ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Employment of Relatives (Nepotism) Number: C28
Approved: Signature on file Date: 09/21/07

POLICY

The County Policy on Employment of Relatives is contained in the Personnel and Salary Resolution, Part 1, Article I, Section 1, D. It states that unless the agency/department head grants an exemption, no person may be appointed, promoted, reduced, transferred or reassigned to a position in which that person is in direct line supervision of a close relative; nor shall close relatives have the same immediate supervisor. All employees who have close relatives currently employed in Social Services Agency (SSA) are required to disclose the name(s) and position (titles) of any close relatives to supervisory/management staff.

An employee who becomes a "close relative" by marriage or qualified domestic partnership subsequent to appointment shall disclose the new relationship(s) to his/her supervisor within 30 days.

To ensure the effective and efficient operation of the Agency, only the SSA Director may grant exemptions to the above policy. Situations involving close relatives working together in the same agency may result in morale problems, inappropriate supervision, conflict of interest, or public criticism. Employees should not be promoted, reduced, transferred or reassigned until the exemption request has been reviewed and approved by the SSA Director.
