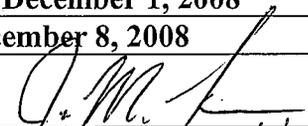
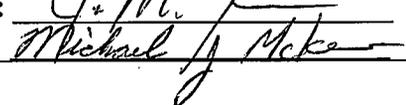


**540
NEPOTISM**

Revision Number: 0	Effective Date: December 1, 2008
Revision Date: October 6, 2008	Issue Date: December 8, 2008
Supersedes: 510	Approvals: HR Director:  Commission: 

PURPOSE

In order to avoid favoritism and the appearance of impropriety, the County shall restrict the hiring of relatives of current County employees, appointees, and elected officials. This policy establishes the parameters under which such relatives may be hired.

SCOPE

This policy applies to all County employees and elected officials, and ensures strict adherence to Equal Employment Opportunity guidelines.

CROSS REFERENCES

Equal Employment Opportunity, Policy 200
Recruitment & Selection, Policy 210
Utah Code Annotated 52-3-1

POLICY AND PROCEDURE

1. Employees or Elected Officials shall not hire or possess direct supervisory authority over relatives as stated in this policy.
2. Employees or Elected Officials shall not make employment decisions regarding relatives in the employee's immediate chain of supervision.
3. Exceptions - An exception to this policy requires the prior written approval of the HR Director and the County Commission. An exception may be granted if one of the following criteria is met:
 - A. The relative will be employed for four (4) weeks or less; or
 - B. The relative is the only applicant qualified or eligible for the position.
4. If because of marriage, promotion, reorganization, or other reasons, a conflict with this policy exists, the matter shall be reviewed by the HR Director, the County Attorney, and the County Commission. In the instance of a conflict, several options may be presented:
 - A. One of the family members must resign within a reasonable period of time to be established between the HR Director and the employee.

- B. If a position is open in another department for which one of the employees is qualified, s/he has right of first refusal for the position. The refusal must be in writing and signed by both the employee and the HR Director.
5. The list of relatives (natural or adopted) impacted by this policy: parent, parent-in-law, spouse, child, sibling, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law, or grandchildren.