


# PROCEDURE MANUAL

 <p><b>ARIZONA WESTERN COLLEGE</b></p>		<b>PROCEDURE 401.2</b>	
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<b>Section:</b>	Personnel	<b>Subject:</b>	Employment of Relatives

## PURPOSE

Arizona Western College encourages and stresses the importance of, the requirement, selection, and advancement of employees on the basis of demonstrated work, knowledge, skills, and abilities. If relatives meet the established requirements for job vacancies based upon their qualifications and performance, then they are eligible for employment with Arizona Western College with certain restrictions as set out below.

## PROCEDURE

1. Definitions
  - 1.1 *Relative* is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or corresponding in-law or “step” relation.
  - 1.2 *Employee* means all employee classes including regular, part time and temporary.
  - 1.3 *Direct supervision* means one family member being in the direct chain of command, functionally or administratively, over the other.
2. In the event of necessity of service to the College, this procedure may be overridden. Petition for the override will be to the Director of Human Resources explaining the circumstances as well as the timeframe for the request. Upon HR research and approval, the petition will be forwarded to the President of the College for final approval.
3. Relatives may not work in any position where a conflict of interest may exist.
4. Relatives may work for the College in part-time positions provided no direct supervisory relationship exists. Full-time employees will not work within the “chain of command” of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative.
5. A relative of a full-time employee may be employed in another full-time position with the written recommendation and approval of the President of the College and the District Governing Board. Appropriate notation will be included in the personnel file of any person so employed or related.
6. Employees who become relatives by marriage while employed will be treated in accordance with these guidelines. If a conflict or an apparent conflict arises as a result of the marriage, one of the employees will resign or transfer to another position within a reasonable period of time. The determination of what constitutes a reasonable period of time will be made by the President of the College based on all the facts and circumstances of the particular case.