



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: NEPOTISM

Policy No.: A230
Supersedes: March 23, 2010
Revised: September 4, 2013
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PURPOSE:

To prevent nepotism by regulating the employment of relatives within the Department, with the objective of preventing favoritism shown to relatives, including conflict of interest, insider knowledge and preferential treatment

POLICY:

Immediate relatives shall not be assigned within the same assigned organizational unit (for example, but not limited to: works in the same geographical area) and shall not be supervised by the same individual
An employee may not supervise any immediate relative as an immediate supervisor or as a higher-level supervisor.

Definitions:

Immediate relative is defined as a mother, father, stepmother, stepfather, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild and any other genealogical or marital relationship

- 2 An assigned organizational unit is that unit which has been specifically defined and approved by the CEO.

PROCEDURE:

Human Resources shall provide all incoming employees and other non-compensation employees with the Nepotism Policy Volunteer Services Department shall provide the Nepotism policy to volunteers (Attachment I)

Each incoming employee/volunteer shall complete the nepotism policy form if a relative is employed by RLANRC.

Human Resources shall ensure that the policy provided to each employee is documented in the personnel file Volunteer Services Department shall maintain documentation in their area files

Documentation of additional review of this policy between the supervisor/manager and the employee must be attached to the Annual Performance evaluation (Attachment I).

If a situation arises, either as a result of a new-hire, transfer-in, promotion, reorganization and or marriage in which immediate relatives are employed within the same budgetary organizational unit or me supervised by the same individual, the appropriate Assistant Director or the Director of Health Services may request one of the individuals to transfer to a similar item in a different budgetary organizational unit of the Department

EXCEPTIONS:

In some instances, a situation may technically violate the Department's policy but does not present a conflict of interest and may warrant an exception.

In evaluating the appropriateness of requesting an exception to the policy, the overall objectives of the policy should be weighed against the reasons for requesting an exception, on a case-by-case basis

PROCEDURES FOR REQUESTING EXCEPTIONS:

If a Department Head determines that a request for an exception is appropriate, a memo establishing the justification for the request, an organization chart explaining the functional responsibilities of the related employees and a statement of why it is believed problems will not result, is to be forwarded to the CEO

With the concurrence of the CEO, the request will be forwarded through the chain-of command to the appropriate Assistant Director. All exception requests require the approval of the appropriate Assistant Director and the Director of Health Services or his designee.

Following approval by the Assistant Director, all exception requests should be forwarded to the Chief, Inspection and Audit Division who is the Director's designee. The final decision regarding the granting of an exception to the nepotism policy will be made by the Director/designee

REFERENCE: Department of Health Services - Policy #708

AC:gg

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
HUMAN RESOURCES**

TO: Employee
FROM: Human Resources
SUBJECT: **NEPOTISM POLICY**

All Rancho employees are required to identify any person who is a close relative and who is also employed by the Department (Rancho). Close relative should not be assigned within the same assigned organizational unit (for example, but not limited to: works in the same geographical area) or supervised by the same person.. An employee may not supervise any close relative either as an immediate supervisor or as a high-level supervisor

Close relative is defined as a mother, father, stepmother, stepfather, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild and any other genealogical or marital relationship

If you have a relative employed by the Department, it is required that you complete the information requested below. All situations, whether in a direct or indirect reporting relationship, shall be reported and will warrant a review

Employee Name _____ Employee No _____
(Print)

Department _____ **Position** _____

If policy does NOT apply, check box and skip to employee signature and date.

Status: [] New Hire [] Permanent [] Volunteer [] Non-compensated Employee
[] Other - Please explain

If you have a relative currently employed in the Department, please complete the following:

Name of Relative _____

Relationship _____ Department _____

Employee Signature _____ Date _____

Department Head _____ Date _____

WHEN COMPLETED, PLEASE RETURN TO HUMAN RESOURCES, BLDG. 500, ROOM 75
(Revised: 5/03)