

**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.

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