



NUMBER: 392
SUBJECT: EMPLOYMENT OF RELATIVES
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392.1 — POLICY

Bridgerland Applied Technology College (BATC) follows the provisions of Utah Code §52-3-1, etc., in relation to the hiring of relatives. Any questions regarding the interpretation of this policy, and the law upon which it is based, must be addressed to the Vice President for Finance or the Campus President.

Recognizing that there are certain instances or authorized exceptions, as outlined in the above referenced law, to an absolute ban on the hiring of relatives, the following guidelines are provided to give direction on the employment relationship between relatives.

392.1.1 — When both the employee and supervisor positions are paid by BATC, the employee may be appointed to, or retain an existing supervisory position that results in supervising a relative, only if the employee or supervisor makes a complete written disclosure of the relationship to the Vice President for Finance. Such written disclosure should be made available using the Conflict of Interest Form.

392.1.2 — Any supervisor who exercises authority over a relative may not evaluate the relative's job performance or recommend salary increases for the relative.

392.1.3 — Any supervisor who exercises authority over a relative may not treat the relative differently than other employees and may not give preferential treatment or other advantages to the relative.

392.2 — DEFINITIONS

392.2.1 — Supervisor

A person employed by BATC who has hiring authority (including making recommendations for employment) for and holds a position that directly supervises an employee of BATC.

392.2.2 — Relative

A father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandmother, grandfather, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

392.3 — RESPONSIBILITY

392.3.1 — Supervisors, Department Heads, and Vice Presidents

The Vice Presidents and department heads are collectively responsible for communicating this policy to all employees they supervise and assisting in administering this policy in accordance with Utah law. When notified, it is the responsibility of the Vice President for Finance to investigate any appointment that violates this policy.

392.3.2 — Employees

It is the responsibility of each employee to disclose in writing to the Vice President for Finance any relationship noted in this policy.