WALLA WALLA COMMUNITY COLLEGE  
NEPOTISM  
ADMINISTRATIVE PROCEDURE 5010

I. DISCLOSING RELATIVE OR HOUSEHOLD MEMBER RELATIONSHIPS  
A. Candidates for employment/volunteer status must disclose the existence of family or household member relationships that could cause a potential conflict of interest.  
B. An employee must disclose to their appointing authority the existence of a current or potential conflict with the Nepotism Administrative Policy 5010.  
C. WWCC managers must assign staff in a way that avoids placing relatives or household members in a situation in which:  
   1. One person would have the authority or practical power to supervise, appoint, remove, or discipline the work of the other person;  
   2. One person would be responsible to audit the work of the other person; or  
   3. Other circumstances exist which would place the persons in a situation of actual or foreseeable conflict between their interests and the interests of the College.

II. TRANSFER OR REASSIGNMENT  
A. If an employee is found to be in a supervisor/subordinate or influential role with a relative or household member, the appointing authority must initiate a transfer or reassignment for one of the affected employees within the College as soon as possible.  
B. An affected employee’s request for voluntary transfer or reassignment will be considered and, when possible, honored.  
C. Any exception to this procedure must be approved, in writing, by the VP of Human Resources.

Policy Contact: VP of Human Resources  
Approved by (Department/Body): Dr. Chad Hickox, President  
Date Originally Approved: April 18, 2022  
Last Reviewed/Revised on: ______________________________