

I. PURPOSE

To promote consistency and equity in the treatment of all employees, to prevent breaches in confidentiality and to prevent the perception of favoritism.

II. POLICY

Applications for employment from Agency employees' relatives will be considered along with other qualified applications when personnel vacancies occur. Some restrictions in job placement will apply, however, to help assure fair treatment for all employees.

III. DEFINITION

A family member for purposes of this policy is defined as the child, parent, stepparent, sibling, legal guardian, grandparent, or grandchild of the employee or of the spouse of the employee and the spouse, stepparent, son-in-law, daughter-in-law, brother, sister, grandchild, brother-in-law, sister-in-law of the employee or any person living in the immediate household of the employee.

IV. PROCEDURE

- A. Family members will not be hired into a position where they directly or indirectly supervise or are supervised by another family member.
 - B. Relatives will not be placed into positions where they have access to sensitive or confidential information regarding other close relatives, or where their presence could create a potential conflict of interest.
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Employment of Relatives, Continued

- C. If employees become related after employment and a conflict such as described in A or B exists; or, if a reorganization creates such a conflict, reasonable time will be provided to resolve the matter voluntarily or by transfer of one of the employees. All reasonable means will be exhausted to resolve the conflict. If that is not possible, one of the two employees must take an unpaid leave of absence until a transfer opportunity is available. Transfers are not restricted to the same pay level. If an agreement can not be reached between the two employees, generally, the person with the earliest date of hire will be retained.

V. RESPONSIBILITIES

- A. Any employee will notify his/her supervisor or the Personnel Department if a situation as described in IV., A, B, or C above comes to exist.
 - B. The supervisor and the Personnel Department will attempt to resolve the situation as described in IV. C, above.
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