SECTION 13. GENERAL POLICIES

13.1 NEPOTISM

MAINTENANCE OF A PROFESSIONAL RELATIONSHIP BETWEEN EMPLOYEE AND IMMEDIATE SUPERVISOR IS REQUIRED IN ORDER TO ENSURE IMPARTIAL AND FAIR MANAGEMENT DECISIONS. APPROPRIATE EMPLOYEE/DIRECT SUPERVISOR REPORTING RELATIONSHIP WILL REFLECT BE MAINTAINED TO AVOID ANY INDICATION OF FAVORATISM TOWARD A RELATIVE. THIS PRACTICE OF NEPOTISM IN HIRING OF PERSONNEL OR AWARDING CONTRACTS IS FORBIDDEN.

A PERSON WHO IS RELATED WITHIN THE SECOND DEGREE BY AFFINITY (MARRIAGE) OR WITHIN THE THIRD DEGREE OF CONSANGUINITY (BLOOD, INCLUDING ADOPTED RELATIVES) TO THE AFFECTED IMMEDIATE SUPERVISOR WILL NOT BE HIRED OR AWARDED A CONTRACT. (see appendix for a chart of these relationships)

OTHER PERSONNEL ACTIONS INCLUDING DEMOTION, PROMOTION, TRANSFER OR OTHER ACTIONS WILL NOT BE TAKEN THAT WOULD RESULT IN:

ANY EMPLOYEE'S SUPERVISING ANOTHER EMPLOYEE WHO IS RELATED WITHIN THE SECOND DEGREE OF AFFINITY OR THE THIRD DEGREE OF CONSANGUINITY TO THE SUPERVISORY EMPLOYEE OR THE APPOINTMENT OF A HUSBAND AND WIFE, JOINED EITHER BY LEGAL OR COMMON LAW MARRIAGE, IN THE SAME DEPARTMENT.

(see Procedures Manual for detail of Affinity and Consanguinity Relationships)

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