

OLYMPIC COLLEGE POLICY

TITLE: Employment of Family Members or Self

POLICY NUMBER: 400-11

REFERENCES: [RCW 42.52.020](#), [.030](#), [.070](#), [.160](#), & [.200](#).

I. Purpose

The protection of employees as well as the College requires certain safeguards from potential conflicts of interest, including decision-making due to close personal ties in reporting relationships or hiring decisions.

II. Policy

This policy applies to the Board of Trustees, current college employees and volunteers.

It is College policy to recruit and retain the best individuals for each employment opportunity. Family and close relationships shall not be used as a basis for granting or denying rights, privileges, or benefits of regular job status with the following exceptions:

- a) Employees will not actively screen or hire members of their family/household.
- b) 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.
 - Be in a situation of actual or reasonably foreseeable conflict between their interests and the interests of the district.

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- c) No employee with hiring or supervisory responsibilities may hire himself or herself or a family/household member for duties which would result in “moonlight,” stipend, or overtime pay.
- d) If as a result of a change in relationship, a supervisor-subordinate relationship arises between the employee and his/her immediate family/household member, appropriate transfer or reassignment of supervision will be made.

III. Definitions

For purposes of this policy, “family ” means an employee's spouse or domestic partner; parent; child, including adopted or foster children, or children for whom the employee acts as a guardian, officially or unofficially; sibling; grandparent; grandchild; aunt, uncle; niece and nephew; cousins; or the same relationship in-law. “Household member” means anyone who cohabits with the employee, such as an unrelated roommate.

<i>Recommended by Joan Hanten, Interim Director of Human Resource Services</i>	<i>March 20th, 2018</i>
<i>Submitted to President's Cabinet for Review</i>	<i>March 20th, 2018</i>
<i>Approved by President</i>	<i>March 28th, 2018</i>
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<i>Approved by Board of Trustees</i>	<i>May 29th, 2018</i>