



**Blue Mountain Community College**  
*Administrative Procedure*

---

**Procedure Title: Conflict of Interest and Nepotism**  
**Procedure Number: 03-2006-0002**  
**Board Policy Reference: IV.B.**

---

**Accountable Administrator: Chief Human Resources Officer**  
**Position responsible for updating: Chief Human Resources Officer**  
**Original Date: September 1980**  
**Date Approved by College Planning Council: 09-01-21**  
**Authorizing Signature: *Original signature on file***  
**Dated: 09-01-21**  
**Date Posted on Web: 09-09-21**  
**Revised: 09-21**  
**Reviewed: 08-21**

---

**Purpose/Principle/Definitions:**

College employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not solicit for financial remuneration from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be College property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way.

**Nepotism**

Blue Mountain Community College does not prohibit the employment of a relative or member of household of a current employee of the college, with the exception that a college employee may not exercise supervisory authority over a person who is a relative or member of their household. In addition, an employee may not participate in personnel decisions relating to a relative or member of household. These restrictions do not apply to unpaid volunteer positions. Persons regularly employed by the College prior to the inception of such relationship will not have employment terminated but may be transferred to another building or placed under different supervision, if necessary, to eliminate potential conflict.

In accordance with Oregon law, however, the College may refuse to hire individuals, or may make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest;

Relative, as used in this policy and as defined by law means the spouse, children, parents, siblings, step-siblings, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother- in-law,

father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual, or anyone for whom the employee provides benefits arising from their employment. This definition applies to both the employee and the spouse of the employee.

Member of household means any person who resides with the employee.

No College employee may serve as a member of the College's Board or budget committee.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any College facilities, equipment or materials in performing outside work.

Any member of the College staff is prohibited from accepting directly or indirectly by rebate, gifts or otherwise: money, service or any promise, or contract for future award or compensation from any person to whom any contract service or purchase order is awarded in which the College is involved or interested; or from any person or business with whom the College has or may reasonably be expected to be involved in future contracts, purchases or services.

**Legal References:**

[ORS 244.010](#)   [ORS 244.020](#)   [ORS 244.040](#)   [ORS 244.120](#)   [ORS 244.130](#)  
[ORS 244.350 - 244.380](#)   [ORS 294.336](#)   [ORS 294.311 \(22\)](#)  
[ORS 341.275 \(2\)](#)   [ORS 659A.309](#)

*Oregon Government Standards and Practices Laws, A Guide for Public Officials*, Oregon Government Standards and Practices Commission (Dec. 1993).