

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Employment
Standard:	EMPLOYMENT OF RELATIVES OR INDIVIDUALS WITH PERSONAL RELATIONSHIPS
Section #:	A-12
Effective:	September 3, 2008

See Also:

GENERAL STANDARD

Relatives of employees and others with whom employees have close personal relationships are eligible for employment with or transfer within the Authority, consistent with applicable law, only if they will not be employed in a capacity in which one individual has a direct supervisory relationship (or second- or higher-) level management responsibility with the other or in any position in which a potential conflict of interest exists or may exist.

DEFINITION

Relatives include an employee's parent, child, spouse, brother or sister, in-laws (brother, sister, mother, father, son or daughter), grandparents, aunt, uncle, niece, nephew, step-relations, other relatives who are currently residing in the employee's household; and domestic partners as that term is defined in California Family Code section 297.

SPECIFIC STANDARDS

Employees who are related or with whom a close personal relationship exists will not be assigned to:

- The same work unit, department, division, or facility if the work involves potential conflicts of interest or an existing conflict of interest; or if

- The assignment may result in inequities because of the existence of personal relationships; or
- Any position where the result is that one individual directly supervises or is the second-level manager of the work of the other; or
- Any position where one individual has the opportunity or is required to review the other's work (E.g., an employee with financial accounting responsibilities and another employee assigned to internal audit).

This Standard also applies to employees who become related or enter into a close personal relationship during their employment by the Authority.

- In situations where employees become related or enter into a close personal relationship following their employment, the Authority will make every reasonable effort to accommodate these employees. However, if reasonable accommodation cannot be made within 60 calendar days, only one employee will be permitted to continue employment within the same department. The decision as to which individual will remain with the Authority should be made by the affected employees within an additional 30 days. If the employees do not make the decision, it will be made by the President/CEO or designee, upon consideration of quality of performance, comparative need for skills and experience, length of service, and other appropriate factors.
- If co-employees marry, the Authority will make reasonable efforts, as required by state law, to assign job duties so as to minimize problems of supervision, safety, security, or morale.

GUIDELINES

The Authority refrains from employing relatives of Board members and senior managers. Exceptions generally require President/CEO or designee approval.

The same potential for conflicts of interest can arise from significant personal relationships with non-relatives, and these generally will be treated in the same manner.

If a manager becomes aware that employees are potentially in violation of this policy, s/he should bring the matter to the attention of the Director, Human Resources (or designee) immediately.

PROCEDURE

Employees' relatives who seek employment with the Authority should be directed to the Human Resources Department. All applicants for employment are subject to the Authority's employment policies.