
AC Transit

Regulation No. 281

ADMINISTRATIVE REGULATION

Category: Human Resources

NEPOTISM

I. PURPOSE:

To avoid favoritisms in the employment and work assignments of individuals who are closely related to - or involved in an interpersonal relationship outside of work with - other District employees or applicants for District employment.

II. PERSONS AFFECTED:

All District employees.

III. POLICY:

No person shall be denied the opportunity for employment, or continued employment, because such person is either closely related to or involved in an interpersonal relationship outside of work with any other person presently employed by the District.

However, in no circumstance shall a District officer or employee execute direct supervision over, or initiate, influence, and/or participate in personnel decisions specifically pertaining to another District employee or applicant for District employment to whom s/he is closely related or with whom s/he is involved in an interpersonal relationship outside of work.

No applicant for District employment who is closely related to or involved in an interpersonal relationship with a District employee shall be hired in any manner inconsistent with or outside the District's normal hiring process established by the Human Resources Department.

IV. DEFINITIONS:

"Closely related" means parents, children, grandparents, grandchildren, brothers, sisters, first cousins, uncles, aunts, nieces, nephews, present or former spouses, and the equivalent step relationships or relationships through marriage or a domestic partnership.

“Personnel decisions” includes, but are not limited to, initial employment, retention, evaluation, transfer, promotion, or work assignments.

V. RESPONSIBILITIES:

It is the responsibility of the employee to advise the Employee Relations Manager or EEO Administrator if s/he is or becomes closely related to, or if s/he is or becomes involved in an interpersonal relationship outside of work with, another District employee or applicant for District employment.

Employees who are unclear whether this policy applies to their relationship(s) should contact the Employee Relations Manager or EEO Administrator for clarification.

VI. PROCEDURES

- A. If a relationship is in conflict with this Administrative Regulation the District will transfer or reassign one of the employees based on business considerations and/or union contract provisions.
- B. A person shall not be hired, promoted, or transferred into a position that would create a conflict with this Administrative Regulation. Potential problems should be identified and resolved at the time of application, promotion, or transfer.
- C. Any exception to this Administrative Regulation requires the General Manager's approval.