

Policy 700.3 – Nepotism

Date Adopted: 8/26/88

Issuing Office: Administration & Finance

Date Revised: 9/10/07

Approved By:

References: MCA 2-2-302, 2-2-303, 2-2-304

I. POLICY

The University of Montana Western prohibits relatives by certain degrees of blood or marriage, per State statute, from being employed in any position in which one relative would have a supervisory relationship over the other or be in a position to influence the employment of the other by reasons of relationship rather than of merit.

II. PURPOSE

The purpose of this policy is to comply with State of Montana statute that prohibits a supervisory relationship between relatives by certain degrees of blood or marriage.

III. PROCEDURES

Relatives by certain degrees of blood (any person related or connected by consanguinity within the fourth degree) or marriage (any person related by affinity within the second degree) may not be employed by UMW in any positions where one relative would have a supervisory relationship with the other, or be in a position to recommend the hiring of the other.

When a person would be required to make decisions of a supervisory nature concerning a relative, his/her supervisor will assume that responsibility. It is the responsibility of the parties involved to identify when a supervisory relationship exists and to take the necessary steps to correct the situation.

For the purposes of this policy, a supervisor is defined as a person having the authority to oversee and direct work assignments, assign tasks, schedule hours of work, determine rate of pay, evaluate work performance, hire, fire, or discipline employees.

IV. AUTHORITY

MCA 2-2-302, 2-2-303, 2-2-304

V. RESPONSIBILITY

Chancellor, Vice Chancellor for Administration & Finance/Student Affairs, Provost/Vice Chancellor for Academic Affairs, EEO/Affirmative Action Officer, Associate Director of Human Resource Services