

SH 300 Employment

SH 310 Nepotism

Adopted: 6/86, Revised: 3/97, 2/03, 6/16

(A) It is the position of the Library that all employees should enjoy the same treatment. As such the Library has implemented a nepotism policy to prevent unfairness in the employment relationship between related parties. Nepotism is the exercise of preferential treatment based upon relationship rather than merit, and is prohibited by the Metropolitan Library Commission. A Library employee may not directly influence decisions related to the recruitment, hiring or the terms and conditions of employment of a close relative.

(B) An employee's close relative may be considered for employment or contract work, subject to the review and approval of the Director of Human Resources and executive director, and providing the two would not be employed in the same department or line of supervision, and that the employee or applicant is not one of the following:

- (1) the executive director
- (2) any deputy executive director
- (3) current member of the Commission
- (4) Because of the sensitivity of certain positions, close relatives of staff in or applying for positions in the following departments shall be considered on a case-by-case basis: Human Resources, Finance and Business, Information Technology, or Security.

(C) Unrelated employees working in the same department or line of supervision and who become close relatives while so employed become subject to this policy. The Library requires that close relatives disclose their relationship to the Director of Human Resources, annually, or sooner if the relationship arises prior to the date the disclosure is due. Disclosure of the relationship is required when either of the following circumstances arise:

- (1) The employee is called upon to participate in a personnel action involving the person with whom the employee has such a relationship, as described in SH 310 (E); or
- (2) The employee is in the supervisory chain of the person with whom the employee has such a relationship as described in SH 310 (D).

(D) Relationships subject to disclosure, within the supervisory chain of command, up to and including the positions listed in SH 310 (B):

- (1) Relatives – For purposes of this rule, "close relative" includes the employee's grandfather, grandmother, father, mother, spouse, domestic partner, sister, brother, child, grandchild or anyone of like relationship by marriage.
- (2) Persons with whom the employee has formed a familial or personal relationship, including cohabitating couples and/or significant others.

(E) Notwithstanding disclosure, employees may not participate in any personnel action by the Library that would impact the employment of a close relative, a member of the employee's household, or a person with whom the employee has a close personal relationship.

(F) Notwithstanding disclosure, an employee may not be supervised by a person who is a close relative, a member of the employee's household, or a person with whom the employee has a close personal relationship.

(G) Upon disclosure of a relationship subject to this policy, the executive director, in consultation with the director of Human Resources, may change the reporting relationship of the individuals involved, shift responsibilities or duties, or take any other action to resolve the situation.

(H) Employees who engage in actions that violate these regulations are subject to disciplinary action, up to and including termination of employment.

SH 300 Employment

SH 310 Nepotism

Adopted: 6/86, Revised: 3/97, 2/03, 6/16

(I) While the Commission cannot legally prevent the appointment of new library commissioners who are closely related to library employees, the Commission will strongly suggest to officials and bodies with appointive power that the evidence of any appearance of nepotism is not recommended.

(J) In cases where a new Commission member is appointed who is a close relative of a library employee, or a Commission member and an employee become related, the employee will retain his or her employment status.

(K) The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.