

# NEW CASTLE COUNTY

## PERSONNEL POLICY

**NUMBER** 4.19

**PAGE** 1 of 3

**DATE** 07/23/13

**SUBJECT:** NEPOTISM

**APPROVED:**

*Valencia L. Seef, cz*

**OBJECTIVE:** To ensure that hiring, supervision and management of employees is conducted in a manner that enhances public confidence; prevents situations that give the appearance of impropriety, partiality, preferential treatment, improper influence or a conflict of interest; and applies equally to all employees and candidates for hire.

**STATEMENT:** New Castle County Government is committed to ensuring that no County employee or official shall engage in conduct which undermines the public's confidence or trust by creating an appearance of impropriety when making hiring selections. Additionally, this policy is intended to supplement any existing policies in the Division of Police, and in no way replaces them.

**DEFINITIONS:** For the purposes of this policy, "hiring" includes the hire, rehire or appointment of a new employee, or the movement (e.g., appointment, promotion, transfer, demotion, reinstatement, rehire, etc.) of an existing employee into another position.

"Employee" shall include classified and unclassified employees, appointees, part-time, seasonal, as well as contractors.

"Relative" is defined as spouse, parent, child, stepchild, stepparent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, first cousin, parent-in-law, daughter-in-law, son-in-law, brother in-law and sister-in-law. It is further defined as a direct or indirect connection between persons by blood, marriage, adoption, domestic partnership, or civil union; a personal relationship that includes cohabitation or equivalent relationship; or any relative residing in the same home or person with whom the employee has made his or her home. Relatives of domestic partners or parties to a civil union shall be treated in the same manner as indicated above.

**PROCEDURE:** To ensure adequate and clear safeguards are in place to administer this policy:

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1. No relatives shall be hired which would pose a conflict with the tenets of this policy.
2. The hiring of any individual into a position in which the person will be directly supervised by a relative is strictly prohibited.
3. Relatives are permitted to work in the same County department or office provided the relative has no authority over the other; nor is in a position to supervise, manage, discipline, review or evaluate the other. That is, no employee is permitted to work within "the chain of command" of a relative (EXCEPTION: employees who respond to emergency situations).
4. Relatives shall have no influence over the compensation, hours, benefits, career progress, and other terms and conditions of employment of the other relative.
5. Employees must notify the Office of Human Resources within ten (10) calendar days when they know (or should have known) of a conflict.
6. If situations arise during the course of employment, (e.g., marriage, a new domestic relationship, relatives residing in the same household, etc.), employees shall be transferred, relocated or reassigned to remedy the situation. Such movement shall be based on available openings and operational needs of the department, and shall occur within ten (10) working days of notification. Terms outlined in collective bargaining agreements take precedence over these guidelines.

**ENFORCEMENT:** A copy of this policy shall be given at the point of hire, and will apply to future actions of current employees upon enactment. Infractions of this policy will be handled as a disciplinary issue, using the appropriate section(s) of the New Castle County Discipline Policy. Violators may be reassigned based on available openings and operational needs.

**REQUIRED ACTION:** The Chief Human Resources Officer, general managers and row officers are responsible for the implementation of and compliance with this policy. Any exceptions to this policy must be approved, with a documented explanation, by the Chief Human Resources Officer.

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*Valencia D. Perry, cc*

### DISCLAIMER OF RELATIVES

#### Acknowledgement Form

I have read and acknowledge that I am familiar with, understand, and will comply with New Castle County's Nepotism Policy.

Applicant is responsible for identifying relatives employed by New Castle County Government.

Applicant Name (Print): \_\_\_\_\_

Applicant Signature/Date: \_\_\_\_\_

Relative/s Employed: Please **print** and include relationship to applicant and work section if known. (Add more paper as needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness Name (Print): \_\_\_\_\_

Witness Signature/Date: \_\_\_\_\_