



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-019
SUBJECT: NEPOTISM	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 05/01/84
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: 04/16/07
	REVISED DATE: 04/2017

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 budgetary organizational unit and shall not be supervised by the same individual. A workforce member may not directly supervise any immediate relative, and may not have any immediate relative within their descending chain-of-command. This restriction applies to all superior/subordinate relationships that exist within an employment/assignment or training context inclusive of all workforce members.

PROCEDURE

At the time a person applies for a position in the Department, he/she must identify any person who is employed in the Department.

DHS Human Resources shall establish procedures to ensure that workforce members are aware of the policy. Such procedures shall include, but not be limited to, the following:

- A review of this policy with each incoming workforce member documented for the personnel file.
- Documentation of additional review of this policy between the Supervisor/Manager and the workforce member, attached to the annual Performance Evaluation.
- Written notice to non-County workforce members.

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/assigned within the same budgetary organizational unit or are supervised by the same individual, the appropriate Assistant Director or Director of Health Services may request one of the individuals to transfer or be reassigned to a similar item in a different budgetary organizational unit of the Department. If the situation involves a non-County workforce member, the Supervisor/Manager should inform the contracting agency of the conflict and secure another contracted workforce member.

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 Manager/Supervisor 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 workforce members and a statement of why it is believed problems will not result, is to 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 or his designee.

Following approval by the Assistant Director, all exception requests should be forwarded to the Chief, HSA Audit and Compliance 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.

DEFINITIONS:

Immediate relative is defined as a spouse (common law or otherwise), child, mother, mother-in-law, father, father-in-law, son-in-law, daughter-in-law, brother, sister, stepchild, stepparent, aunt, uncle, niece, nephew, or any other relationship which might give rise to a substantial appearance of impropriety.

Budgetary organizational unit is that unit which has been specifically defined and approved by the appropriate responsible authority.

AUTHORITY:

DHS Policy No. 708, Nepotism

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, Nursing Director

Date

Signature(s) on File.