

SH 310 Nepotism

SH 310.1 Procedure for Relationship Disclosure

Adopted: 8/16

- (A) The Library requires that close relatives disclose their relationship to the Director of Human Resources within two months of the relationship's emergence.
- (B) The Director of Human Resources will report the relationship to the Executive Director.
- (C) Actual or potential conflicts of interest: The Executive Director will decide if the employee may participate in the decision-making process when the situation presents an actual or potential conflict of interest, based on the Executive Director's application of the ethics rules and in the Executive Director's discretion.
- (D) Outside employment. The Executive Director will decide if the employee may continue in an outside employment situation, based on the Executive Director's application of the ethics rules and in the Executive Director's discretion.
- (E) Relationships subject to disclosure. The Executive Director will decide if the individuals involved may continue in their respective positions, or if one or both of the individuals must transfer, or if duties and responsibilities may be shifted, based on the Executive Director's application of the rules and in the Executive Director's discretion.
- (F) Employees that cannot be shifted outside of the chain of command. In situations where an employee becomes related to a person in a position described in SH 310 (B), and who cannot be transferred to another position outside of their relative's chain of command or influence of the sensitive departments listed in SH 310 (B), the Executive Director and Director of Human Resources will review the relationship on a case by case basis. The review will aim to retain both employees and resolve the issue by allowing the employees to remain in their positions, however, in situations where an actual or perceived conflict of interest continues, the review can result in transfer, demotion, or termination.
- (G) 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. This means that the supervisor may not have any say or input into the subordinate individual's job benefits or detriments, either directly or indirectly.
 - a. An employee may not participate in the following actions:
 - i. Appointing, employing or promoting;
 - ii. Discharging, firing or demoting;
 - iii. Interviewing; and/or
 - iv. Discussing or debating the appointment, evaluation, employment, compensation, promotion, discharge, firing or demotion.