

Administrative Procedure 227.1A

Name of Procedure: Employment of Family/Household Members
Policy Number: 227

Purpose

This procedure outlines the process for disclosing family/household member relationships as it relates to Employment of Family/Household Members Policy 227. Additionally, Lower Columbia College recognizes that there are existing relationships where an employee is in a supervisory role or falls within the supervisory chain of command of a family/household member. This procedure addresses how to handle existing family/household member relationships as of 1/2/19.

Process for Reporting Family/Household Member Relationships

After a committee member becomes aware that a family/household member has applied for a position that the employee is serving on the hiring committee for and/or has other involvement in the recruitment process for that position, the employee must report it to HR immediately and recuse themselves from the committee and other parts of the hiring process. HR will designate someone else to serve in their place.

Faculty and staff are responsible for reporting to Human Resources when a family/household member is hired if they are within the supervisory chain of command. HR will document reported family/household member relationships in both employee's personnel files.

Existing Family/Household Member Relationships

Faculty and staff whom have a current family/household member in which they are in a supervisory role for or where the family/household member is up or down the chain of command are required to report it to Human Resources. Human Resources will review the information and document the relationship in both employee's personnel files.

HR Approval

In the event that a family/household member is hired and they are within in the supervisory chain of command, HR will review the department/division structure and look at alternate reporting structure options. One alternate may be that the chain of command will skip the level where the conflict of interest occurs. Some circumstances may require HR to make an exception to Policy 227.

Violations

If an employee does not self-report and is determined to have violated this policy, the College may impose disciplinary action up to and including termination in accordance with College policies and applicable collective bargaining agreements. The employee may be subject to mandatory training, transfer, or reassignment.

- 11-7-18 Governance Council
- 11-20-18 UMCC
- 11-26-18 to 12-10-18 Campus Review
- 1-2-19 - Approved by ELT