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Policy Title:	Anti-Nepotism
Purpose:	To minimize actual/perceived conflicts in the workplace arising from personal/family relationships.
Effective Date:	September 23, 2021
Revision Date:	
Reference(s):	

## POLICY

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The employment of relatives within the same department can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that may work to the disadvantage of both the County and its employees.

For the purposes of this policy the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and, a daughter or son of an employee’s domestic partner.

## PROCEDURE

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It is the goal of the County to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The County may allow existing personal relationships to be maintained, or employ individuals with personal relationships to current employees under the following circumstances:

- Individuals may not work under the supervision of the same manager;
- They may not create a supervisor/subordinate relationship with a family member;
- They may not supervise or evaluate a family member;
- The relationship will not create an adverse impact on work productivity or performance;
- The relationship may not create an actual or perceived conflict-of-interest;
- They may not audit or review, in any manner, the individual’s work.
- They may not be employed if a member of the employee’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members)

serves on the County's Board or any Committee or Council which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest, or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting or transferring any employee.

Should relationships addressed within this policy be identified with either candidate for employment, or current employees, the matter should be immediately reported to the Director of Human Resources and the following policies and procedures will be followed:

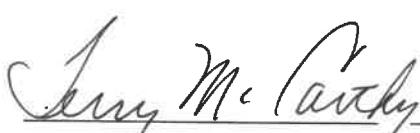
- A determination will be made whether the relationship is subject to the County's Anti-Nepotism Policy based on the conditions described above.
- If the relationship is determined to fall within one or more of the conditions described in this policy the Director of Human Resources, in consultation with the affected employees and the Department Head, will attempt will to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Director of Human Resources, in consultation with the County's Board of Commissioners, shall determine which employee must resign in order to resolve the situation.

The County reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve this intent of this policy. The County reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

Candidates applying to a department where a relative is currently employed must be approved by the Board of Commissioners prior to a job offer being presented.

It is the responsibility of every employee to identify to the County's Director of Human Resources any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

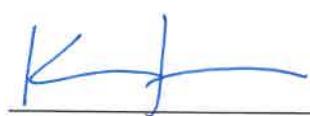
The nepotism prohibitions do not apply to the appointment of a person to a position if the person is employed in a position immediately before the election or appointment of a public official to whom the person is related in a prohibition degree or is currently employed in such capacity.



Terry McCarthy  
Chairman



Matthew Plache  
Vice-Chairman



Kimberly Tessari  
Clerk