

## **MSU Billings Personnel Procedures**

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POLICY REFERENCE: **Nepotism**

OTHER REFERENCES: 2-2-301 through 304, M.C.A.

DATE ADOPTED/REVISED: 10/08/08

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Relatives by blood or marriage may not be employed by MSU Billings in any positions where one relative would have a supervisory relationship with the other or be in a position to recommend the hiring or assign work hours, job assignments or pay, or evaluate job performance of the other.

It is the responsibility of the parties involved, in coordination with Human Resources, to identify when a supervisory relationship exists and take the necessary steps to correct the situation and comply with these procedures.

For the purposes of these procedures, 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.