

**County Policy**

Subject:	Employment of Relatives
Authority:	Board of Supervisors
Policy Owner:	County Executive Office: Signature_____
Approval Date:	7/26/2022
Revision Date(s)	N/A
Version No.:	1.0

A. Policy

This sets forth the County's policy for employment of close relatives within the County.

B. Purpose

To provide guidelines for employment of close relatives as situations involving relatives working in the same County agency/department may result in morale problems, inappropriate supervision, conflict of interest, or public criticism. The intent is to avoid the opportunity for an officer or employee of the County to use personal influence to aid or hinder another in the employment setting or situation because of a personal relationship.

C. Responsibilities

General: No person may be appointed, promoted, reduced, transferred or reassigned to a position in which that person is in the direct line of supervision of a close relative; nor shall close relatives have the same immediate supervisor. "Supervision" includes the assignment of work, evaluation of performance and setting or influencing the pay or granting of benefits to the other.

Definition: A close relative shall be defined as an individual related by blood, adoption or marriage, e.g., spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, mother/father in-law, son/daughter in-law, sister/brother in-law, stepparent, stepchild, stepbrother/sister or half brother/sister.

Disclosure: All applicants for employment, promotion, reduction, transfer or reassignment to a position in an agency/department shall be required to disclose the name(s) and position title(s) of any close relative currently employed in that agency/department prior to appointment, promotion, reduction, transfer or reassignment. An employee who becomes a "close relative" by marriage subsequent to appointment shall disclose the new

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relationship(s) to his/her supervisor. The Human Resources Director shall provide appropriate forms and procedures for the disclosure process.

Exemptions: The Agency/Department Head may grant exemptions required for the effective and efficient operation of the agency/department. Each Agency/Department Head shall develop appropriate procedures to ensure the objective review of requests for exemption.

D. Procedure for Exemption from Close Relatives Policy

- D.1 The hiring supervisor shall request authority for an exemption from policy from the Department Head prior to appointing, promoting, reducing, transferring or reassigning a close relative of an employee if such action will result in a violation of the Employment of Relatives Policy.
- D.2 The written request for exemption from policy shall include:
 - 1) Names of prospective employee and known close relative employee(s) and relationship(s).
 - 2) Titles and summary of duties, and work relationship of affected positions.
 - 3) Qualifications of applicant indicating why the selected applicant is the best qualified or better qualified than other candidates.
 - 4) Justification for exemption, indicating why it is necessary for the effective and efficient operation of the agency/department and including a statement of why supervisor believes problems will not result.
- D.3 The Agency/Department Head will approve or disapprove supervisor's recommendation and notify the Agency/Department Human Resources Manager of specific reasons for decision. Upon request, the Agency/Department Human Resources Manager (or in those departments without an on-site personnel team, the manager of the Human Resources Department General Government/Law Enforcement Team) and/or the County Affirmative Action Office will review and provide comments to the Agency/Department Head. The Human Resources Director shall maintain a listing of exemptions granted after the effective date of this policy.
- D.4 If an exemption is granted for a close relative of the Agency/ Department Head, the Board of Supervisors shall be promptly notified

E. References



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#	Title/URL
1	2003 Personnel and Salary Resolution (Art.I, Sec.1.D.- County Policy on Employment of Relatives)