

Employment of Relatives/Family Members

Objective

Far Northern Regional Center (FNRC) wants to ensure that regional center practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

Scope

Regional center senior staff are prohibited from hiring close relative's as defined below, at the center or any ancillary foundation and organization. Regional center senior staff is defined as Executive Director, Directors, Associate Directors and Sr. Managers.

Relatives of other employees are allowed to work at the regional center however, the following guidelines must be followed. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other or where they work in the same department/unit. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, domestic partners, and cousins.

Procedure

Individuals will not be hired or promoted into a position that would create a conflict in FNRC's policy. If employees begin a dating relationship or become relatives, partners, or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to FNRC, such as a transfer or employment outside the company, the employees' supervisors will work with human resources (HR) to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of FNRC, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have any involvement or direct input in the employment decisions of the other employee.

FNRC reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, FNRC will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the Executive Director and HR. Written justification for the exception must be submitted to HR prior to any employment decisions.