EMPLOYMENT OF RELATIVES OF EMPLOYEES

As a general rule, relatives of employees may apply for open positions in the library. They must follow the same application and interview process as all other applicants. Hiring decisions are based solely on meeting the qualifications/skills required by the position.

To prevent the perception of conflicts of interest this policy will not apply to the following positions: The Board of Trustees, Director, Assistant Director, Fiscal Officer, Senior Managers, Managers and Senior Specialists.

Furthermore and also to prevent conflicts of interest and ensure smooth and fair management, however, no employee or potential employee will be assigned, hired, promoted, or transferred to a position where that person will supervise, or be supervised by, or work within the same department as a current employee who is a relative, either directly or indirectly.

Temporary Student Pages may work within the same department as a parent staff member unless both parent and child/student will be directly supervised by the same individual. For example, the child of a Circulation Assistant may not be hired as a Circulation Student Page. In this case, both staff members would directly report to the same individual, the Stacks Facilitator.

If two employees marry or enter into a spousal relationship this policy does not require that either employee must resign or transfer unless the positions they hold are in a direct supervisor/subordinate relationship. If the two employees are employed in a direct supervisor/subordinate relationship, they will decide between themselves who will resign. If a decision cannot be jointly made, it will be at the discretion of the Director.

"Relative" is defined as spouse, child, parent, sibling, grandparent, grandchild, aunt/uncle, first cousin, or corresponding "in-law" or "step" relative. Exceptions to this policy may be granted only by the Director, upon recommendation of both the Department Coordinator and Human Resource Manager for reasons that are <u>clearly</u> in the best interest of the library.