1. **Purpose**

The purpose of this regulation is to provide guidance on employing personnel via the purchasing process.

2. **Scope**

This regulation applies to all faculty and staff procuring goods and services.

3. **Employing Personnel**

3.1 The Procurement process cannot be used to hire personnel to perform daily operational duties.

4. **Employing a Relative**

4.1 Two members of an immediate family may not be employed within the same agency, if such employment will result in one family member supervising a member of his/her immediate family, or where one member of a family unit occupies a position which has influence over the other’s employment, promotion, salary, and other related management or personnel considerations.

4.2 Definition: Immediate family - spouse (wife, husband, partner, etc.), mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, step-, or half- brothers or sisters, or in-law relationships. “Immediate family” might also include others living within same household, or otherwise so closely identified with each other, as to suggest difficulty in the workplace or that the public’s philosophy of fair play in providing equal opportunity of employment to all qualified individuals would be violated.

">