

## **Nepotism Policy**

In order to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist, it is the policy of Alpena County George N. Fletcher Public Library (“Library”) not to employ or consider for employment any immediate relative of the Library’s Board of Trustees or any employee of the Library. Immediate relative is defined as spouse, domestic partner, child, parent, brother, sister, in-law or step family member (father, mother, brother, sister) grandparent, or grandchild.

The Library will allow existing employment relationships to be maintained with current employees who are related under the following circumstances:

- The relationship does not create an adverse impact on work productivity or performance;
- The relationship does not create an actual or perceived conflict-of-interest;
- A supervisor/subordinate relationship with a family member does not exist;
- This policy should be considered when hiring, promoting or transferring any employee.

Employees who marry or become related by marriage while both employees are employed by the Library may seek approval from the Director for an exception to the policy. The Library reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The Library reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

It is the responsibility of every employee to identify to the Library’s Director 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 the termination of employment.

In any case, supervisory relationships between relatives, as established through blood, marriage, adoption or other legal status, are prohibited. No employee shall work under the immediate supervision of a spouse, parent, grandparent, child, grandchild, brother, sister, aunt, uncle, first cousin, or the spouse of any of them.

Exceptions to this policy can be made with the recommendation of the Library Director and approval of the Board of Trustees.

Adopted 4/26/2023