



Clinton-Essex-Franklin Library System

Anti-Nepotism Policy

*Adopted by the Board of Trustees
April 27, 2015*

Applies to CEFLS Employees

Employment of Related Persons (Anti-Nepotism Policy)

1. INTRODUCTION

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism (or the perception of such), and negatively impact morale. Decisions concerning the employment, evaluation, promotion and compensation of personnel should be based on considerations of individual merit. It is Clinton Essex Franklin Library System's policy to hire, promote and transfer employees based on individual merit.

2. DEFINITIONS

Family Member: employee's spouse or ex-spouse, children, step-children, parents, step-parents, siblings, grandparents, step-grandparents, grandchildren, step-grandchildren, and like relations of the employee's spouse.

Nepotism: the practice of giving preferential treatment to family members in areas of employment, including but not limited to: hiring, promotion, transfer, compensation, evaluation and discipline.

3. POLICY

3.1 Family Members shall not directly supervise other Family Members. If an employee is in a position where he or she would have a supervisory role over a member of his or her family, he or she shall promptly notify his or her supervisor and/or the Board of Trustees. His or her supervisor or the Board of Trustees shall take appropriate action in compliance with this policy.

3.2 No employee shall be involved in any part of the process of influencing or controlling the terms and conditions of another Family Member's employment, including: hiring, evaluation of work performance, establishing or changing work assignments, making recommendations for compensation or salary adjustments, promotions or other personnel decisions. Each employee is responsible for notifying his or her supervisor and/or the Board of Trustees and recusing him or herself from such decisions.

3.3 Clinton Essex Franklin Library System's employees conducting interviews for the purpose of hiring a new employee shall inquire of all interviewees or applicants whether the individual has a Family Member that is already employed by the System, along with the name of the Family Member employee. This information shall be utilized to determine if hiring the prospective employee would result in a violation of this Policy.

EXCEPTIONS

Any pre-existing family relationships between employees that predate this Policy shall be exempt under this Policy. However, if the existing employment relationship is changed so that this conflict no longer exists (i.e. the employee Family Member is in a position that no longer directly reports to another employee Family Member), this Policy would apply in future employment decisions affecting employee Family Members (i.e. the Family Member Supervisor could no longer reemploy the relative in a directly subordinate position).

GENERAL

The requirements set forth in this Policy may only be overturned on a case-by-case basis by majority vote of the Clinton Essex Franklin Library System's Board of Trustees upon a finding that there would be no adverse impact on the operation of the System and/or that the greater interests of the System would be furthered by not following the Policy.

REPORTING

Any violations arising from the application of this Policy should be referred to the Clinton Essex Franklin Library System Board of Trustees for resolution.