Employment of Relatives in Facilities Management

**Purpose:**

This document provides guidance to ensure that Weber State University policy is followed concerning employment of relatives within Facilities Management.

**References:**

PPM 3-6 Employment of Relatives  
PPM 6-13 Student Employment  
PPM 3-14 Hourly Employment (Non-Teaching Personnel)

**Definitions:**


**Policy:**

A. Facilities Management will adhere to University policy concerning employment of relatives utilizing the following procedures.

B. Facilities Management employees are responsible for self-reporting familial relationships that are governed by this policy.

C. Only the Associate Vice President for Facilities and Campus Planning will request exceptions to this policy.

**Procedure:**

1. Job applicants will report their familial relationships as they pertain to this policy and procedure during the hiring process.
2. Employees will self-disclose to the FM Human Resource Specialist their familial relationships when a change in situation takes place that is in conflict with PPM 3-6 Employment of Relatives.

3. After a relationship in conflict with policy is identified, the FM Human Resource Specialist will work with appropriate managers to identify alternatives that can be used to address the conflict which may include re-assignment, change in job duties, waiver, termination etc.

4. An exception to this policy may be requested only after exhausting all other alternatives.

5. If an exception is requested, the Associate Vice President for Facilities and Campus Planning will compose a memo to the supervising Vice President, explaining the familial relationship and the reasons for requesting an exception.

6. Written approvals for exceptions from the supervising Vice President must be obtained before a position is offered to a potential new employee.

7. Written approvals for exceptions regarding current employees must be obtained for continued employment.

8. Copies of the written approval will be kept in the department personnel files of all affected employees.