

## Nepotism

Purpose: To clearly define St. George Academy rules for lawful workplace relationships.

### Policy:

1. St. George Academy identifies nepotism as persons who are in a close, personal relationship or relatives that are employed or have any ownership in the same division or where one relative has authority or oversight of another employee.
2. St. George Academy believes all employees should be competitively selected based on qualifications and adheres to Utah Code Section 52-3-1.
3. Utah Code defines relatives as “father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law. DHRM Rule Section R477-7-9 further includes, grandchildren, grandparents, spouse’s grandparents, stepsisters, and stepbrothers under the definition of immediate family.

### Procedure:

1. St. George Academy requires applicants or employees to disclose close or family relationships before hire, transfer, or promotion to a position.
2. Hiring relatives may be approved if there is no direct working relationship or the appropriate mitigating controls have been set in place, such as change of direct supervisor.
3. If there is an employee already working in a division and a relative is transferred or promoted to a supervisory position it is required that the director supervisor is changed to avoid conflict of interest.
4. Administration or supervisors shall not supervise individuals where there may be a conflict of interest.
5. Applicants are to disclose relatives where there may be a conflict of interest prior to hire.
6. Any applicant who withholds or gives false information regarding personal relationships may be terminated.

### References:

Utah Code Section 52-3-1

DHRM Rule Section R477-7-9