

# Policy Regarding Nepotism

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## **Introduction**

Relatives of current employees generally are considered for employment on the basis of their qualifications. However, where the hiring or employment of an employee's relative would result in a prohibited employment relationship or a conflict of interest, FCHS does not consider such applications for employment.

## **1. Prohibited Employment Relationships**

- 1.1 The hiring, promoting, transferring, demoting or reassigning of relatives is prohibited if the employment of such an individual would result in the creation of:
  - 1.1.1 A supervisor/subordinate relationship between a relative and an employee. If a direct supervisory or managerial relationship would be established, relatives of a current employee cannot be considered as an applicant for an open position.
  - 1.1.2 An actual conflict of interest or the appearance of a conflict of interest.

## **2. Marriage between Employees**

- 2.1 Employees who marry may continue in their current positions as long as a prohibited employment relationship is not created.
- 2.2 Where such marriage does create a prohibited employment relationship, a reasonable period of time is allowed for either one or both of the employees to apply for other positions within the organization. If this is not possible, the employees are permitted to determine which one of them will resign.

## **3. Classifications Covered by this Policy**

- 3.1 This policy applies to hiring and employment decisions affecting all job classifications except where noted.

## **4. Notification**

- 4.1 Any employee whose status has changed due to marriage or other action which falls under this policy must inform Administration within 30 days or as soon as practical.

## **5. Employment Action**

- 5.1 All decisions and personnel actions taken as a result of this policy must be reviewed and approved by the Board of Directors.

## 6. Definitions

Change of Status	An event which changes an employee's status, such as marriage.
Conflict of Interest	A situation in which an employee or Governing Board member has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.
Employment Action	Any action which results in a change affecting employment, i.e., promotion, pay raise, transfer, etc.
Nepotism	Favoritism, whether shown or inferred, to a relative on the basis of relationship.
Prohibited Employment Relationship	A supervisor/subordinate relationship between a relative and an employee.
Relatives	For the purposes of this policy, relatives include the following: spouse, parent or stepparent, child or stepchild, sibling or step-sibling, father in-law, mother in-law, sister in-law, brother in-law, grandparent, grandchild, aunt, uncle, or nephew or niece.

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