C. EMPLOYMENT

1. Nepotism
It is the policy of the University of Guam to seek the best-qualified applicants for positions and to further the careers of those employed regardless of whether they have relatives already employed at the University. The basic criteria for appointment and retention are appropriate qualifications and professional development. Family relationships shall constitute neither an advantage nor a deterrent to appointment and retention at the University, provided the individual meets and fulfills the appropriate appointment and professional development standards.

Family relationships referred to in this policy are defined as parents, spouse, children and their spouses, siblings, and their spouses and their children. The University follows Government of Guam law, which prohibits the spouse of the "single point of hire," i.e., the University President, from being employed at the same agency.

No two persons of the same family may hold positions in which one of them is directly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, tenure, salary, leave of absence, or any other job related function of a supervisory or evaluative nature. In cases where this conflict develops, the subordinate family member will be assigned to another supervisor at the appropriate level for all recommendation, decisions, or evaluations.

No member of the Board of Regents shall be employed in any position under the jurisdiction of the Board. No member of a Regent's family shall be employed at the University unless the employee's hiring was recommended by a Search Committee or through the employee's inclusion on the Eligibility List as established by the Human Resources Office.

2. Conflicts of Interest
The following groups may not enter into procurement contracts with the University unless the contracts have been awarded through an open and public process that includes prior public notice and subsequent public disclosure of all proposals considered and contracts awarded.
   a. Employees of the University or members of their families as defined herein.
   b. Business associates of University employees.
   c. Business entities in which Board of Regent members, employees, employees' families, or business associates of employees have a ten percent or greater interest.

Exceptions to this policy may be made only with the written permission of the President. No exceptions may be made for University personnel involved in the procurement process. These employees are governed by the Ethics Regulations of the University Procurement Policy.

3. Extramural Employment and Self-Employment
It is the Policy of the University that extramural employment and self-employment may be authorized unless such employment interferes with or jeopardizes the full and efficient
performance of the duties and responsibilities of the University employee or when the nature of the employment is such that it constitutes a conflict of interest. Outside employment and self-employment shall not involve work, which because of its nature or obligations may adversely affect the performance of the employee's duties with the University.

No university personnel, equipment, supplies, materials, or facilities shall be used in connection with any outside employment or self-employment.

Information regarding outside employment or self-employment shall be reported annually to the appropriate Vice President through the appropriate Dean, Director, or Supervisor, on a prescribed form. Other information governing extramural employment and self-employment may be found in the BOR/GFT Agreement currently in effect.