

EMPLOYMENT OF RELATIVES POLICY

Douglas County Libraries (the “Library”) may employ relatives of current employees, or parties to a civil union, except in the following situations:

- When they would be in a position to supervise another relative or party to a civil union, directly or indirectly.
- When they have access to confidential information, including payroll and personnel records.
- When they audit, verify, receive, or are entrusted with money handled by the other relative or party to the civil union.
- Also, when they work in a department that handles confidential matters, including payroll and personnel records.

In cases of marriage (or the formation of a civil union) between two employees, if any of the above criterion apply, one must transfer or resign.

These criteria apply to all categories of employment, including full-time, part-time, and temporary classifications. They also apply to all relatives and individuals who are not legally related but who reside with another employee.