

2.10 Employment and Supervision of Relatives & Personal Relationships with Employees

Effective Date: November 10, 1992

Revision Date: April XX, 2021

Section 1: Employment and Supervision of Relatives

The County prohibits the employment of a relative in any full-time or part-time position for the employer if such employment shall cause an employee to come under the direct or indirect supervision of or provide direct or indirect supervision to a related employee in that department/agency/elected office. For purposes of this policy, “relative” includes, but is not limited to, any one or more of the following:

- Spouse/Partner (including common law spouse or civil union partner);
- Parent;
- Sibling;
- Child;
- Grandchild;
- In-laws (including parent, brother and sister in-laws);
- Uncle or aunt;
- Nephews or nieces;
- First cousins; and
- Fiancée

Section 2: Personal Relationships with Other Employees

Working relationships can sometimes evolve into personal relationships. When employees are engaged in a personal relationship, a conflict of interest may arise in certain instances. In order to avoid conflicts of interest the Employer has implemented the following policy.

For purposes of this policy, *personal relationships* includes dating; engagement to be married; cohabitation within the same household and living in a romantic partnership (excludes platonic roommates sharing living expenses); having a romantic or sexual relationship.

An employee may not supervise or hire a person with whom they are having a personal relationship. An employee may not work in a position where they have influence over the terms and conditions of the employment of a person with whom they have a personal relationship.

Employees that are in a personal relationship must immediately report the relationship to their immediate supervisors if either employee supervises the other; is in a position to hire the other; or has any influence over the other employee’s term and conditions of employment. If one of the employees in the personal relationship is the department head, the employees should report their relationship to the County Administrator.

Failure to comply with this policy can lead to discipline, up to and including termination.

Section 3: Implementation

Upon approval of this policy, department/agency/office leadership shall report to the Director of Human Resources any previously existing situations prohibited by this policy. Supervisors will have six months from the date this policy is approved by the County Board to take corrective action on any employment or supervisory situations prohibited by this policy.

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