

## 2.10 Employment and Supervision of Relatives; Personal Relationships with Employees

*Full Repeal and Replacement of the Policy Dated November 10, 1992*

Effective Date: May 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 or agency. 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 shall report their relationship to the County Administrator.

**Section 3: Implementation**

Upon approval of this policy by the County Board, department heads and agency leadership shall report to the Director of Human Resources any previously existing relationships or situations prohibited by this policy. Department heads and agency leadership will have six months from the date this policy is approved to take action to mitigate any previously existing employment or supervisory situations prohibited by this policy. Department Heads and agency leadership will work with Human Resources on mitigating actions.

During initial implementation (six months from the date approved), department heads, agency leadership, and Human Resources should explore reasonable options to mitigate existing employment or supervisory situations that do not comply with this policy. Mitigating actions for a pre-existing situation can include, but is not limited to, the establishment of an alternative supervisory structure.

**Section 4: Compliance**

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