


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 401.2</b>		
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	<b>Last Revision Date:</b>	11-04-91	
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Employment of Relatives

## PURPOSE

Arizona Western College permits the employment of qualified relatives of employees as long as such employment whether regular, part-time or temporary does not create actual or perceived conflicts of interest.

## 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. Relatives are not permitted to work in any position in which an inherent conflict of interest may exist.
3. Relatives are permitted to work for the College in part-time positions provided no direct supervisory relationship exists. No full-time employee will be permitted to 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.
4. 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.
5. 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 must 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.