

Fruitport District Library
47 Park Street, P.O. Box 47
Fruitport, MI 49415

Nepotism Policy

The employment of relatives may cause various problems including, but not limited to, charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the library and its employees.

For the purposes of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a mother, father, daughter or son of an employee's domestic partner.

It is the goal of the library to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The Library may allow existing personal relationships to be maintained or employ individuals with personal relations to current employees under the following circumstances:

- *They may not create a supervisor/subordinate relations with a family member
- *They may not supervise or evaluate a family member
- *The relationship will not create an adverse impact on work productivity or performance
- *The relationship may not create an actual or perceived conflict-of-interest
- *They may not review in any manner the individual's work
- *They may not be employed if a member of the employee's immediate family, as listed in paragraph two, serves on the library board or committee which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

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This policy must be considered when hiring, promoting or transferring a library employee.

Should relations addressed within this policy be identified with either candidates for employment or, involve current employees the matter should be immediately reported to the Library Director or Library Personnel Committee and the following policies and procedures will be followed:

*A determination will be made whether the relationship is subject to the library's Nepotism Policy based on the conditions described above.

*If the relationship is determined to fall within one or more of the conditions described in this policy the Library Director and Personnel Committee in consultation with the affected employees and, if necessary, work with the Board of Trustees to attempt to resolve the situation through the transfer of one employee to a new position or identifying some other action which will correct the conflict or issue identified. If accommodations are not feasible then, with affected employee suggestions, the Personnel Committee in consultation with the Library Director shall determine which employee must resign in order to resolve the situation.

The Library Board of Trustees reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this policy.

It is the responsibility of every employee to identify to the Library Director or Personnel Committee any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including termination of employment.