

Stark County Board of Developmental Disabilities

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NEPOTISM

POLICY

The Stark County Board of Developmental Disabilities is committed to conducting itself in a manner, which enhances public confidence in government and prevents situations which give the appearance of partiality, preferential treatment, improper influence, or a conflict of interest.

Favoritism based on family or close personal relationships are unfair to other employees and vendors. To avoid such appearance, the employees of the Board may not hire, supervise, or exercise management authority over, directly or indirectly, employees with whom they have a relationship that may adversely affect impartiality. Similarly, the employees of the Board may not influence the award of contracts to vendors with whom they have a familial or personal relationship. All questions concerning the hiring of any individual who may be related to a Board member or another Board employee should be referred to Human Resources or the Superintendent.

The Superintendent will develop procedures for this policy.

Historical Resolution Information		Reviewer(s): Superintendent Director Of Human Resources
Date	Resolution Number	
1/20/12	01-09-12	
5/16/15	05-28-15	

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PROCEDURE

Stark County Board of Developmental Disabilities' employees are prohibited from authorizing or using the authority or influence of his or her position to secure the authorization of employment or benefit (including a promotion or preferential treatment) for a person closely related by blood, marriage or other significant relationship including business association. This includes, but is not limited to the following circumstances:

I. Hiring

- A. No Board employee serving as a manager shall have in the employ of that person's department any person closely related by blood, marriage or other significant relationship including business association.
- B. No Director of Human Resources, Superintendent, Department Head or person of equivalent rank shall have in the employ of that person's department any person closely related by blood, marriage or other significant relationship including business association.
- C. No employee in the Department of Human Resources shall process any personnel actions or use the authority or influence of that employee's position to secure the employment of a person closely related by blood, marriage or other significant relationship, including business association.

II. Supervision

- A. No public official or employee shall supervise any person closely related by blood, marriage or other significant relationship, including business association.
- B. Should a supervisory conflict arise, the Superintendent or designee shall work expeditiously to relocate or transfer one of the individuals to eliminate the conflict to the extent permitted by law and/or collective bargaining agreement. This relocation or transfer should be to a comparable position with minimal inconvenience for the transferring employee.
- C. No employee in the human resources area shall review or be involved in the disciplinary actions, or be involved in the personnel actions, of a person closely related by blood, marriage or other significant relationship, including business association.
- D. When a person, as the result of bumping, displacement, recall or some other non-discretionary personnel action, is moved into a department where there is a supervisory conflict with someone closely related by blood, marriage, or significant relationship; efforts will be made to eliminate the conflict to the extent permitted by law and/or collective bargaining agreement.

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III. Enforcement

- A. The Human Resources Department and the Superintendent are responsible for adhering to the hiring and supervisory policies and procedures listed above.