifications as described under RCW 49.60.180, WAC 162-12-140, WAC 162-16-240 and WAC 162-16-250.

Employees will not actively recruit, screen or hire members of their family/household.

Members of the same family/household cannot
- Hold positions within the College that place them in a supervisory role, or in the supervisory chain of command of their family/household member.
- Exercise decision-making authority in granting tenure, scheduling, assigning work, or offering overtime to their family/household member.
- Act as auditor or evaluate the work of their family/household member.

No employee with hiring or supervisory responsibilities may hire himself or herself for duties which would result in “moonlight” or overtime pay.

Definitions
For purposes of this policy, "family/household member" includes an employee's current or former spouse or domestic partner, mother, father, child, including adopted, foster children, or children for whom the employee acts as guardian, officially or unofficially, brother, sister, grandparent, grandchild, aunt, uncle, niece and nephew, cousins or any of these same classifications who are in-laws. “Household member” also includes anyone who cohabits with the employee, such as roommates, friends, or other non-relatives.

Statutory Authority
RCW 49.60.180
RCW 49.60.190
RCW 49.60.200
WAC 162-16-250

APPROVED BY Board of Trustees