

SUBJECT: EMPLOYMENT OF RELATIVES

EFFECTIVE
DATE: 02-14-11 (replaces 04-01-97)

APPROVED BY:

Executive Director

Reviewed (no changes): _____

POLICY

It is the policy of McIntosh Trail CSB to establish guidelines and monitor the usage of the employment of relatives.

A RELATIVE is defined as an employee's parent/grandparent, sister/brother, aunt/uncle, niece/nephew, child/grandchild, spouse, legal ward, guardian, or immediate in-law.

PROCEDURE

Hiring officials are responsible for making appropriate decisions involving employment of relatives. These decisions include, but are not limited to, consideration for employment or transfer, promotion or demotion. The Clinical Director for MH/AD or DD Services Director and Executive Director will have final approval of all actions involving relatives. Hiring officials should indicate in the hiring package the name of the relative and the program in which the relative is employed.

Relatives should not be employed or placed in the following situations:

1. Where a superior - subordinate relationship will exist between the relatives through any line of authority (which may extend to more than one level of management).
2. Where fiscal checks and balances are a part of the assigned duties and responsibilities of the positions involved.
3. Where there is potential for conflict of interest, financial gain, fraud, and/or other abuses of position.
4. Where relatives will be placed in a direct co-worker relationship. Relatives may be employed in the same disability, but should not be employed in the same program.

Employment of other relatives (for example, cousin) will need to be evaluated by the hiring official and program/service director within the context and intent of this policy.