Policy Type: Human Resources
Policy Title: Employment of Relatives
Policy Number: HR-11

Purpose:
To prevent conflict of interest in decision-making due to factors of kinship in reporting relationships and/or hiring decisions.

Scope:
This policy applies to all employees of Green River College.

Definitions:
1. Relative: a spouse, significant other, domestic partner, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law and corresponding relatives of employee’s spouse, significant other or domestic partner.

Policy:
Members of the same family may be appointed to positions when it has been determined that they are the most qualified candidates, and when the appointing authority has determined that the working relationship will not create a conflict of interest or the appearance of favoritism. However, a person may not be hired into a position that would result in a relationship where an employee is involved in the recruitment, screening, appointment, termination of appointment, promotion, demotion, approval of salary increase or decrease, supervision, or evaluation of the employee’s relative (as defined above). Otherwise, family relationships shall not be used as a basis for granting or denying employment rights, privileges or benefits.

Procedure:
Should a situation develop whereby a Green River employee is in a working relationship with a relative where they are involved in the recruitment, screening, appointment, termination of appointment, promotion, demotion, approval of salary increase or decrease, supervision, or evaluation of the employee’s relative, that situation must be remedied immediately. The next higher administrative officer of the employee shall advise them of the available alternatives, which may include voluntary transfer (if feasible) to other departments on campus. Such employee shall be given the opportunity to select among the alternatives. If there is no alternative available, or the employee is unable to agree upon any such alternative, then the next higher administrative officer, with the approval of the administrative head of the Office of Human Resources & Legal Affairs, shall take appropriate action to remedy the situation. Such action may include an involuntary transfer or termination of employment.

Specific Authority: RCW 42.52.070

Law Implemented: 2003
History of Policy or Procedure
Draft: January 24, 2004
Adopted: April 5, 2005
Revised: December 15, 2016, June 1, 2017
Reviewed by: President’s Staff
Contact: Tammy Shilipetar, HR Recruiter, ext. 2604
President’s Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315