



PERSONNEL RULES AND REGULATIONS

RULE 6: <i>General Terms and Conditions</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 1: <i>Nepotism</i>	Pages: <i>1 of 2</i>

Section 1: Introduction

It is the goal of the County that all hiring and advancement opportunities are made on the basis of merit. Thus, it is inappropriate for individuals to be hired or promoted just because of being an immediate family member with another County employee. It is similarly contrary to County practices to bar from employment someone with meritorious qualities simply because of being an immediate family member of the individual who happens to be an employee unless said employment causes a supervisory/subordinate relationship.

Section 2: Definitions

Immediate Family member means:

- Spouse,
- Parent (by blood, adoption or marriage);
- Child (by blood, adoption or marriage);
- Sibling (by blood, adoption or marriage);
- In-Laws pertaining to the above members;
- Individuals who reside in the same household; or
- An individual claimed by the employee or the employee's spouse as a dependent for federal income tax purposes.

Supervisory/Subordinate Relationship means any individual within the chain of command. For example, an immediate family member of a Department Head cannot be employed within the department even if it is in another division of the department. However, within the same department, an immediate family member of the Division "A" manager would be allowed to work for the Division "B" manager.

Section 3: Provisions

If an immediate family member relationship exists prior to the approval of this Regulation, these relationships will be grandfathered. However, all future appointments (i.e. promotion, transfer, voluntary demotion) shall be subject to this Regulation.

Employees who become immediate family members during the course of their employment may continue employment as long as it does not create a supervisory/subordinate relationship. If a violation of this Regulation occurs, employees will have the options to resolve the conflict:



PERSONNEL RULES AND REGULATIONS

RULE 6: <i>General Terms and Conditions</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 1: <i>Nepotism</i>	Pages: <i>2 of 2</i>

- Decline the appointment causing the violation,
- Transfer to a vacancy (for which the employee is qualified) in another department within six (6) months, or
- Voluntarily demote to a vacant position removing the supervisory/subordinate relationship.

If the above options are not possible, one employee will voluntarily resign.

Employees are to disclose to their Department Head any changes in their immediate family which conflict with this Regulation. Internal and external candidates are required to disclose, at the time of application, if the job for which they are applying reports to or supervises immediate family.

Any violations of this Regulation may be subject to discipline, up to and including termination.