



ADOPTED: 06/12/2019  
 RECENT AMENDMENT: 8/2019  
 SEE ALSO: N/A

SUBJECT CATEGORY: SECTION 200, HUMAN RESOURCES  
 SUBSECTION: GENERAL  
 CONTROL DEPARTMENT: HUMAN RESOURCES

## I. PURPOSE

To promote equity, prevent conflicts of interest and breaches in confidentiality, and avoid the perception of favoritism in personnel decisions and work assignments resulting from Family/Familial Relationships and/or Dating/Intimate Relationships in the workplace.

## II. PERSONS AFFECTED

All District Employees and Board Officers.

## III. DEFINITIONS

**“Nepotism”** means the practice, by those with power or influence, of granting preferential treatment when making personnel decisions to an applicant or employee with whom an individual has a Family/Familial Relationship or Dating/Intimate Relationship.

**“Family/Familial Relationship”** means a relationship by blood, marriage, domestic partnership adoption or equivalent step relationship, including but not limited to a parent (including an adult who stood “in loco parentis” during one’s childhood, child, grandparent, grandchild, sibling, first cousin, uncle, aunt, niece, nephew, present or former spouse, present or former domestic partner, cohabitant, fiancé, guardian, or ward. “Relatives” or “Related” shall have the same meaning as Family/Familial Relationship.

**“Dating/Intimate Relationship”** means a consensual romantic relationship between individuals, regardless of gender or sexual orientation. Interpersonal Relationship shall have the same meaning as Dating/Intimate Relationship.

**“Personnel Decisions”** means decisions affecting an applicant’s or employee’s work conditions including, but not limited to, selection for interviews, hiring,

retention, evaluation, transfer, promotion, demotion, supervision, discipline, termination, compensation, salary placement, or work assignments. Personnel Actions shall have the same meaning as Personnel Decisions.

**“Supervision”** means having direct authority over another employee’s work, job duties, or Personnel Decisions.

#### **IV. POLICY**

##### **A. General**

The District prohibits Nepotism in the workplace. Employees who have a Family/Familial Relationship or Dating/Intimate Relationship shall not be permitted to work in circumstances that result in actual or perceived preferential treatment.

##### **B. Restrictions**

District employees are prohibited from:

1. Direct supervision of an employee by someone with whom they have a Family/Familial Relationship or Dating/Intimate Relationship.
2. Influencing or providing input into Personnel Decisions for an employee with whom they have a Family/Familial Relationship or a Dating/Intimate Relationship.
3. Conducting audits of or approving the work of an employee with whom they have a Family/Familial Relationship or Dating/Intimate Relationship.
4. Approving the time sheets of an employee with whom they have a Family/Familial Relationship or a Dating/Intimate Relationship.
5. Performing any job assignment in which the employee will have access to sensitive or confidential information of an employee with whom they have a Family/Familial Relationship or a Dating/Intimate Relationship.

##### **C. Procedure**

1. Disclosure of Family/Familial Relationship or Dating/Intimate Relationships.
  - a. All employees, regardless of seniority, must immediately disclose a Family/Familial Relationship or Dating/Intimate Relationship that violates this Policy to the Executive Director of Human Resources or their designee.
  - b. Applicants must disclose all Family/Familial Relationships or Dating/Intimate Relationships with current District employees to the Human

Resources Department upon initial application for employment. The District will review the disclosures and determine whether the applicant may move forward in the recruitment process.

- c. Employees must disclose, to the Executive Director of Human Resources or their designee, all Family/Familial Relationships or Dating/Intimate Relationships when applying for promotion or requesting a positional change. The District will review such disclosures and determine whether the requested action would violate the restrictions set forth in this Policy and/or whether the employee can proceed with the promotion or positional change.
- d. If two employees-develop a Family/Familial Relationship or Dating/Intimate Relationship as defined by this Policy, during the course of employment with the District, both employees must immediately disclose the new relationship to the Executive Director of Human Resources, or their designee.
- e. Failure to timely disclose a Family/Familial Relationship or Dating/Intimate Relationship, either when the relationship is formed or at the time of application for employment, as required by this policy, constitutes a violation of this policy and is grounds for disciplinary action, up to and including termination of employment.
- f. If the disclosure or discovery of a Family/Familial Relationship or Dating/Intimate Relationship reveals a violation of this Policy, the District reserves the right to take any action necessary to alleviate the violation.

## **V. AUTHORITY**

### **A. General Manager's Authority**

The General Manager is authorized to create any processes and systems necessary to implement this policy.

## **VI. ATTACHMENTS**

None.